ROCKY RIDGE ELEMENTARY SCHOOL –
Daily Bell Schedule
24 Hour Attendance Line: 253.683.5093

GENERAL BELL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>Breakfast is served in the gym</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Students go to classrooms</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Tardy Bell – Instruction begins</td>
</tr>
<tr>
<td>11:25 – 1:15 PM</td>
<td>Recess/Lunch (See chart below for specific times)</td>
</tr>
<tr>
<td>3:45 PM</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

RECESS/LUNCH SCHEDULE

<table>
<thead>
<tr>
<th>Recess Time</th>
<th>Lunch Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:25 – 11:50 AM</td>
<td>11:50 – 12:15 PM</td>
<td>Kinder. &amp; 1st</td>
</tr>
<tr>
<td>11:55 – 12:20 PM</td>
<td>12:20 – 12:45 PM</td>
<td>2nd &amp; 3rd</td>
</tr>
<tr>
<td>12:25 – 12:50 PM</td>
<td>12:50 – 1:15 PM</td>
<td>4th &amp; 5th</td>
</tr>
<tr>
<td>1:25 – 1:45 PM</td>
<td>12:20 – 12:45 PM</td>
<td>Structured</td>
</tr>
</tbody>
</table>

LATE ARRIVAL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>11:00 AM</td>
<td>Students go to classrooms</td>
</tr>
<tr>
<td>11:15 AM</td>
<td>Tardy Bell – Instruction begins</td>
</tr>
<tr>
<td>11:25 – 1:15 PM</td>
<td>Recess/Lunch (See chart above for specific times)</td>
</tr>
<tr>
<td>3:45 PM</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Note: NO BREAKFAST will be served on Late Arrival days.

EARLY DISMISSAL SCHEDULE

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:00 AM</td>
<td>Breakfast is served in the gym</td>
</tr>
<tr>
<td>9:00 AM</td>
<td>Students go to classrooms</td>
</tr>
<tr>
<td>9:15 AM</td>
<td>Tardy Bell – Instruction begins</td>
</tr>
<tr>
<td>11:50 AM</td>
<td>Dismissal</td>
</tr>
</tbody>
</table>

*Note: NO LUNCH will be served on Early Dismissal days.

RAINY DAY RECESS/LUNCH SCHEDULE

<table>
<thead>
<tr>
<th>Recess in Classroom</th>
<th>Lunch in Cafeteria</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>(20 min.)</td>
<td>(30 min.)</td>
<td></td>
</tr>
<tr>
<td>11:25 – 11:45 AM</td>
<td>11:45 – 12:15 PM</td>
<td>Kinder. &amp; 1st</td>
</tr>
<tr>
<td>12:25 – 12:45 PM</td>
<td>12:45 – 1:15 PM</td>
<td>4th &amp; 5th</td>
</tr>
</tbody>
</table>

*Note: Rainy Day Schedule will be announced over the intercom if inclement weather exists. Teachers will supervise students in their classroom for 20 minutes of recess. Playground Supervisors will supervise lunch, and teachers will have their lunch during this time. Recess may be offered the last 10 minutes of lunch if weather clears.

<table>
<thead>
<tr>
<th>Extra Recess Time</th>
<th>Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>1:25 – 1:40 PM</td>
<td>Kinder.</td>
</tr>
<tr>
<td>1:10 – 1:25 PM</td>
<td>1st</td>
</tr>
<tr>
<td>2:00 – 2:15 PM</td>
<td>2nd</td>
</tr>
<tr>
<td>2:45 – 3:00 PM</td>
<td>3rd</td>
</tr>
<tr>
<td>1:45 – 2:00 PM</td>
<td>4th</td>
</tr>
<tr>
<td>10:45 – 11:05 AM</td>
<td>5th</td>
</tr>
</tbody>
</table>
Our Vision
“Empowering students to be successful, life-long learners!”

Our Mission
We, as a school community, believe that the best way to fulfill our mission and vision is to create a CULTURE OF UNIVERSAL ACHIEVEMENT.

Our Commitment
Rocky Ridge Elementary School is committed to supporting student achievement and success. We seek to make public commitments and enter into a partnership with our parents and community to achieve our student academic and behavioral goals. We have adopted a “no excuses” philosophy, which promotes a college-going culture and helps us focus our instructional efforts on the core content areas of reading, math, and writing. We hope to prepare each child for college, should they choose to attend.
Important Family Information
Regarding Attendance and Emergencies

24 Hour Attendance Line.......................... 253.683.5093
Office ............................................................... 253.683.5000
Fax ........................................................................ 253.683.5098
Kitchen Staff .......................................................... 253.683.5094
Social Worker (Mrs. Josephson) .......................... 253.683.5045
Transportation....................................................... 253.683.5900

District Emergency Information & Snow Day Line
................................................................................. 253.683.6001

Bethel School District Website: www.bethelsd.org
Rocky Ridge Website: www.bethelsd.org/rre
Rocky Ridge Facebook Page: www.facebook.com/RREBSD
Rocky Ridge Twitter Account: www.twitter.com/RRELearns

School hours are 9:15 a.m. – 3:45 p.m. If your child will be absent, please call the 24-hour attendance line at 253.683.5093, or submit an absence request using Family Access.

Attendance and Success Go Hand-in-Hand
Regular and punctual attendance is a habit directly related to student success. Students need to attend school every day if our staff is to do the best job of educating our students. Good attendance is also a state law! (Compulsory School Attendance Act RCW 28A.225). The policy at Rocky Ridge is as follows: Each school day is divided into two halves; period 1 (AM) and period 2 (PM). Students who miss an entire day of school will be marked absent during period 1 AND period 2 of the day. Please note that attendance data shown in Family Access is displayed by period (i.e. 1 full day absence will show as 2 absences).

The excused exceptions to this are: Personal illness or injury, quarantine, death in the family, professional appointments, or family emergency. Participation in authorized school related activities and opportunities of extraordinary educational value outside of school could also be excused by written notice if they are pre-arranged with the principal.
Unexcused Absences and Tardies
Per school board policy 3122, missing the bus, oversleeping, staying up late the night before, losing car keys, car trouble, errands, etc. are all unexcused reasons. Parents have a responsibility to make sure their children are in school on time as required by RCW 28A225.010.

Three unexcused absences in one month, state law (RCW 28A.225.020), requires a scheduled conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to meet the needs of your student and reduce absenteeism.

Five excused absences in any month (or ten or more excused absences in a school year) requires the school district to contact you to schedule a conference at a mutually agreeable time with at least one district employee, to identify the barriers and supports available to you and your student. A meeting is not required if your student has provided a doctor’s note, a pre-arranged absence in writing, or the parent, student and school have made a plan, so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan needs to reconvene.

Seven unexcused absences in any month (or ten unexcused absences in a school year) may be referred to the Juvenile Justice System (Becca Law).

If a student has frequent absences, parents may be required to provide a doctor’s note. Once doctor verification is required, all absences for illnesses will remain unexcused until documentation is provided.

Notifying the Office
Parents are asked to please call the school attendance line, or submit an absence request using Family Access, prior to 9:15 a.m. if their child will be absent. If a student has not been reported absent from school, the Attendance Clerk will call home or the emergency contact numbers to establish the safety of the child. The safety and health of each student is of critical concern to us.

Rocky Ridge accepts phone calls to excuse absences or tardiness 24 hours a day (253.683.5093). You may also email our Attendance/Health Clerk, Ms. Milatz at mmilatz@bethelsd.org. If you send a note with your child, you can check your student’s attendance in Family Access to verify that the note made it to the attendance office, and the absence has been noted.

All students are expected to arrive ON TIME. If your child is tardy, please make sure that both you and your child come into the office to let us know that he/she has arrived and why they are late. Parents wishing to pick their child up early should send a note with their child in the morning. Parents must sign students out in the office and present picture identification. If someone other than the custodial parent will be picking up your child, you must send a note (even if they are on your emergency contact list).

Attendance Laws cover children from Kindergarten to Grade 12.
Individual Student Recognition:

1. **Character in Action (CIA) Awards:**
   Each staff member has the opportunity to award students with a CIA award if they recognize the student displaying characters from the six pillars of character as recognized by the national organization, Character Counts. Students are recognized for displaying the character traits of: responsibility, respect, caring, citizenship, trustworthiness, and fairness. When a student receives a CIA award, they will deposit it into the CIA basket in their classroom, which will be drawn from for a weekly prize drawing. Two students from each classroom are awarded weekly.

