Liberty Middle School
Student Handbook

Our Communities. Our best, then better.
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Dear Students and Parents,

Welcome to Liberty Middle School, home of the Lightning! Liberty is a school where our school motto is "Our communities, our best, then better." We start by teaching students and staff our Bolts Values of being RESPECTFUL, RESPONSIBLE, COMPASSIONATE and SAFE. By following these values, we develop a strong sense of community that carries through the halls on a daily basis.

Next, we continue to push each other to be our very best every day. We take pride in the high academic and behavioral expectations that are supported through our community atmosphere. We expect all of our students to reach for their full potential everyday. Being your best means attending school on time every day prepared to participate and take an active role in your learning.

Last, we focus on becoming better. We all have room to grow and at Liberty we strive to support one another through that growth on a daily basis. In doing so, we are demonstrating our commitment to one another to be our very best in all situations. Give Liberty your finest effort- you'll get it back over and over again.

This handbook serves as a guide to help you succeed and is a resource for you throughout the year if you have any questions about our policies and procedures. This handbook is not all inclusive of all the district and school rules and policies. Finding success is easy and this handbook will help.

Have a great year!

Seth Humphrey

Our Communities. Our best, then better.
<table>
<thead>
<tr>
<th>Lightning Pride!</th>
<th>Responsible</th>
</tr>
</thead>
<tbody>
<tr>
<td>Liberty Students are...</td>
<td>Respectful</td>
</tr>
<tr>
<td></td>
<td>Compassionate</td>
</tr>
<tr>
<td></td>
<td>Safe</td>
</tr>
</tbody>
</table>

Our Communities. Our best, then better.
# Bell Schedules

## Regular

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Schedule A</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:05</td>
<td>First Bell/Academic Day Begins</td>
<td></td>
</tr>
<tr>
<td>7:10</td>
<td>Warning Bell</td>
<td></td>
</tr>
<tr>
<td>7:15-7:45</td>
<td>1st Period (Advisory) 30</td>
<td>1st Lunch: 10:27-10:57 (30)</td>
</tr>
<tr>
<td>7:49-8:39</td>
<td>2nd Period 50</td>
<td>Class: 11:01-11:57 (56)</td>
</tr>
<tr>
<td>8:43-9:33</td>
<td>3rd Period 50</td>
<td>Class: 10:31-10:57 (26)</td>
</tr>
<tr>
<td>12:01-12:51</td>
<td>6th Period 50</td>
<td>Class: 10:31-11:27 (56)</td>
</tr>
<tr>
<td>12:55-1:45</td>
<td>7th Period 50</td>
<td>3rd Lunch: 11:27-11:57 (30)</td>
</tr>
<tr>
<td>1:50</td>
<td>End of Academic Day/Start of Extra Curricular</td>
<td></td>
</tr>
</tbody>
</table>

## PM Assembly

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Schedule B</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:05</td>
<td>First Bell/Academic Day Begins</td>
<td></td>
</tr>
<tr>
<td>7:10</td>
<td>Warning Bell</td>
<td></td>
</tr>
<tr>
<td>7:15-8:02</td>
<td>2nd Period 47</td>
<td>1st Lunch: 10:35-11:05 (30)</td>
</tr>
<tr>
<td>8:06-8:53</td>
<td>3rd Period 47</td>
<td>Class: 11:09-12:05 (56)</td>
</tr>
<tr>
<td>9:48-10:35</td>
<td>5th Period 47</td>
<td>2nd Lunch: 11:05-11:35 (30)</td>
</tr>
<tr>
<td>10:35-12:05</td>
<td>6th Period 90 with lunches</td>
<td>Class: 11:39-12:05 (26)</td>
</tr>
<tr>
<td>12:09-12:56</td>
<td>7th Period 47</td>
<td>Class: 10:39-11:35 (56)</td>
</tr>
<tr>
<td>1:00-1:45</td>
<td>Assembly 45</td>
<td>3rd Lunch: 11:35-12:05 (30)</td>
</tr>
<tr>
<td>1:50</td>
<td>End of Day/Start of Extra Curricular</td>
<td></td>
</tr>
</tbody>
</table>