2. **Rock Stars of the Week:**
   At Rocky Ridge we celebrate students for character, academics, and attendance. Each week, classroom teachers draw two CIA’s from their classroom CIA basket, and award two students with the recognition of being named the “Rock Star of the Week”. Winning student names are announced over the intercom every Friday morning, and Rock Star students may choose one friend to sit with them at the special Rock Star Table during their lunchtime.

3. **Birthday Recognition:**
   Every Friday, the names of all students who celebrated a birthday that week will have their name announced over the intercom and will be asked to come to the office to receive a special birthday pencil.

4. **Rock Star Assemblies:**
   Each month a Rock Star Assembly is held to recognize students who have been chosen by for displaying character traits of the monthly character trait focus. Parents will be notified by teachers, and invited to attend the assembly, if their student will be receiving an award at our monthly assembly. Students with perfect attendance during that month are also recognized and given a prize.

5. **Ridge Climber Student Recognition Awards:**
   Students are recognized for their academic improvement and excellence two times per year, after the winter and spring District Assessment windows.

   There are two types of awards issued:

   - **Academic Improvement Award** – A certificate in Reading or Math is awarded to students who have exceeded expected growth in reading or math.
   - **Academic Excellence Award** – A certificate in Reading or Math is awarded to students who have demonstrated that they have met or exceeded grade level standards for both the winter and spring assessment periods.
Whole-Class Recognition:

1. **Classroom Behavior Awards (CBA):**
   Each staff member has the opportunity to award classrooms with a whole-class Classroom Behavior Award (CBA). Entire classrooms can earn a CBA for: 1) Outstanding Hallway Behavior, 2) Exceptional Classroom Behavior, 3) Tremendous Lunchroom Behavior, 4) Incredible Line Behavior. Specialists (Art, Library, Music, P.E., Technology, Band, and Orchestra) may choose to use these awards to recognize classrooms with exceptional behavior. Classrooms have a “Six Pillars of Character” poster displayed, and CBA’s are posted under each pillar. Classrooms are awarded special recognition and rewards for earning CBA’s.

2. **Climbing the Rocky Ridge Mountain:**
   As classrooms collect CBA’s, they earn the opportunity to climb our Rocky Ridge Mountain, which is displayed in the main hallway. Classrooms are awarded with prizes for reaching each level on the Rocky Ridge Mountain. Rewards increase in value as classrooms approach the 8th level summit.

3. **Monthly Academic Goal:**
   Classrooms have a Monthly Academic Goal poster displayed outside of their classroom, which states what the classroom monthly academic goal is, and the percentage of how many students have met that goal. Classroom percentages are celebrated and awarded during our monthly Rock Star assemblies.

4. **Golden Broom Award:**
   Each month at our Rock Star Assembly, one classroom from each of our three lunch times is chosen by our custodian, and awarded a golden broom to proudly display in their classroom. Winning classrooms are chosen for demonstrating appropriate lunchroom behavior and maintaining a clean area during lunchtime.
Six Pillars of Character

TRUSTWORTHINESS (Integrity, Honesty, Reliability, Loyalty)
Be honest ✪ Be reliable – do what you say you’ll do ✪ Have the courage to do the right thing ✪ Build a good reputation ✪ Be loyal – stand by your family, friends and country

RESPECT (Golden Rule, Tolerance and Acceptance, Nonviolence, Courtesy)
Treat others with respect; follow the Golden Rule ✪ Be tolerant of differences ✪ Use good manners ✪ Be considerate of the feelings of others ✪ Deal peacefully with anger, insults and disagreements

RESPONSIBILITY (Duty, Accountability, Pursuit of Excellence, Self-Control)
Do what you are supposed to do ✪ Persevere; keep on trying! ✪ Always do your best ✪ Use self-control ✪ Be self-disciplined ✪ Think before you act – consider the consequences ✪ Be accountable for your choices

FAIRNESS (Fairness and Justice, Openness)
Play by the rules ✪ Take turns and share ✪ Be open-minded; listen to others

CARING (Concern for Others, Charity)
Be kind ✪ Be compassionate and show you care ✪ Express gratitude ✪ Forgive others ✪ Help people in need

CITIZENSHIP (Do Your Share, Respect Authority and Law)
Do your share to make your school and community better ✪ Cooperate ✪ Get involved in community affairs ✪ Stay informed; vote ✪ Be a good neighbor ✪ Obey laws and rules ✪ Respect authority ✪ Protect the environment

DIGITAL CITIZENSHIP
The norms of appropriate, responsible behavior with regard to technology use.
1. Goals and Measures of Student Success

Our five aspirational Goals are the equitable outcomes we desire for all students; our collective promise to each student, regardless of background or circumstance. The Measures are the indicators of our students’ progress toward the Goals.

**GOALS**

1. **BUILDING BLOCKS FOR EARLY SUCCESS**
   Every student meets or exceeds established academic, social, and emotional standards by the end of Grade 2.

2. **ALL STUDENTS: EMPOWERED, SAFE, SUPPORTED AND CONNECTED**
   Every student is supported and challenged within a safe learning environment to be a responsible, productive, and engaged community member, capable of meeting high expectations.

3. **CONTINUOUS GROWTH AND ACHIEVEMENT IN ALL SUBJECTS**
   Every student meets or exceeds academic standards; develops and demonstrates 21st-century critical-thinking skills; and advocates effectively for his or her own learning.

4. **EQUITABLE OPPORTUNITIES FOR ALL STUDENTS**
   Every student receives equitable access and support in a culturally responsive environment through rigorous academic programs, effective and fair discipline, and social-emotional supports.

5. **PREPARED FOR SUCCESS IN POST-SECONDARY EDUCATION, CAREER AND LIFE**
   Every student graduates from high school with habits and experiences for post-secondary success, civic engagement and lifelong learning.

**MEASURES**

1. Increased percentage of children acquiring essential literacy and numeracy skills by the end of Grade 2.
2. Increased percentage of students receiving timely and effective early intervention.
3. Increased percentage of pre-K to Grade 2 students meeting criteria for social-emotional, physical and cognitive development.
4. Increased percentage of students who demonstrate collaboration, responsibility and confidence in their own learning.

2. Increased percentage of students indicating that his or her school is a socially, emotionally and physically safe environment.
3. Increased percentage of students connected in healthy, constructive relationships with peers and adults.
4. Increased percentage of students advocating for his or her needs.
5. Increased classroom attendance and percentage of students participating in extracurricular or community-based activities.

3. Increased percentage of students meeting or exceeding proficiency standards on local, state and national assessments.
4. Increased percentage of students who make a claim and use appropriate evidence to support his or her reasoning.
5. Increased percentage of students who strategically use digital tools and resources to enhance learning.
6. Increased student ability to use feedback, engage in self-assessment, and set goals related to their learning.

4. Equitable access to and achievement in rigorous academic courses and programs.
5. Increased annual academic growth in core subjects: at least one year for students at or above grade level, and at least 1.5 years for students below grade level.
6. Elimination of disproportionality in suspension and expulsion rates for all student subgroups.
7. Increased equitable access to social-emotional support services such as counseling and mental health.

5. Increased percentage of students with at least 95% attendance.
6. Increased percentage of students who, with mentor support, complete courses, activities and experiences aligned to their post-secondary plan.
7. Increased high school graduation rates for ALL students.
8. Increased percentage of students engaging in post-secondary education at technical, two-year and four-year schools.

**EQUITY MEANS**

1. Each student, regardless of background or experiences, enjoys opportunities to acquire the academic and social-emotional skills for a successful transition out of Grade 2.
2. Each student knows, understands, values and expresses his or her own culture, background and learning needs. Each student also honors others diversity and contributions.
3. Each student is provided a rigorous, standards-based curriculum along with timely, targeted feedback; effective instruction; enrichment; intervention; and tools for self-advocacy.
4. Each student enjoys access to rigorous, culturally diverse coursework that connects to real-life learning experiences.
5. Each student receives equitable access to experiences that accelerate performance and boost progress toward graduation and success in college, career, post-secondary education and beyond.
“The Rocky Ridge Way”
Rocky Ridge Elementary School staff and students work together to help each other reach their fullest potential. Everyone is treated with respect and dignity. Any behavior or action that helps someone grow and mature is encouraged. Staff members keep students focused on our CODE OF CONDUCT.
1. Make good decisions
2. Solve problems
3. Show respect
Throughout the year, we emphasize our goal, “Every student, without exception and without excuse, will be proficient or advanced in reading, math and writing.” These efforts help Rocky Ridge Elementary School be a safe, positive, warm and inviting place where new learning occurs every day.