## AM Assembly

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Schedule C</th>
</tr>
</thead>
<tbody>
<tr>
<td>7:05</td>
<td>First Bell/Academic Day Begins</td>
<td></td>
</tr>
<tr>
<td>7:10</td>
<td>Warning Bell</td>
<td></td>
</tr>
<tr>
<td>7:15-8:02</td>
<td>2nd Period 47</td>
<td>1st Lunch: 10:33-11:03 (30)</td>
</tr>
<tr>
<td>8:06-8:53</td>
<td>3rd Period 47</td>
<td>Class: 11:07-12:03 (56)</td>
</tr>
<tr>
<td>8:57-9:42</td>
<td>Assembly 45</td>
<td>Class: 10:37-11:03 (26)</td>
</tr>
<tr>
<td>10:33-12:03</td>
<td>5th Period 90 with lunches</td>
<td>Class: 11:37-12:03 (26)</td>
</tr>
<tr>
<td>12:58-1:45</td>
<td>7th Period 47</td>
<td>3rd Lunch: 11:33-12:03 (30)</td>
</tr>
<tr>
<td>1:50</td>
<td>End of Day/Start of Extra Curricular</td>
<td></td>
</tr>
</tbody>
</table>

## Late Start

<table>
<thead>
<tr>
<th>Time</th>
<th>Event</th>
<th>Schedule D</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:05</td>
<td>First Bell/Academic Day Begins</td>
<td></td>
</tr>
<tr>
<td>9:10</td>
<td>Warning Bell</td>
<td></td>
</tr>
<tr>
<td>12:36-1:09</td>
<td>6th Period 33</td>
<td>Class: 11:29-11:55 (26)</td>
</tr>
<tr>
<td>1:13-1:45</td>
<td>7th Period 32</td>
<td>Class: 10:29-11:25 (56)</td>
</tr>
<tr>
<td>1:50</td>
<td>End of Day/Start of Extra Curricular</td>
<td></td>
</tr>
</tbody>
</table>
Activity Bus
The activity bus is available to students who normally take the bus to and from school. Students need to meet the activity bus in the back of the building in the bus turnaround at 4:05. Students participating in a club, sport, activity or who stay after school for homework help with a teacher may take the activity bus with a bus pass. Students must get a bus pass from their teacher, coach, or Advisor showing they were a part of a school sponsored activity. Students without a bus pass will not be allowed to take the bus. The activity bus runs Monday-Thursday. There is no activity bus on Fridays.

Assemblies
Assemblies are considered another opportunity for a valuable learning experience. Some assemblies are designed to support school spirit and a positive school climate. Other assemblies are educational in nature. Those students who have received multiple lunch detentions or other progressive discipline may be considered on the 10-point list. Students on this list will not be able to attend school spirit assemblies. Students are expected to show the Bolts Values of being responsible, respectful, compassionate and safe during all assemblies. Those students who choose not to follow this expectation will be subject to disciplinary action including not being able to attend the next school assembly.

ASB/Leadership
The Liberty Middle School ASB provides many opportunities for students. Co-curricular activities, clubs and sports are funded through the ASB. All students wishing to participate in sports, activities or clubs must purchase an ASB card before they turn out. The ASB office is open during all lunches unless otherwise posted. Please make all payments at the ASB office.

Why should students buy an ASB card?
• Discount on dances, socials, yearbook and other paid events
• Reduced prices at Bethel School District athletic and cultural events
• It is required in order to participate in clubs, music programs, and athletics
• Your card helps support all athletics, clubs, and extra-curricular events at LMS

For ASB questions, contact the ASB clerk at 683-6582.
Athletics

All 6th-8th grade students at Liberty Middle School are encouraged to turn out for a sport. Student athletes are expected to maintain high academic and behavioral standards, as well as show good sportsmanship both on and off the field (See Bethel School District Athletic Handbook for details.). Students are required to pay a participation fee established by the Bethel School District. This fee must be paid prior to the FIRST game/match.

To turn out for a sport, a student must complete/sign all of the following:

- A current physical on file in the office (good for 13 months)
- Parent/student athletic agreement form on file in the office
- Concussion form
- Meet the current season’s grade requirements and be passing 6 of 7 classes.
- Completed online Athletic Packet
- Purchase ASB card
- “Pay to Participate” fee paid
- All forms must be completed online through Family Access/Skyward.

<table>
<thead>
<tr>
<th>Fall</th>
<th>Winter 1</th>
<th>Winter 2</th>
<th>Spring</th>
</tr>
</thead>
<tbody>
<tr>
<td>Boys Baseball</td>
<td>Girls Basketball</td>
<td>Boys Basketball</td>
<td>Football</td>
</tr>
<tr>
<td>Girls Fastpitch</td>
<td>Boys &amp; Girls Wrestling</td>
<td>Girls Soccer</td>
<td>Girls Volleyball</td>
</tr>
<tr>
<td>Boys &amp; Girls Track</td>
<td></td>
<td>Boys Soccer</td>
<td>Cross Country</td>
</tr>
</tbody>
</table>

**Team Cuts**

Sports are offered to all grade levels with Varsity and Junior Varsity Squads as well as a "C" squad for volleyball only. (*6th graders are excluded from participation in football). Unfortunately, on certain teams only a select number can play and there will be cuts. There are teams however, that do not cut. All students who turnout for the Football, Wrestling, and Track teams will be able to participate. 6th Graders will have athletic offerings through Bethel Recreation. More information will be available on these offerings soon.