Staff Guidelines for Teaching Students Responsibility & Discipline
All staff members contribute to Rocky Ridge Elementary School’s friendly, inviting environment. We set the tone through our actions and attitudes. Our support and encouragement is demonstrated through four important procedures:
1. We teach students expectations for responsible behavior in every school environment by relating student actions to our mission, and to the importance of being responsible, trying one’s best, cooperating, and treating everyone with respect.
2. We provide positive feedback to students when they are meeting expectations and following the Rocky Ridge Way.
3. When minor misbehaviors do occur, staff members view the misbehavior as a teaching opportunity, responding with calm, consistent corrections or consequences.
4. We work collaboratively to solve problems that are chronic or severe in nature.

Correcting Misbehavior
Helping Students Make Good Decisions, Solve Problems, and Show Respect
As we implement our basic classroom management procedures, we know that the great majority of our students strive to meet our expectations for responsibility and self-discipline. However, we also know that no single set of procedures will work to help every student develop the behavioral skills and attitudes needed to be successful in school. Therefore, we have designed a series of interventions for any students who have not been motivated by our school-wide procedures. As we adapt our procedures, the focus remains positive, while recognizing a continuing need for fair and consistent consequences.

Buddy Rooms
Teachers will set up “Buddy Rooms” to provide a place where a student may be sent to cool off, complete a Buddy Room Form, and get themselves back in control. Students may return to their class earlier, at the discretion of the Buddy Room teacher. The Buddy Room concept is designed to help a student make responsible choices to get back to learning in his/her own classroom. Students may be referred to Buddy Rooms after two in-class interventions/redirections have been given.
**Character School**
Students can be assigned to serve after-school Character School with their teacher if they have received 3-5 Minor Incident reports in the same location during a short window of time. Students should bring home a Character School Notice to notify parents if Character School is assigned.

**Responsibility in Common Areas**
Common school areas include such places as the playground, halls, restrooms, and lunchroom. With different staff members supervising these areas, it is important to share consistent expectations for responsible behavior. With clarification of expectations, the staff at Rocky Ridge can focus on encouraging student responsibility, and reduce the need to correct misbehavior. Each classroom teacher uses the information on the following pages to teach students what constitutes responsible behavior on the playground, in the hallways, restrooms, and cafeteria. Expectations are taught and re-taught. The younger the students are, the more time teachers spend discussing, modeling, practicing and role-playing. If problems occur in any area, staff will resume lessons on responsible behavior in that setting. All students receive positive instruction and information on how to behave responsibly in different settings. A copy of the rules and expectations for common areas is also placed in an information folder for substitute teachers.

**Restroom Expectations**
The restrooms at Rocky Ridge Elementary are clean and safe.

**Assembly Expectations**
Rocky Ridge students demonstrate respectful behavior during assemblies by listening, participating and following directions.

**Rules for Responsible Assembly Behavior**
1. When the assembly leader goes to the microphone and says, “Raccoons in 3-2-1-and 0 voices!” - stop talking and look at the person at the microphone.
2. Listen actively and carefully.
3. Students follow their teacher’s directions regarding where to sit according to the Assembly Seating Chart.
4. Everyone waits quietly for the program to begin. Quiet talking is allowed until the program is ready to begin.
5. Respect the performers by having your eyes on them.
6. Treat everyone with respect. Never boo, whistle, yell, or put someone down.
7. At the end of the program, the assembly leader will conclude the assembly by thanking the speakers/performers.
8. If a presenter says, “Ridge clap Ready!” – students respond with three claps in succession.
9. Students remain seated until the teacher gives them the signal to stand and follow the teacher from the assembly area.
**Responsibility & Discipline: An On-Going Process**

Establishing a sense of responsibility and discipline is an on-going process, not a one-time product. The policy stated in this document will not ensure school discipline or individual responsibility. It will however, facilitate the process. Staff members must work continuously to achieve as much consistency as possible, and be prepared to revise and adapt procedures as needed. Any Rocky Ridge staff member may choose to issue a natural or logical consequence in any situation where it would be appropriate. If parents or guardians have any questions, they may contact the office.

**Firearms**

It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school any firearm or weapon.

Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy. (Policy 3249)

**Electronic Devices/Toys/Athletic Equipment**

The school/district is not responsible for lost, stolen, or damaged; personal athletic equipment, cards, iPods, MP3 players, digital cameras, cell phones, CD players and other high-tech computer equipment to school. If any of these items are observed being used inappropriately, the item will be confiscated by a staff member and placed in the front office. The student can take it home at the end of the day. Upon the second offense, the item will be held in the office for a parent to pick up. If a student gets the item taken away more than two times, progressive discipline will be assigned in addition to having the item held in the office for a parent to pick up. The school cannot be responsible for these items. Personal electronic devices are permitted based on teacher discretion for instructional purposes only.

**Student Rights and Responsibilities**

*It is the expectation of our school and the Bethel School District that all students, parents and guardians read the Student Rights and Responsibilities to become familiar with the expectations for conduct in the Bethel School District.* All students will be expected to abide by these guidelines and rules. Office discipline will follow the guidelines in the Student Rights and Responsibilities, even if the student claims they were not aware of the school or district guideline.

**Dress Code Policy #3224**

Students are expected to dress in a safe and appropriate manner to school each day. No shirts with straps less than three (3) fingers width are allowed. Tennis shoes are required for P.E. days. Students are not permitted to fashion their hair or wear clothing that can be a distraction to the educational environment. Skirts and/or shorts must be longer than fingertip length when arms are extended down to their sides.
SWIS Incident Report

Student Name: ___________________________  Date: ________  Time: ________

Referring Staff/Teacher: _________________  Homeroom Teacher: _______________  Grade: __________

### Location of Incident (choose one)
- [ ] Classroom
- [ ] Playground
- [ ] Hallway
- [ ] Bathroom/Restroom
- [ ] Lunchroom/Cafeteria
- [ ] Specialist
  - [ ] Music
  - [ ] PE
  - [ ] Art
  - [ ] Library
  - [ ] Band
  - [ ] Orchestra
- [ ] Bus Loading/Unloading Zone
- [ ] Special Event
- [ ] Assembly
- [ ] Field Trip
- [ ] Off Campus
- [ ] Gym
- [ ] Office

### Perceived Motivation (choose one)
- [ ] Obtain Peer Attention
- [ ] Avoid Tasks/Activities
- [ ] Obtain Items/Activity
- [ ] Obtain Adult Attention
- [ ] Avoid Adult
- [ ] Avoid Peer(s)
- [ ] Other
- [ ] Unknown Motivation

### Others Involved (choose one)
- [ ] None
- [ ] Others
- [ ] Peers
- [ ] Unknown
- [ ] Teacher
- [ ] Staff
- [ ] Substitute

### Problem Behavior (choose one)
- [ ] Defiance/Insubordination/Non-Compliance
- [ ] Inappropriate Location/Out of Bounds Area
- [ ] Inappropriate Language/Profanity
- [ ] Property Damage/Vandalism
- [ ] Physical Aggression
- [ ] Technology Violation
- [ ] Tardy/Truancy
- [ ] Harassment
- [ ] Fighting
- [ ] Theft
- [ ] Other Behavior
- [ ] Disruption
- [ ] Disrespect
- [ ] Skipping Class
- [ ] Bullying
- [ ] Lying/Cheating
- [ ] Possession

### Action Taken (choose one)
- [ ] Alternative Placement/Buddy Room
- [ ] Time Out/Detention/Character School
- [ ] Conference w/ Student
- [ ] In-School Suspension
- [ ] Loss of Privilege
- [ ] Out-of-School Suspension – Days: _____
- [ ] Time in Office
- [ ] Individualized Instruction
- [ ] SIT (Student Intervention Team)
- [ ] Action Pending
- [ ] Other Action Taken

### Check which box(es) were completed:
- [ ] Teacher Contact
- [ ] Parent Contact
- [ ] Behavior Plan
- [ ] Social Worker Contact (as needed)

Incident Details: ________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________

__________________________________________________________________
### Level 2 Minor Behaviors
Handled by Referring Staff/Teacher

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance/Insubordination/Non-Compliance</td>
<td>Brief or low intensity failure to obey adult requests, talking back</td>
</tr>
<tr>
<td>Inappropriate Language/Profanity</td>
<td>Low intensity instance of profanity or rude language</td>
</tr>
<tr>
<td>Physical Contact/Aggression</td>
<td>Non-serious, but inappropriate physical contact, not intended to harm others</td>
</tr>
<tr>
<td>Disruption</td>
<td>Behavior that occasionally distracts from instruction for moments of time/running in the hallways in an unsafe way</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Not following the rules for the use of technology in the school</td>
</tr>
<tr>
<td>Lying/Cheating</td>
<td>Verbal denial of behavior or using others’ work to complete their own</td>
</tr>
</tbody>
</table>