**Manager**

There are also opportunities to act as manager for all the sports teams. Contact the coach of the team to find out more.
Athletics continued

Practice Information
Your coach will give you the details of your practice schedule, but most practices are held after school, with some teams starting later.

Game Information/Schedules
Most games begin at 3:30 p.m., here or away. Starting times will vary. Monthly sports schedules are in the newsletter calendar, but sometimes dates change at the last minute. When a game starts at a different time, it will be noted in the newsletter whenever possible.

School Attendance Requirement
Per district policy, students must attend the full day of school in order to compete in any athletic event on that day. Students must also attend school for at least a half-day in order to practice on the same day.

Cancellations/Changes
When a game time or location is changed at the last minute, information will be announced over the intercom, before the end of school that day. Sometimes we will not know before the end of the school day if a game will be cancelled due to weather conditions.

Bethel Recreation
Bethel Recreation coordinates intramural teams throughout the district for 6th grade students for many sports. These teams require volunteer coaches. If you are interested in playing on a recreational team or have questions about Bethel Rec. contact the Liberty Recreation Coordinator.

Recognition
Athletes may earn certificates for participation, and letters for varsity team participation. In addition, each sport usually conducts some kind of end-of-the season event at which individual athletes are recognized.
Attendance

To report an absence, call: 253-683-6592 or log into Family Access

At Liberty Middle School, we expect all students to attend every class daily. Learning at Liberty is designed to take place in class. We recognize a direct correlation between attendance and achievement, students that miss more than 10% (2 days a month) of the school year experience far less growth. Excused absences still count toward your attendance percentage. Daily attendance is one of the keys to a student’s educational success. Every subject taught requires a student’s active and continuous involvement in order to develop skills and knowledge of the particular subject. Most classroom experiences cannot be duplicated on an individual basis; an absent student loses the experience of lecture, discussion, group work and participation.

Liberty’s attendance policies and procedures are in accordance with Bethel School District policies #3121-3124. They are summarized below. Full language of the policies is available upon request.

Daily Attendance- District Policy 3121

Parents are responsible for sending their children to school as required by RCW 28A.225.10; to make sure their children are in school on time each day; to encourage their children to come to school with a mental attitude which fosters learning; to communicate accurately with the school concerning their child’s absence.

Students are responsible for attending school regularly and remaining in school until they are officially excused. Any student whose absence is not excused shall be the focus of remedial efforts and subject to progressively severe disciplinary actions.

Teachers are responsible for notifying students of the attendance policy in their classes and reporting student attendance; requiring written excuses from a parent or guardian for all cases of students’ absences; for bringing to the attention of parents students’ attendance patterns that may adversely affect a student’s academic growth.

Our Communities. Our best, then better.
Attendance continued

Excused Absences- District Policy 3122

Regular school attendance is necessary for mastery of the educational program provided to students. Students at times may appropriately be absent from class. Absences due to illness or a health condition; a religious observance, when requested by a student’s parents; school-approved activities; family emergencies, required by law, disciplinary actions or short term suspensions shall be excused. The principal may, upon request by a parent, grant permission in advance for a student's absence providing such absence does not adversely affect the student’s educational progress. A student, upon the request of a parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property, or involves the school to any degree.

Pre-Arranged Absences- District Policy 3122

Students whose parents pre-approve their absence for 3 or more days need to fill out a Prearranged Absence Form. If the activity is not of educational value and adversely affects the educational progress of the student, the principal may deny approval of a prearranged absence.

The following are steps for a pre-arranged absence:

1. Bring note from a parent or guardian.
2. Get a Planned Absence Form from the attendance office.
3. Turn the signed form into the Attendance Office at least 3 days prior to leave.
4. Students will make up all work and tests as determined by their teachers.
5. It is a student's responsibility to check with teachers about work that is to be made up and when the work is to be turned in.

Make-Up Work- District Policy 3122

A student will have the right to make up work for an excused absence provided arrangements are made with the teacher to do so within a reasonable length of time. A student may be required to make up work for unexcused absences.
Attendance continued

Attendance and Activities

*Any student participating in an after school or evening activity is expected to attend all classes on the day of the schedule activity.* Students must be in attendance at least one half day to participate in practice. On contest days, students are expected to attend and participate in all classes on the day of the scheduled activity. Attendance for all classes the following day is also expected. For weekend activities, attendance in classes the previous Friday is required. Failure to comply with these attendance regulations may result in a student being declared ineligible and not allowed to participate.