*If a student accumulates 3-5 repeated Minor Incident Reports, and a Character School has been served, a Major Incident Report needs to be filled out and turned in to the office.*

### Level 3 Major Behaviors
Handled by Administrator

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Defiance/Insubordination/Non-Compliance</td>
<td>Refusal to follow directions, repeated talking back, and/or socially rude interactions toward adults that continues, despite several interventions, and interrupts instruction and affects the learning of other students</td>
</tr>
<tr>
<td>Inappropriate Language/Profanity</td>
<td>Continued cursing or use of profanity despite continued teacher intervention</td>
</tr>
<tr>
<td>Property Damage/Vandalism</td>
<td>An activity that causes substantial destruction or disfigurement of property and cannot easily repaired or replaced</td>
</tr>
<tr>
<td>Physical Aggression</td>
<td>Actions involving serious physical contact where injury is intended or highly likely as a result of a student assaulting another student</td>
</tr>
<tr>
<td>Disruption</td>
<td>Behavior that continuously distracts from instruction for sustained amounts of time despite intervention attempts</td>
</tr>
<tr>
<td>Technology Violation</td>
<td>Extremely inappropriate use of technology at school</td>
</tr>
<tr>
<td>Skipping Class</td>
<td>Attending school but not going to class</td>
</tr>
<tr>
<td>Harassment</td>
<td>Disrespectful messages (verbal or gestured) to another person that includes threats and intimidation, discrimination, and/or sexual harassment. Messages include negative comments based on race, religion, gender, age, and/or national origin; intense verbal attacks based on ethnic origin, disabilities, or other personal characteristics</td>
</tr>
<tr>
<td>Bullying</td>
<td>Unwanted, aggressive, behavior <em>that is repeated over time</em> that involves a real or perceived power imbalance</td>
</tr>
<tr>
<td>Fighting</td>
<td>Actions where two students are involved in serious physical contact where injury is intended or highly likely</td>
</tr>
<tr>
<td>Theft</td>
<td>Student possession of, having passed on, or being responsible for removing someone else’s property that has significant value and cannot easily be replaced</td>
</tr>
<tr>
<td>Possession of Tobacco/Alcohol/Drugs/Weapons</td>
<td>Bringing items to school that are illegal and are against district policy. Possession of an object that can cause harm to self or others and is not used or required for academic purposes, including a knife or gun (toy weapons included)</td>
</tr>
</tbody>
</table>
# The Rocky Ridge Way, Every Day!
## School Wide Expectations for Common Areas

<table>
<thead>
<tr>
<th><strong>Arrival and Dismissal</strong></th>
<th><strong>Hallway</strong></th>
<th><strong>Playground</strong></th>
<th><strong>Restroom</strong></th>
<th><strong>Lunchroom</strong></th>
<th><strong>Assembly</strong></th>
<th><strong>Emergency</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Make Good Decisions</strong></td>
<td><strong>• Use crosswalk with an adult</strong></td>
<td><strong>• Single file line</strong></td>
<td><strong>• Listen to supervising adults</strong></td>
<td><strong>• Walk at all times</strong></td>
<td><strong>• Enter and exit quietly</strong></td>
<td><strong>• Line up quickly and quietly</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Be aware of cars and buses</strong></td>
<td><strong>• Looking forward</strong></td>
<td><strong>• Use equipment correctly</strong></td>
<td><strong>• Enter and exit quietly</strong></td>
<td><strong>• Keep hands and feet to yourself</strong></td>
<td><strong>• Stand in a single file line</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Keep hands, feet, and personal items to yourself</strong></td>
<td><strong>• Give personal space</strong></td>
<td><strong>• Ask for a pass before leaving playground</strong></td>
<td><strong>• Raise your hand when you are done with your lunch</strong></td>
<td><strong>• Eyes on the speaker</strong></td>
<td><strong>• Walk at all times</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Walk on the right side</strong></td>
<td><strong>• Use a hall pass</strong></td>
<td><strong>• Let an adult know if there is a problem</strong></td>
<td><strong>• Clean up your area</strong></td>
<td><strong>• Use silent cheer</strong></td>
<td><strong>• Voices off</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Arrive on time and go quickly to your destination</strong></td>
<td><strong>• Use a hall pass</strong></td>
<td><strong>• Use appropriate language</strong></td>
<td><strong>• Stay in your space</strong></td>
<td><strong>• Listen to directions</strong></td>
<td><strong>• Help others if you need help</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Walk at all times</strong></td>
<td><strong>• Go straight to your destination</strong></td>
<td><strong>• Use 3 step problem solver:</strong> * Ask * Move * Inform</td>
<td><strong>• Sit on your pockets/crisscross applesauce</strong></td>
<td><strong>• Raise your hand if you need help</strong></td>
<td><strong>• Help others</strong></td>
</tr>
<tr>
<td></td>
<td><strong>• Wear backpack and coat correctly</strong></td>
<td><strong>• Go right back to class</strong></td>
<td><strong>• Keep your hands, feet, and personal items to yourself</strong></td>
<td><strong>• Follow game rules</strong></td>
<td><strong>• Eyes on speaker</strong></td>
<td><strong>• Eyes on speaker</strong></td>
</tr>
</tbody>
</table>

| **Show Respect**         | **• Use level “2” voices** | **• Level “0” voices** | **• Include others** | **• Use level “0” voices** | **• Use level “2” voices** | **• Use level “0” voices** |
|                         | **• Help others that may need help** | **• Hands, feet, and personal items to yourself** | **• Share equipment** | **• Respect the privacy of others** | **• Use manners when eating** | **• Follow directions** |
|                         |                           | **• Follow game rules** | **• Help others** | **• Keep your food, hands, and feet to yourself** | **• Eyes on speaker** | **• Take directions seriously** |
|                         |                           | **• Help others** | **• Use level “0” voices** | **• Eyes on speaker** | **• Use level “0” voices** | **• Eyes on speaker** |
Rocky Ridge Elementary
Buddy Room Form

Student Name ___________________________ Date ____________

Arrival Time ____________ Referring Staff/Teacher ______________________

Classroom Teacher _______________________

1. What choices did you make that resulted in being sent to a Buddy Room?

________________________________________________________________________

2. What is the RRE expectation (Make Good Decisions, Solve Problems, Show Respect) and what were you doing?

________________________________________________________________________

3. How will you fix your behavior so it meets RRE's expectations?

________________________________________________________________________

4. What will you do to show everyone involved that you are truly sorry for your behavior? (You may check more than one)
   □ Apologize to everyone involved
   □ Write a letter of apology
   □ Replace anything I have damaged
   □ Stay in at recess to help the person or people I caused to do extra work
   □ Have a conversation with the person in charge to make a plan to be respectful
   □ Other ____________________________

5. If you missed class work while you were in Buddy Room, how will you make it up?
   □ It's work I can do by myself, and I'll do extra homework
   □ It's work I can do by myself, and I'll complete it in the library during recess
   □ I need help with the work, so I'll get help from parents and do the work at home and return it the next day
   □ Other ____________________________

Departure Time _______________________

Buddy Room Teacher's Initials ____________

Comments and/or Questions ____________________________________________

________________________________________________________________________

________________________________________________________________________

*A pattern or accumulation of less severe misconduct may also result in Major Report.
*Teacher completes a minor report & guardian is contacted/notified.
Rocky Ridge Elementary
Buddy Room Form

Student Name ___________________________ Grade ________ Referring Staff/Teacher ___________________________

Buddy Room Teacher ________________ Date __________ Arrival Time ___________ Departure Time ___________

What was your behavior?

- Disrupting others
- Not following directions
- Not doing my work
- Loud
- Rude
- Not getting along

What do you need to do?

- Be respectful
- Follow directions
- Get along with others
- Do my work

Can you do it? Yes ☺ No ☹

Buddy Room Teacher’s Initials ________________

Comments and/or Questions: ________________________________________________________________
**Dear Students, Parents and Staff Members,**

One of Bethel School District's primary goals is to provide a safe, positive learning environment for our students. The underlying purpose of a clear, fair discipline policy is to ensure that all Bethel's young people can be confident that their school is a safe, secure place to learn and grow.

This publication contains the rights, responsibilities, and regulations for students who attend Bethel Schools. Parents, please join your son or daughter in reviewing the contents of this document. If you have questions, please do not hesitate to contact the principal at your student's school.

*Sincerely,

Superintendent*

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**RESPONSIBILITIES, RIGHTS AND AUTHORITY** (Policy 3200)

A primary responsibility of the Bethel School District and its professional staff shall be the development in students of an understanding and appreciation of our representative form of government, the rights and responsibilities of individuals, and the legal processes whereby necessary changes are made. The school is a community and the rules and regulations of a school are the laws of that community. All those enjoying the rights of citizenship in the school community and whose conduct away from the school may adversely affect that community, must also accept the responsibilities of citizenship. A basic responsibility of those who enjoy the rights of citizenship is to respect the laws of the community.