Excused or Unexcused Absences

Parents are asked to call the Attendance Office or log into Skyward in the morning if their child will not be attending school that day. Absences for illness or doctor/dentist appointments are excused. If a student missed the bus, overslept, stayed up too late the night before, parent drops student off late, etc. are considered unexcused absences. Parents have a responsibility to make sure their children are in school on time each day as required by RCW 28A.225.010. Students having 7 or more unexcused absences/tardies in a month or 10 total absences in a year may be referred to the Juvenile Justice System (Becca Law).

To be excused, absences must have a note from the parent/guardian by the day students return to school. Excessive absences will lead to parent contact, counseling and referral to administration. Excessive excused absences that negatively impact students' academics may still be referred to the BECCA conference.

Please also be aware of the following district-approved excused and unexcused reasons to be absent or tardy:

<table>
<thead>
<tr>
<th>Excused Absences</th>
<th>Unexcused Absences</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sick/Injury/Health</td>
<td>Slept Late</td>
</tr>
<tr>
<td>Family Emergency</td>
<td>Parent Running Late</td>
</tr>
<tr>
<td>Doctor/Dentist Appointment</td>
<td>Missed the Bus</td>
</tr>
<tr>
<td>Religious Observance</td>
<td>Car Trouble/Traffic</td>
</tr>
<tr>
<td>Suspension</td>
<td>Late Night/Activity</td>
</tr>
<tr>
<td>Court/Legal Appointment</td>
<td>Late Ride or No Ride</td>
</tr>
<tr>
<td>Bereavement</td>
<td></td>
</tr>
<tr>
<td>School- Authorized Activities</td>
<td></td>
</tr>
</tbody>
</table>

*Our Communities. Our best, then better.*
Attendance continued

Late, Absent, and Returning from an Absence

State law requires a parent/guardian must provide written or phone contact to report a student’s absence or tardy. The 24-hour message number is 683-6592. Either contact method requires the following information to be provided:

- Date of note
- Date of absence
- Specific reason for absence
- Time of dismissal (if appropriate)
- Signature of parent/guardian
- Contact number

Students who return from an absence need to report to the attendance office to check in before the school day begins. If a student has frequent absences for illness, the school may require that the parent/guardian provide a note from a doctor excusing the absence. If a student is absent 10 or more times, 3rd party documentation may be required.

BECCA Conferences

Unexcused absences/tardies are subject to a BECCA conference. The BECCA Bill supports the state mandate for students to attend school regularly. When a pattern of attendance concerns become evident, parents will be called in for a conference, at which time attendance and grades will be reviewed to initiate an action plan for attendance and making up assignments.

Homework Requests

If a student is absent for 3 or more days, the parent/guardian can request homework to be collected from teachers. Requested make-up work can be collected the following day at 2:00. Please call 683-6592 to request homework.
Attendance continued

Early Dismissals
To be dismissed early from school for an appointment you must bring a note to the attendance office before school signed by your parent or guardian stating the time and reason and receive an early dismissal pass. Parents must pick up students in the office and sign them out at that time. Parents may be asked to show picture identification. If your student is to leave school with someone other than the parent/guardian, the person must be listed on the emergency contact list.

Tardiness
We expect all Liberty students to be on time to each class on a daily basis. If a student is tardy 4 or more times to class, the student will be subject to progressive discipline and points will be added to a student’s discipline file.

Students are allowed 4 minutes of passing time. Being on time to class means being in the teacher’s classroom when the bell begins to ring and students are following the teacher’s expectation for the start of class. Students not meeting this expectation will be considered tardy and progressive discipline steps will apply. If a student is more than 5 minutes late to class they will be considered to be skipping that class and appropriate discipline will apply. Below is generally how progressive discipline will work with regard to tardies. Administrators will make the final decision regarding consequences.

<table>
<thead>
<tr>
<th>Amount of Tardies Per Trimester</th>
<th>Consequence</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3</td>
<td>Verbal warning</td>
</tr>
<tr>
<td>4-5</td>
<td>Lunch detention</td>
</tr>
<tr>
<td>6 or more</td>
<td>After school detention &amp; progressive discipline</td>
</tr>
</tbody>
</table>

If you have any attendance questions, call 253-683-6592
Backpacks

Backpacks and large coats/jackets may be worn to school but must be stored in student lockers during school hours. For safety and space reasons, only “string” bags are allowed to be carried in school. Students may also carry belongings in hand to next classes.

Behavior Expectations

<table>
<thead>
<tr>
<th>BOLTS Behaviors</th>
<th>Hallways</th>
<th>Restrooms</th>
<th>Lunches/Commons</th>
<th>Assemblies</th>
</tr>
</thead>
</table>
| Respectful      | -Friendly conversations using indoor voices  
-Respect others’ space | -Maintain a clean environment  
-Respect others privacy | -Sit down as soon as possible  
-Be orderly when you enter and exit  
-Respect kitchen staff | -Show pride  
-Give your attention to speaker |
| Responsible     | -Go directly to locker and/or class  
-Have hall pass  
-Have materials for class  
-Use time wisely | -Go, flush, wash, leave  
-Choose the time to go wisely | -Clean up after yourself  
-Report spills  
-Remain in designated areas  
-Proceed to class promptly | -Turn off electronic devices  
-Participate in the activities |
| Compassionate   | -Smile  
-Say "hello" | -Wait patiently for others to finish | -Help others out  
-Talk to others about your learning  
-Open seats are open to all | -Show honor for the topic  
-Open seats are open to all |
| Safe            | -Keep others safe  
-Stay to the right  
-Hands to self  
-Report any concerns | -One to a stall  
-Report your concerns | -Keep it clean and orderly—Leave it better than you found it  
-Keep hands and feet to yourself | -Enter and exit orderly and swiftly  
-Hands and feet to self |
Behavior Expectations Continued

<table>
<thead>
<tr>
<th>BOLTS Behaviors</th>
<th>Office/ Counseling</th>
<th>Locker Room</th>
<th>Sporting Events</th>
<th>After-School Events</th>
</tr>
</thead>
</table>
| **Respectful**   | - Make appointments to see counselors and/or administrators  
                  - Use appropriate voice level and tone  
                  - Wait quietly for your turn  
                  - Maintain confidentiality of the office environment  
                  - Focus on fitness  
                  - Respect others' belongings  
                  - Use appropriate language  
                  -- Keep hands and belongings to self  
                  -- Use appropriate language and voice level  
                  -- Cheer for your team  
                  -- Wear spirit gear  
                  -- Use positive and encouraging words  
                  -- Be open to new ideas  
                  -- Come with a positive attitude |  |  |  |
| **Responsible**  | - Visit office before/after school and lunch  
                  - Have a pass  
                  - Be quick to get back to class  
                  - Do what you need to do  
                  - Have a purpose and be efficient with your time  
                  - Reflect on own actions and take ownership  
                  - Get in and out of locker room on time  
                  - Dress quickly  
                  - Get better everyday  
                  - Help clean up  
                  -- Pick up after yourself  
                  -- Show pride in our school  
                  -- Leave campus and return for the event  
                  -- Show pride in your work  
                  -- Help clean up at the end of the event  
                  -- Be on time with all materials needed |  |  |  |
| **Compassionate**| - Smile  
                  - Be Polite  
                  - Have positive attitude  
                  - Open doors and assist adults and guests  
                  - Encourage others  
                  - Come with attitude of getting better  
                  -- Encourage others to do their best  
                  -- Support the team  
                  -- Show pride in the work of others  
                  -- Use positive and encouraging words |  |  |  |
| **Safe**         | - Hands and feet to self  
                  - Practice excellent hygiene  
                  - Secure your belongings and lock your locker  
                  -- Be in the venue for event seated and ready to cheer when it begins  
                  -- Follow the directions of staff  
                  -- Be aware of your surroundings  
                  -- Keep hands and feet to yourself |  |  |  |
Behavior Expectations Continued

Students are responsible for their own behavior and actions at school and are held accountable for the rules and expectations stated in this handbook and the Student Rights and Responsibilities reviewed and available on the LMS district website. All rules are subject to change at administrator discretion due to the needs of the building. Attempts to notify parents will be made to explain changes to school rules via school website, emails and the school newsletter. **School administrators will also make the final decision regarding discipline based on areas not clearly defined in the handbook.** The use of Buddy Rooms and the required processing form is a portion of the Liberty Middle School Discipline Policy. Teachers will use buddy rooms and the processing form when students choose low-level behavior infractions in the classroom. Teachers generally do not call home when a student completes a Stop And Think (SAT) processing form as this is part of each staff member's classroom management plan. Teachers and/or staff will contact home if the student is out of the instructional environment for longer than 15 minutes.