Students must be mindful that the exercise of rights implies the duty not to abuse those rights. Students do not have the right to diminish, passively or actively, the right of other students to an orderly learning situation.

**STUDENT RESPONSIBILITIES**

In order to maintain and advance the mission of the Bethel School District, it is the responsibility and duty of each student to:

- Pursue a course of studies and make reasonable efforts to learn.
- Attend school daily and be on time to all classes.
- Be aware of and obey all school rules.
- Express opinions and ideas in a respectful manner without libeling or slandering others.
- Act in a manner that will not detract from the education of anyone.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking changes in the school rules.
- Identify oneself to school staff when requested on any school property or at any school activity.
- Follow the requests of school employees in the performance of their duties.
- Comply with written school rules that are adopted to carry out WAC 392-400-225 and RCW 28A.600.010.
- Submit to reasonable corrective action or punishment imposed by school staff for violation of school rules.
- Ensure that the lockers assigned to them contain no illegal drugs, weapons, contraband, or other evidence of violations of public law or district policy or school rules. Lockers are subject to search without prior notice.
- Submit to interrogation by school officials for the purpose of maintaining a safe and orderly school environment.

**STUDENT RIGHTS**

As citizens of the United States students have certain constitutional rights. The school system cannot unduly infringe on those rights. The school may, however, set some reasonable limits on those rights in order to meet the district's obligation to educate.

- No student may be unlawfully denied an equal educational opportunity or be unlawfully discriminated against. (Policy 3210)
- All students possess the constitutional right to freedom of speech and press, as long as it does not substantially disrupt the operation of the school. Students are expressly prohibited from the use of vulgar and/or offensive terms in classrooms, assemblies, school activities and/or on school premises. (Policy 3220)
- All students have the right to peacefully assemble subject to the authority of the school to regulate the time, place, and manner. (Policy 3223)
- All students have the constitutional right to the free exercise of religion subject to reasonable limits on the time, place, and manner of exercising such right and to have their schools free from sectarian control or influence. (Policy 2340)
- All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures recognizing that no right of privacy exists as to lockers issued for student use. (Policy 3230)
- All students have the right to be free from unlawful interference in their pursuit of an education while at school.
- The Bethel School District affirms the protections under Title IX of the Civil Rights Act to provide equitable participation opportunities in interscholastic activities. (Policies 3210, 2151)
- Students have the right to be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations. (Policies 2152, 2153, 2154)
• All students have the right to have fair and just treatment from school authorities and freedom from maltreatment and physical abuse. (Policy 3244)
• Students have the right to know the requirements of the course of study and to know on what basis the grade will be determined. (Policy 2420)
• All students have the right to consult with teachers, counselors, administrators, and other school personnel.
• Students have the right to elect their peers to student government, and all students have the right to seek and hold office subject to the provisions of ASB constitutions. (Policy 3510)

Each student is guaranteed the equal opportunity to have access to an education and the district may not limit this right except for good and sufficient cause. No student shall be deprived the right to an equal educational opportunity without due process as provided in WAC 392-400.

**STUDENT ATTENDANCE AT SCHOOL** (Policy 3122)
All students enrolled in the schools of the Bethel School District are expected to attend all assigned classes on a regular basis. Daily attendance is one of the keys to a student's educational success. Every subject taught in the school system requires a student's active and continuous involvement in order to develop skills and learnings of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, and participation forever.

**EXCUSED ABSENCES-Reasons** (Policy 3122)
Regular school attendance is necessary for mastery of the educational program provided to students of the district. Students at times may appropriately be absent from class. The following principles shall govern the development and administration of attendance procedures within the district:

Absences due to participation in a school-approved activity; illness; health condition; medical appointment; family emergency or religious purposes; court; judicial proceeding or serving on a jury; post-secondary, technical school or apprenticeship program visitation or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; absence directly related to the student's homeless or foster care dependency status; absence for principal and parent, guardian, or emancipated youth mutually agreed upon approved activities; absence resulting from disciplinary actions; or extended illness or health condition; absences due to safety concerns; including absences related to threats, assaults, or bullying; absences due to a student's migrant status. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010. The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

**RELEASE OF STUDENT RECORDS** (Policy 3231)
Other districts where the student enrolls or intends to enroll shall be provided with records upon official request from the district, unless the student has an outstanding fee or fine. In those instances, the enrolling school shall be provided with the student's academic, special placement, immunization history, and discipline records within two school days, but the official transcript shall be withheld until the fee or fine is discharged. The enrolling school shall be notified that the transcript is being withheld due to an outstanding fee or fine. At the time of transfer of the records, the parent or adult student may receive a copy of the records at his/her expense if requested and shall have an opportunity to challenge the contents of the records.

**STUDENT SEARCHES** (Policy 3230)

1. **Searches of Students and Personal Property**
   Personal privacy is a fundamental aspect of individual liberty. All students possess the constitutional right to be secure in their persons, papers, and effects against unreasonable searches and seizures. Employees shall take particular care to respect students' privacy.

   School officials have authority to maintain order and discipline in the schools and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property as provided by board policy. A search is permissible when there are reasonable grounds to suspect a student has illegal drugs, a weapon or contraband on school grounds, transportation or at school events.

   Prior to conducting a search, school officials shall ask that the student consent to be searched by removing all items from pockets or other personal effects. If the student refuses to consent to the search, school officials may proceed to search the student, the student's personal belongings, and the student's locker, as follows:
   
   a. Any search of a student conducted by a school district employee must be reasonably related to the discovery of contraband or other evidence of a student's violation of the law or school rules. (For the purpose of this policy, “contraband” means items, materials, or substances the possession of which is prohibited by law or district policy, including but not limited to, controlled substances, alcoholic beverages, tobacco products, or any object that can reasonably be considered a firearm or weapon.)

   b. Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the student and the nature of the suspected infraction. No student shall be subject to a strip search or body cavity search by school staff.

   School officials may consult with local law enforcement officials regarding the advisability of a search on school premises by a law enforcement officer if evidence of criminal activity is likely to be seized.

2. **Locker Searches**
   Students may be assigned lockers for storing and securing their books, school supplies, and personal effects. Lockers, desks, and storage areas are the property of the school district. No right nor expectation of privacy exists for any student as to the use of any space issued or assigned to a student by the school and such lockers and other spaces are subject to search in accordance with district policy.

   No student may use a locker, desk, or storage area as a depository for any substance or object which is prohibited by law or school rules.
or which poses a threat to the health, safety or welfare of the occupants of the school building or the building itself.

All student lockers, desks or storage areas may be searched at any time without prior notice and without reasonable suspicion that the search will yield evidence of any particular student's violation of the law or school rules. If the school official conducting such a search develops a reasonable suspicion that any container inside the locker, including but not limited to a purse, backpack, gym bag, or an article of clothing, contains evidence of a student's violation of the law or school rules, the container may be searched according to board policy governing personal searches.

3. Vehicle Searches (Policy 3243)

Vehicles parked on school property are subject to being searched if school officials have reasonable cause to believe that alcohol, drugs, controlled substances, weapons, stolen property or other contraband not permissible on school grounds is present. Searches may include the use of trained dogs to detect unlawful drugs or other contraband.

PROHIBITED CONDUCT (Policy 3240)

Activities are subject to school authority and disciplinary action:

- At all times on any school district property
- On district-owned and operated or chartered vehicles
- During any school-sponsored activity whether held on Bethel School District property or elsewhere
- Away from school grounds if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students

Any student who willfully performs any act that interferes with the orderly operation of a school, a school-sponsored activity, or any other aspect of the educational process within the Bethel School District is subject to discipline, suspension, or expulsion. Violation of criminal laws at school or at school-sponsored activities is prohibited and law enforcement may be notified. The district will take disciplinary action whether or not criminal charges result. In addition to criminal acts, the commission of or participation in certain other activities or acts may lead to disciplinary sanctions. Generally, these are also acts that disrupt and interfere with the educational process:

a. Computer or publications abuse-Failure to follow the requirements of the Electronic Resources Policy (2022) and the Freedom of Expression Policy (3220).
b. Defamation-Making accusations the student knows are untrue or making false and damaging statements or misrepresentations about others.
c. Failure to serve/complete detention or alternative-Failure to serve or complete detention or alternative within the designated timeline without a valid excuse or a violation of rules of any disciplinary action.
d. Inappropriate behavior-Any behavior including, but not limited to, physical struggle, unsafe behavior, horse play, and verbal interaction that disrupts the operation of the school.
e. Inappropriate dress and appearance-Dress and appearance that present health or safety problems or cause a disruption, indecent dress or appearance, or apparel that references alcoholic beverages or drugs. Each building may define appropriate apparel and standards for attire.
f. Nonattendance/tardiness-Failure to attend regularly and punctually in accordance with Policy 3122.
g. Repeated/cumulative violations-Repeated violation of school policies, rules, and/or regulations. This increases the seriousness of the violation; therefore, a disciplinary action on repeated offenses will be more severe.