A range of preventative and corrective measures are used at Liberty Middle School, which include:

**Classroom Behavior Management:**

Each teacher will have a progressive behavior management policy used in his or her classroom. The expectations and guidelines will be taught, discussed and reinforced during the course of the school year. (see Chart 1)

**School-Wide Discipline:**

When students are referred to the main office, discipline will be administered as described in the Behavior Matrix (see Chart 2)

**School Sponsored Events**

Students at all school-sponsored events are governed by school district rules and regulations and are subject to the authority of school district employees whether the event takes place on or off the school grounds. Students who have been suspended from school are not to be in attendance at after school or evening events.
<table>
<thead>
<tr>
<th>Intervention</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classroom Interventions</td>
</tr>
<tr>
<td>Low Level Disruptive Behaviors</td>
</tr>
<tr>
<td>• Classroom behavior management and positive reinforcement</td>
</tr>
<tr>
<td>• Written, posted, taught and reinforced behavior management system</td>
</tr>
<tr>
<td>• Redirection/Proximity</td>
</tr>
<tr>
<td>• One on One conversations discussing the problem with the student to identify ways to help the student successfully meet expectations</td>
</tr>
<tr>
<td>• Explain and model appropriate behavior</td>
</tr>
<tr>
<td>• Modification of classroom (e.g. seating)</td>
</tr>
<tr>
<td>• In-class behavior plans/contracts</td>
</tr>
<tr>
<td>• In class think-time</td>
</tr>
<tr>
<td>• Parent contact</td>
</tr>
<tr>
<td>• Teacher supervised detentions</td>
</tr>
<tr>
<td>• Teacher academic interventions (before/after school help, tutoring, IEP if applicable)</td>
</tr>
<tr>
<td>• Alternate Classroom Processing</td>
</tr>
<tr>
<td>Parents will be notified by the teacher when a student is removed from class instruction/activities for a longer than a brief period of time.</td>
</tr>
<tr>
<td>Team Discussion and Interventions</td>
</tr>
<tr>
<td>Chronic Misbehavior in Single Class</td>
</tr>
<tr>
<td>• Discuss with case manager if the student has an IEP</td>
</tr>
<tr>
<td>• Call parents/guardians to provide information about student behavior, ask for help and suggestions.</td>
</tr>
<tr>
<td>• Input from other teachers/counselor who have the student</td>
</tr>
<tr>
<td>• Counselor intervention – one on one discussion, behavior plan, call home, and/or referral to services as needed.</td>
</tr>
<tr>
<td>Meetings</td>
</tr>
<tr>
<td>Chronic Misbehavior in Multiple Classes</td>
</tr>
<tr>
<td>• Parent/Student/Teacher(s) problem solving conference - may involve counselor</td>
</tr>
<tr>
<td>• Counselor staffing – involves the counselor, all the student's teachers, parents and the student. Used when student is having issues in multiple classes.</td>
</tr>
<tr>
<td>Referral to Administrator</td>
</tr>
<tr>
<td>Severe or Repetitive Misconduct</td>
</tr>
<tr>
<td>Parents will be notified of behavior from the teacher when a referral is submitted. Administrator will counsel and apply consequences as needed.</td>
</tr>
<tr>
<td>Administrator/Parent Meeting</td>
</tr>
<tr>
<td>Chronic or Severe Misconduct</td>
</tr>
<tr>
<td>Discuss and develop a plan to correct problem behavior and increase student success. Plan may include a behavior contract. Inform student/parents about school-wide policies and progressive discipline</td>
</tr>
</tbody>
</table>
### Chart 2: Behavior Matrix

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Warning</th>
<th>Conference</th>
<th>Detention Lunch/ABS</th>
<th>Confiscation</th>
<th>Assessment</th>
<th>Restitution</th>
<th>Suspension</th>
<th>Police Contact</th>
<th>Emergency Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Alcohol: Using, transmitting, or being in possession of any alcoholic beverage</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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<tr>
<td>Arson: Intentionally setting/causing a fire, including fireworks and/or explosive devices</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Computer or Publications Abuse: Failure to follow the Computer Use and Publications Policy</td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
<tr>
<td>Contraband: Cigarette lighters, matches, etc.</td>
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<tr>
<td>Disobedience/Insubordination: Not obeying staff instructions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Disruptive Behavior: Any action that interferes w/ the educational environment; threatens safety</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Extortion, Blackmail or Coercion: Attempting to obtain, money, property, or favor by violence or threat; forcing anyone to do anything against their will</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Fighting: Physical confrontation with another student</td>
<td></td>
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<tr>
<td>Firearm: Any item working or not working, including facsimiles and look-a-likes</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
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</tr>
<tr>
<td>Forged/plagiarism/cheating: Copying of notes, assignments, tests, etc.</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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</tr>
<tr>
<td>Harassment, Bullying, Intimidation: Use of words, in any form, or actions that intimidate, hurt, or humiliate others.</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
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<tr>
<td>Illicit Drugs: Possession, use, transmission of illegal drugs or prescription drugs without proper permissions</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
</tbody>
</table>
Chart 2: Behavior Matrix Continued

<table>
<thead>
<tr>
<th>Behavior</th>
<th>Warning</th>
<th>Conference</th>
<th>Detention/Lunch/ASA</th>
<th>Confiscation</th>
<th>Assessment</th>
<th>Restitution</th>
<th>Suspension</th>
<th>Police Contact</th>
<th>Emergency Expulsion</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inappropriate Dress: Any attire that is prohibited by the dress code. Hats will be confiscated</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Inappropriate Lunch Behavior: Food in halls, not cleaning up after eating, throwing food, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Obscenity: Any comments and/or gestures directed at or toward a teacher, staff member, or another student. This includes gestures and verbal obscenities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Public Displays of Affection: Any display of affection in the hall or on campus; includes hugging, kissing, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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<tr>
<td>Repeated Violations: Any previous repeated offenses will result in progressive discipline.</td>
<td></td>
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<td>X</td>
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</tr>
<tr>
<td>Theft and/or Vandalism: Removing, taking and/or destroying someone else's property</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
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</tr>
<tr>
<td>Tobacco: Possession, use or transmission of tobacco, including any electronic device designed to deliver nicotine or other banned substances.</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Unsafe Behavior: Throwing things, pushing, running, jumping, etc.</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
<tr>
<td>Verbal Threats: Threats directed at students and/or staff</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Vulgar or Lewd Conduct: Acts of sexually explicit nature; lewd, vulgar, indecent or obscene act or expression</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td></td>
<td>X</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Weapon: Any item that could be used as a weapon, including facsimiles. Laser pens and knives are dealt with as weapons.</td>
<td></td>
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<td></td>
<td>X</td>
<td>X</td>
<td>X</td>
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</tr>
</tbody>
</table>
Bicycles/Skateboards/Wheels

The safety of all students is our number one priority at Liberty Middle School. Because of the traffic on our adjoining streets, we encourage all students to ride the bus to school. Students who choose to ride their bike to school must provide a lock to secure their bike. Students who ride their bikes to school cannot enter the school campus until at least 6:45am. Students should wear a helmet when riding their bike to school. Use of Skateboards, skates, rollerblades and scooters are prohibited on Bethel School District Property.

Parking Lots, Bike Racks, and Driveways

Although the district provides bicycle racks, driveways, and parking lots for the use of students, employees, and the public, the district assumes no liability for loss or damage occurring in connection with their use. All persons who use such facilities do so at their own risk.

Bullying, Harassment and Intimidation

The Bethel School District and Liberty Middle School are committed to providing a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. Harassment consists of verbal or physical conduct relating to a person's actual or perceived national origin, disability, race, sexual orientation, or religion, which has the purpose or effect of creating an intimidating, hostile or offensive academic, residential or otherwise adversely affects a person’s academic or work opportunities. Harassment may include: name calling, gestures, bullying, mimicking, mocking, derogatory jokes, remarks, or rumors, unwelcome touching of a person or clothing, offensive or graphic posters, book covers, notes or cartoons, graffiti, display or circulation of written materials or pictures, or any other malicious or insensitive conduct of a severe or pervasive nature directed at the characteristics of a person’s national origin, customs, culture, disability, race, sexual orientation, or religion (WAC 48-120-100 Section (19) malicious harassment)

Bullying is intentionally using words or actions to intimidate, hurt, or humiliate others. School officials will be involved with bullying issues when it adversely impacts the learning environment. School officials will first make attempts to use peer mediation. If that fails the school may require students to sign a No Contact Order. (See Policy 3207)
Bullying, Harassment and Intimidation Continued

Behavior is considered **harassment** when it:

- 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. Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline and/or referral to law enforcement will be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator.