The following acts have been identified as exceptional misconduct offenses and may result in suspension or expulsion on the first offense:

a. Alcohol-Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any alcoholic beverage (or intoxicant of any kind), or any substance purported to be such.
b. Arson-Intentionally setting or causing a fire for the purpose of damaging property or hurting someone. The following are factors to be considered in determining the appropriate sanction for offenders.
   1. Extent of fire damage
   2. Intent (to start building on fire? cause panic?)
   3. Cost of damage
c. Burglary-Unauthorized entry into or staying in a building with the intent to commit a crime.
d. Closed Campus-The requirement that all students remain on the school grounds from the time of arrival until officially excused and out of areas identified as off-limits to students. (Policy 3242)
e. Disobedience/insubordination-Not obeying the reasonable instructions of district personnel.
f. Disruptive conduct-Any student action that interferes with or is detrimental to the orderly operation of a school, a school-sponsored activity or any other aspect of the educational process within or sponsored by the school district. Any student action that threatens the safety of the school and/or the safety of staff members and/or students, or behavior that a reasonable person would know to be dangerous and/or disruptive to the educational process.
g. Encouraging others to fight-Promoting fighting or in any way encouraging others to fight.
h. Explosive devices-The possession of any exploding item or device that would be capable of producing bodily harm or damage to property. NOTE: Possession or use of firecrackers, ammunition and other explosive material, such as dynamite, is strictly prohibited.
i. Extortion, blackmail, or coercion-Attempting to obtain money, property, or favor by violence or threat of violence performed against persons or forcing another to perform any act against his/her will by force or threat of force.
j. False alarms-Activating a school alarm for other than the intended purpose of the alarm. A report will be filed with the appropriate law enforcement agency.
k. Fighting without major violence-Mutual participation in an incident involving physical violence, where there is no major injury.
l. Forgery/cheating-To fraudulently use the name, signature, or identification of another; to alter school records, documents, files or any other documents for a student's own purposes or with malicious intent; the intentional deception in the preparation or completion of any school assignment, examination or project, or in the conduct of any school-related activity; or the aiding or encouraging of such behavior by others.
m. Gang activity-To participate in activities, acts, behaviors or display a manner, gesture, grooming, dress or apparel that:
1. lead school officials to reasonably believe that such behaviors are gang related;
2. present a risk of substantial disruption of the educational environment;
3. create a substantial risk of physical injury to the student, staff or others;
4. create an atmosphere in which the well-being of others is adversely affected;
5. create a climate of conflict and/or intimidation;
6. imply gang membership or affiliation through writing, gestures, emblems or symbols

n. Harassment/bullying/intimidation-Use of words, whether verbal, written or in any form of electronic communication, posturing, or actions that hurt, intimidate, or humiliate others. Harassment creates an environment that makes learning difficult and is not permitted at school. Harassment and discrimination based on race (Policies 3210 and 5013), religion, age, gender (Policy 3206), sexual orientation, marital status, national origin or disability are legally prohibited. Harassment, threats or bullying of ANY individual or group is not permitted. (Policy 3207)

o. Hazing-Conduting unauthorized initiations or acts of initiation.
p. Illicit drugs/drug paraphernalia-Knowingly possessing, using, transmitting, being under the influence of, or showing evidence of having used any narcotic drug, or any substance purported to be such. Use of a drug authorized by a medical prescription from a registered physician, with a physician's order and parent permission in accordance with Policy 3416, shall not be considered a violation of this rule.

q. Malicious mischief (vandalism)-The act of causing physical damage to school property or property belonging to someone else.

r. Refusal to identify self-Refusing to identify oneself to school authorities in the school building, on school grounds, or at school-sponsored events.

s. Robbery-Stealing from an individual by force or threat of force.

t. Theft (larceny)-Taking anything that belongs to someone else without the permission of the owner. NOTE: Theft of school property valued at $20 or more must be reported to the appropriate law enforcement agency.

u. Threats of destruction to property-Threatening to bomb or damage a school building or facility. Such threats will result in school discipline and a referral to the appropriate law enforcement agency.

v. Tobacco possession or use-To possess, sell, smoke, or use tobacco on school grounds, in school buildings, or at school-sponsored events. (Policies 3239, 4215)

w. Trespass-Being present in an unauthorized place or refusing to leave when ordered to do so. Students visiting at other than their assigned schools must obtain permission from the building principal or designee.

x. Verbal abuse/threats to others-The use of disrespectful or threatening language to school personnel or other students.

y. Violence with major injury-The threat or use of physical force against another person; includes severe fighting. The following factors to be considered in determining the appropriate sanction for offenders:
1. extent of physical injury
2. use of weapon or other instruments for the purpose of inflicting injury
3. motive for the attack

z. Violence without major injury-The threat or use of physical force against another person. This can include assault, malicious harassment, kidnapping, or robbery.

aa. Vulgar or lewd conduct-Acts of a sexually explicit nature or any lewd, vulgar, indecent or obscene act or expression.

bb. Weapons/handgun-Possession, transmission, or use of any pistol, revolver, or short firearm with a barrel length of less than sixteen inches and without a shoulder stock.

cc. Weapons/knife or dagger-Possession, transmission, or use of any knife with a blade which is automatically released by a spring mechanism or other mechanical device, or any knife with a blade where the blade is three inches long, or any dagger or dirk. (RCW 9.41.250 and RCW 9.94A.825)

dd. Weapons/others/firearms Possession, transmission, or use of any firearm or weapon. Student violation of the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy.

ee. Weapons/other firearms Possession, transmission, or use of any weapon or device from which a projectile or projectiles may be fired by an explosive such as gunpowder.

ff. Weapons/other weapons Possession, transmission, or use of any weapon apparently capable of producing bodily harm, such as a club, metal knuckles, nun-cha-ka-sticks, box cutters, throwing stars, pocket knife with a blade less than three inches long, etc. Use of an item as a weapon that is not otherwise classified as a weapon (i.e. chains, pipes, ice picks, pepper spray, etc.)

gg. Weapons/rifle or shotgun-Possession, transmission, or use of any weapon designed, redesigned, made, or remade, and intended to be fired from the shoulder and intended to use the energy of the explosive in a fixed metallic cartridge to fire only a single projectile through a rifled bore for each single pull of the trigger.

FIREARMS/WEAPONS (Policy 3249)
It is unlawful for any student to carry onto any school premises, school provided transportation, or areas with facilities being used exclusively by public school, any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy.

BUILDING RULES AND REGULATIONS (Policy 3240)
In addition to the above rules, each school shall adopt and make available to each student rules, which shall govern a student’s conduct in a particular school or a particular sport or activity. Violations of these rules shall be sufficient cause for discipline or suspension.
STUDENT DRESS (Policy 3224)
Student dress and grooming shall not:

• Lead school officials to reasonably believe that such dress or grooming shall disrupt, interfere with, disturb, or detract from the school environment or activity or educational objectives.
• Include jewelry, pins, buttons, pictures, or items that display illegal, lewd, immoral, or profane messages, actions or symbols.
• Create a health or other hazard to the student's safety or the safety of others. This could include symbolisms, which represent membership or affiliation with gangs or gang activity.
• Create an atmosphere in which a student, staff, or other person's well being is hindered by undue pressure, behavior, intimidation, overt gesture, or threat of violence.

HARASSMENT/BULLYING (Policy 3207)
The district is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers and patrons that is free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional written message or image-including those that are electronically transmitted-verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation including gender expression or identity, mental or physical disability, or other distinguishing characteristics, when an act:

• physically harms a student or damages the student's property;
• or
• has the effect of substantially interfering with a student's education;
• or
• is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
• has the effect of substantially disrupting the orderly operation of the school.

Sexual Harassment—Sexual harassment as defined below includes conduct and communication of a sexual nature. Sexual harassment is unacceptable and will not be tolerated. It is a violation of district policy for a student to harass any other student, employee, volunteer, or agent of the district. Violations will be subject to discipline. (Policy 3206)

Student to Staff Sexual Harassment—Sexually harassing behaviors may include, but are not limited to, the following actions: remarks to or about a person with a sexual or demeaning implication, spreading sexual rumors, cornering or blocking a person's movement, using the telephone to harass, following, stalking, or any other conduct that creates a hostile environment for staff. Violations will be subject to discipline. (Policy 3206)

Student to Student Sexual Harassment—Student to student sexual harassment is defined as any unwanted sexual behavior, such as sexually explicit gestures with hands or through body movements, sexual teasing or jokes, pressure for dates, sexually demeaning comments, deliberate touching or pinching, cornering or blocking a student's movement, pulling at clothing, attempts to fondle or kiss, pressure for sex or any other conduct designed to embarrass or to intimidate whenever such harassment occurs on school property or at a school-sponsored event. (Sexual assault and/or rape is also a form of sexual harassment and is a criminal act that will be reported to law enforcement immediately for investigation and possible prosecution.) Violations will be subject to discipline. (Policy 3206)

Racial Harassment—Slurs are the most common form of discrimination. A slur is defined as an insulting or disparaging remark or innuendo such as a word, phrase, or joke directed at or to any individual or group(s) which is based on perceived differences within our diverse population. Students should be taught to appreciate individual differences and staff should model appropriate behaviors. It is appropriate for public schools to teach these values not only as part of the curriculum but also by precluding slurs which demean others. Slurs, in the context of a school setting, constitute a disruptive influence and students or staff who make a slur shall be subject to appropriate disciplinary action. (Policy 5013)

CLASSROOM MANAGEMENT, CORRECTIVE ACTIONS OR PUNISHMENT (Policy 3241)
For the purposes of the district's disciplinary policies:

• Discipline means all forms of corrective action other than emergency removal, suspension or expulsion. Discipline includes the exclusion of a student from any type of activity conducted by or on behalf of the school District and exclusion of a student from a class by a teacher or administrator for a period of time that does not exceed the balance of the immediate class period, provided the student is in the custody of a school District employee for the balance of such period.

• Suspension means the denial of attendance for any single subject or class or for any full schedule of subjects or classes for a stated period of time. Suspension may also include denial of admission to, or entry upon, real and personal property that is owned, leased, rented or controlled by the District.
  a. Short-term suspension means suspension for any portion of a calendar day up to and not exceeding ten (10) consecutive school days.
  b. Long-term suspension means a suspension that exceeds ten (10) consecutive school days.

• Expulsion means a denial of attendance for a period of time, up to but no longer than, the length of an academic term (as defined by the school board) from the time the student is removed from his/her current school placement by a school district superintendent or designee.

• Emergency Removal means a student's immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school bus driver and sending of that student to the building principal or designee, when the teacher or administrator has good and sufficient reason to believe that the student’s presence poses an immediate and continuing danger to the student, other students or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

IN-SCHOOL SUSPENSION
The district has created an in-school suspension program, which temporarily removes the student from the regular learning environment but permits the student to maintain his/her educational progress. Students who are assigned to in-school suspension are
granted this opportunity as a privilege and are expected to comply with the expectations of staff.

SHORT-TERM SUSPENSION
Prior to the short-term suspension of a student, the principal or designee will conduct a conference with the student and provide:

a. An oral or written notice of the charges;

b. An oral or written explanation of the evidence in support of the allegation(s); and

c. An oral or written explanation of the short-term suspension which may be imposed.

The student will be provided an opportunity to present his/her explanation of the allegation(s).

APPEAL PROCESS FOR SHORT-TERM SUSPENSION
Any parent/guardian or student who wishes to grieve the imposition of a short-term suspension will have the right to an informal conference with the principal or designee for the purpose of resolving the grievance. At such conference the student and parent will be subject to questioning by the principal and will be entitled to question staff involved in the matter being grievied.

The parent/guardian and student after exhausting this remedy will have the right, upon two (2) school business days’ prior notice, to present a written and/or oral grievance to the superintendent or designee.

If the grievance is not resolved, the parent/guardian and student, upon two (2) school business days’ prior notice, will have the right to present a written or oral grievance to the board at its next regular meeting, or at a meeting held within 30 days, whichever is earlier. A closed meeting may be held for the purpose of considering the grievance.

The board will notify the parent/guardian and student of its response to the grievance within ten (10) school business days after the date when the grievance was presented. The short-term suspension will continue notwithstanding implementation of the grievance procedure unless the principal, superintendent or board elects to postpone such action.

EMERGENCY EXPULSION
Schools may impose an emergency expulsion for an immediate and continuing danger or threat of substantial disruption. If the student’s behavior falls within one or more of such categories, a student may be emergency expelled based on the conditions below. A student may be immediately removed from school prior to a hearing without other forms of corrective action if the superintendent or designee has good and sufficient reason to believe that the student poses:

a. An immediate and continuing danger to other students or school staff; or

b. An immediate and continuing threat of substantial disruption of the educational process.

The District will notify the student and his/her parents/guardians of the emergency expulsion and of their opportunity for a hearing. Reasonable attempts to contact the parents/guardians by phone or in person will also be made as soon as reasonably possible. Written notice of the emergency expulsion shall be sent by certified letter deposited in the U.S. mail within 24 hours of the expulsion or by hand delivery to the student’s parent(s) or guardian(s) within 24 hours of the expulsion. The student and/or his or her parents/guardians must request a hearing within three (3) school business days after receipt of the notice of opportunity for hearing. The request may be provided in writing or orally, but must be provided to the District employee specified in the notice or their office. If a request for hearing is not received within the required period, the District may deem the right to hearing waived and the emergency expulsion may be imposed for up to ten (10) school days from the date of the expulsion from school.

LONG-TERM SUSPENSION OR EXPULSION
Prior to imposing a long-term suspension, the District will provide the student and/or his/her parents/guardians a written notice of opportunity for hearing. The notice will be delivered in person or by certified mail. The notice will:

a. Be provided in a language the student and his or her parents/guardians can understand, if other than English;

b. Specify the alleged misconduct and the school District rule(s) alleged to have been violated;

c. Set forth the proposed long-term suspension;

d. Set forth the right to a hearing for the purpose of contesting the allegation(s);

e. Provide a schedule of school business days with the notice, and

f. Set forth the facts that: A written or oral request for hearing must be received by school administrator or their office on or before the end of the third school business day after the notice is received; and if such a request is not received within that period, the hearing will be deemed waived and the proposed long-term suspension may be imposed without further opportunity for the student and/or their parent/guardian to contest it.

APPEAL PROCESS FOR LONG-TERM SUSPENSION OR EXPULSION
The student and parent/guardian will have the right to appeal the hearing officer’s decision to the school board by filing a written or oral notice of appeal at the office of the superintendent or hearing officer within three (3) school business days after the date of receipt of the decision. If a timely notice of appeal is not provided to the District, the expulsion may be imposed as of the calendar day following expiration of the three (3) school business day period.

READMISSION APPLICATION PROCESS (Policy 3241)
A student who has been suspended or expelled from a school in the Bethel School District or from any school outside the Bethel School District and wishes to be considered for entrance or readmission to any Bethel School District school prior to termination of the imposed sanction must submit a written request. The request must indicate the school from which the student was suspended or expelled and whether the student is a resident of the Bethel School District or is a nonresident student seeking admission under “choice” options. The request shall include:

a. Why the student wishes to return and why the student believes he or she should be readmitted;

b. New evidence, if any, which would support the student’s request for another hearing on the issues that led to the suspension or expulsion.
c. A statement from the parent or guardian, if the student is under 18 years of age, in support of the student's request.

d. Any support references from members of the community, the clergy, the courts, other agencies, or other professionals that may affect a decision, including outside professional evaluations and/or interventions if required.

e. A release of all pertinent information that relates to the disciplinary incident including, but not limited to, school district records, police reports, court records, etc. The request will be evaluated to determine if there is sufficient reason to believe that the student, upon readmission, will comply with the written school rules, will not by his or her presence disrupt the educational process, and will not endanger anyone in the school. The superintendent or designee(s) may meet with the student and the parents, or may schedule a hearing to consider new evidence. The district may also opt to establish reasonable conditions for a probationary readmission. The decision on the student's request shall be rendered within seven school days of receipt of the request.

QUALIFIED DISABLED STUDENTS (Policies 2161, 2162, 3241)
The Bethel School District complies with the requirements of the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act.

STUDENTS AND TELECOMMUNICATION DEVICES (Policy 3245)
All students are strongly encouraged not to possess any electronic or telecommunication device that may interfere with the creation and existence of a positive learning atmosphere while on school district property. The District, however, recognizes that many parents and students view these devices as valuable safety and communication aids. To reconcile the District's desire to foster a positive learning environment with parental and student concerns for safety and communication, the District has implemented the following policy.

1. Students shall comply with any rules developed by the school concerning the appropriate use of telecommunication or other electronic devices.
2. Telecommunication/electronic devices shall not be used to harass other students or staff, to bully other students, or to disrupt the educational process.
3. Students shall not take, send, share, view or possess pictures, text messages, emails or other material of a sexually explicit nature in electronic or any other form on a cell phone or other electronic device during school hours or school activities on or off campus.
4. Telecommunication/electronic devices shall be turned on and operated only before and after the regular school day, unless an emergency situation exists that involves imminent physical danger or a school administrator or teacher authorizes the student to operate the device.
5. By bringing a cell phone and other electronic devices to school or school sponsored events, the student and parents consent to the search of the device when school officials have a reasonable suspicion that such a search will reveal a violation of school rules.
6. Students are responsible for devices they bring to school. The district shall not be responsible for loss, theft or destruction of devices brought onto school property.

Students who violate this policy may be subject to disciplinary action, including suspension or expulsion; and losing the privilege of bringing the device onto school property.

TRANSPORTATION AND BUS RULES
The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events.
1. The driver is in charge of the bus and passengers and their directives must be obeyed.
2. Students shall observe the standards of classroom conduct while on a school bus.
3. Cell phones must be contained out of visibility in a purse, backpack, etc.
4. The student shall ride a regularly assigned bus and depart at their assigned stop unless specifically authorized by the building representative, director of transportation or designee.
5. Eating and drinking on the bus are not permitted.
6. Items that interfere with the safety of students and driver are not permitted (i.e. animals, insects, breakable containers, chemicals, explosives, balloons, skateboards, etc.).
7. Students shall not have or use tobacco products, drugs, alcohol, paraphernalia, matches, lighters or any other flammable or sparking device on the school bus.
8. Students may take only those musical instruments that can be secured on the student's lap or between their legs and that won't disrupt the loading and unloading of students, i.e., flute, clarinet, trumpet, violin, trombone, and alto saxophone. Instruments such as drums, tenor saxophone, cello, bass viola, baritone horn, and French horn are not allowed.
9. Students shall remain seated while the bus is in motion and are not to get up until the bus has come to a full stop.
10. Students shall board the bus in an orderly manner and remain within the bus driver's view at all times.
11. Students shall cross the highway in front of the bus only after verifying it is safe to do so and after obtaining the consent of the driver.
12. Students shall arrive at the bus stop five (5) minutes prior to bus stop time.
13. At the bus stop, students shall remain out of roadways and avoid pushing, shoving and damaging private property surrounding the bus stop.
14. Students who walk along a highway to and from a bus-loading zone must walk where practicable on the left-hand side of the road facing oncoming traffic. This also applies to students leaving the bus-loading zone in the evening.
15. In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.

THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students."
Parents or eligible students have the right to inspect and review the student's education records maintained by the school. Parents or eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access within 45 days of the day the request is received. Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.

Parents or eligible students have the right to request that a school correct records that they believe to be inaccurate or misleading. A request to amend a record should be made in writing to the school principal. A parent or eligible student should clearly identify the part of the record he or she wants changed and specify why it is inaccurate or misleading. If the District decides not to amend the record, the District will notify the parent or eligible student of the decision and advise him or her of his or her right to a formal hearing. After the hearing, if the district still decides not to amend the record, the parent or eligible student has the right to place a statement with the record setting forth his or her view about the contested information.

Generally, schools must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a student is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a student;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose, without consent, "directory" information such as a student's name, address, telephone number, email address, photograph, date of birth, dates of enrollment, grade level, enrollment status, degree or award received, sports, height and weight of athletes, and any other information that would not generally be considered harmful or an invasion of privacy. Most frequently, this information is used for things such as graduation programs, the annual yearbook, honor roll or other recognition lists, and rosters for athletic teams and officially recognized activities.

A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member; a person serving on the School Board; a person or company with whom the School has contracted as its agent to provide a service instead of using its own employees or officials (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

Under federal law, the military may request the names, telephone numbers and addresses of high school juniors and seniors. Unless a written request to withhold such a release is made by the parent or eligible student, the district may disclose this information.

Parents or eligible students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the district to comply with the requirements of FERPA. Written complaints should be directed to Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave SW, Washington D.C. 20202-8520.

For more information, please contact the building principal.

For information from the Department of Education, you may call 1-800-872-5327 (voice). Individuals who use TDD may call the Federal Information Relay Service at 1-800-877-8339.

Bethel School District is an Equal Opportunity employer and complies with all federal rules and regulations, including Title IX, RCW 28A.640, RCW 28A.642 and Section 504. Bethel does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorably discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any disability, or use of a trained service animal by a person with a disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. For questions or complaints contact the Title IX Officer Bryan Streleski at 253-683-6056. Contact Section 504 Coordinators Lori Haugen (students) at 253-683-6920 or Todd Mitchell (staff) at 253-683-6020. For compliance coordination for civil rights laws contact Debbie Carlman at 253-683-6035. Bethel School District, 517 176th St E, Spanaway, WA 98387.

CAUTION
The summary statements contained in this publication are for information only and are not to be construed as replacing established school district policies and procedures. Any subsequent changes to district policy supersede this bulletin. Copies of official district policies and procedures are found in the administrative policies and procedures publications available in all school offices upon request. A copy of this document may be found online at www.bethelsd.org.

Revised: 8.15.18
### Student Calendar 2018-2019

#### September
- 3 - Labor Day
- 4 - Teacher/Principal Day
- 5 - Waiver Day #1 - No Students
- 6 - First Day of School
- 12 - Waiver Day #2 - No Students
- 17 - Late Arrival
- 26 - Late Arrival
- 29 - Nov 2 - Elem Conference Week (Early Dismissal K-5)
- 31 - Nov 2 - Secondary Conferences (Early Dismissal 6-12)

#### October
- 7 - Late Arrival
- 9 - HS End of 1st Qtr/Grade Prep (Early Dismissal 9-12)
- 12 - Veterans Day Observed - No School
- 21 - 23 - Thanksgiving Break
- 30 - MS End of 1st Trimester / Grade Prep (Early Dismissal 6-8)

#### November
- 5 - Late Arrival
- 24 - Jan 4 - Winter Break
- 7 - Late Arrival
- 9 - HS End of 1st Qtr/Grade Prep (Early Dismissal 9-12)
- 12 - M.L. King Day - No School
- 15 - Snow Make-Up Day or No School
- 18 - President’s Day - No School
- 21 - Secondary Conferences (Early Dismissal 6-12)

#### December
- 5 - Late Arrival
- 24 - Jan 4 - Winter Break
- 7 - Late Arrival
- 24 - Jan 4 - Winter Break

#### January
- 7 - Professional Learning Day - No Students
- 16 - Late Arrival
- 21 - M.L. King Day - No School
- 31 - Elem/HS End of 2nd Qtr / Grade Prep (Early Dismissal K-5 & 9-12)

#### February
- 15 - Snow Make-Up Day or No School
- 18 - President’s Day - No School
- 19 - Waiver Day #3 - No Students

#### March
- 6 - Late Arrival
- 15 - MS End of 2nd Trimester / Grade Prep (Early Dismissal 6-8)
- 22 - Elem Grade Prep (Early Dismissal K-5)
- 25 - 29 - Elem Conference Week (Early Dismissal K-5)

#### April
- 1 - 5 - Spring Break
- 12 - HS End of 3rd Qtr / Grade Prep (Early Dismissal 9-12)
- 21 - 23 - Secondary Conferences (Early Dismissal 6-12)
- 27 - Memorial Day - No School

#### May
- 1 - Late Arrival
- 21 - 23 - Secondary Conferences (Early Dismissal 6-12)
- 24 - Snow Make-Up Day or No School
- 27 - Memorial Day - No School

#### June
- 5 - Late Arrival
- 7 - Elem/MS/HS Grade Prep (Early Dismissal K-8)
- 18 - Last Day of School

#### July
- 1 - Late Arrival
- 5 - Late Arrival
- 18 - Last Day of School

#### August
- 1 - Late Arrival
- 15 - Snow Make-Up Day or No School
- 18 - President’s Day - No School
- 19 - Waiver Day #3 - No Students

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**Key:**
- Late Arrival
- Early Dismissal Elementary
- Early Dismissal Elem & MS
- Early Dismissal MS
- Early Dismissal MS & HS
- Early Dismissal for HS
- Early Dismissal All Grades
- Waiver Day / No School for students
- No School

Elementary = Grades K-5
Middle School = Grades 6-8
High School = Grades 9-12

Student Calendar = 177 school days for students and 3 waiver days for teachers.

Rev 3.16.18