### Examples of Bullying, Harassment and Intimidation

<table>
<thead>
<tr>
<th>PHYSICAL AGGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shoving</td>
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<tr>
<td>Hitting</td>
</tr>
<tr>
<td>Poking</td>
</tr>
<tr>
<td>Kicking</td>
</tr>
<tr>
<td>Defacing Property</td>
</tr>
<tr>
<td>Stealing</td>
</tr>
<tr>
<td>Physical Acts that are humiliating but not physically harmful (defianting, tapping w/pencil, etc)</td>
</tr>
<tr>
<td>Physical Violence against family or friends</td>
</tr>
<tr>
<td>Threatening with a weapon</td>
</tr>
<tr>
<td>Inflicting Bodily Harm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SOCIAL ALIENATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Gossiping</td>
</tr>
<tr>
<td>Dirty looks or stares</td>
</tr>
<tr>
<td>Embarrassing others</td>
</tr>
<tr>
<td>Setting up to look foolish</td>
</tr>
<tr>
<td>Spreading Rumors</td>
</tr>
<tr>
<td>Ethnic Slurs</td>
</tr>
<tr>
<td>Setting up to take the blame</td>
</tr>
<tr>
<td>Publicly Hamilitating</td>
</tr>
<tr>
<td>Excluding from group</td>
</tr>
<tr>
<td>Social rejection</td>
</tr>
<tr>
<td>Threatening with total isolation by peer group</td>
</tr>
<tr>
<td>Texting/starting/spreading rumors and/or hate messages</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>VERBAL AGGRESSION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Taunting</td>
</tr>
<tr>
<td>Mocking</td>
</tr>
<tr>
<td>Teasing about clothing or possessions</td>
</tr>
<tr>
<td>Teasing about appearance</td>
</tr>
<tr>
<td>Name calling</td>
</tr>
<tr>
<td>Intimidating phone calls</td>
</tr>
<tr>
<td>Verbal threats of aggression against property or of inflicting bodily harm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>INTIMIDATION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Threatening to reveal personal information</td>
</tr>
<tr>
<td>Exclusion (ethnic, cultural group)</td>
</tr>
<tr>
<td>Defacing property or clothing</td>
</tr>
<tr>
<td>Taking possessions</td>
</tr>
<tr>
<td>Playing a trick</td>
</tr>
<tr>
<td>Extortion</td>
</tr>
<tr>
<td>Publicly challenging to do something</td>
</tr>
<tr>
<td>Verbal threats of aggression against property or of inflicting bodily harm</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>RACIAL AND ETHNIC HARASSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Joke telling with racial or ethnic targets</td>
</tr>
<tr>
<td>Exclusion (ethnic, cultural group)</td>
</tr>
<tr>
<td>Racial or ethnic slurs</td>
</tr>
<tr>
<td>Verbal accusations, putdowns</td>
</tr>
<tr>
<td>Public Humiliation</td>
</tr>
<tr>
<td>Destroying or defacing property due to ethnic or cultural group</td>
</tr>
<tr>
<td>Physical or verbal attacks due to group membership</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>SEXUAL HARASSMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sexual or “dirty” jokes</td>
</tr>
<tr>
<td>Conversations that are too personal</td>
</tr>
<tr>
<td>Howling, cat calls, whistles</td>
</tr>
<tr>
<td>Leers and stares</td>
</tr>
<tr>
<td>Wedgies</td>
</tr>
<tr>
<td>Snap bra</td>
</tr>
<tr>
<td>Repeatedly asking someone out when he/she is not interested</td>
</tr>
<tr>
<td>Spreading sexual rumors</td>
</tr>
<tr>
<td>Pressure for sexual activity</td>
</tr>
<tr>
<td>De-pantsing</td>
</tr>
<tr>
<td>Hitting/Slapping in private areas</td>
</tr>
<tr>
<td>Cornering, blocking, standing too close, following</td>
</tr>
<tr>
<td>Sexual Assault and attempted sexual assault</td>
</tr>
<tr>
<td>Rape</td>
</tr>
<tr>
<td>Sexting</td>
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</tbody>
</table>

<table>
<thead>
<tr>
<th>Bullying</th>
</tr>
</thead>
<tbody>
<tr>
<td>Malicious Gossip</td>
</tr>
<tr>
<td>Texting/Cyber Malicious Gossip</td>
</tr>
<tr>
<td>See bullying section for more detail</td>
</tr>
</tbody>
</table>
Bullying, Harassment and Intimidation Continued

**WHAT CAN YOU DO?**

1. Self advocate. Stand up for yourself! It’s the first step in stopping harassment. If someone is treating you in a way you don’t like, TELL THEM to STOP!

2. Get Help. If you have told the person(s) who is bothering you to leave you alone and they won’t stop, come to the office, report to an adult and get our help! Ignoring the people who harass you won’t make them stop.

3. Be aware that YOUR OWN ACTIONS can hurt people’s feelings. You may be bothering someone and you don’t even know it!

4. Take a stand against harassment even when it’s not aimed at you. If you see harassment, speak up! Help keep Cougar Mountain a safe place where learning can occur.

5. When in doubt...Tell the person to stop, walk away, and report to an adult immediately!

**Anti-sexting expectations:** Sexting is defined as: the act of sending sexually explicit messages or photographs (material), primarily between mobile phones.

1. The mere possession of sexually explicit material on any device is prohibited regardless of whether state law is a violation.

2. All involved in sexting, unless they delete the material immediately, will receive consequences.

It is prohibited to send, share, view, or possess pictures, text messages, emails or any other material of a sexual nature in electronic or any other form on a computer, cell phone, or other electronic device. Parents and the sheriff may be contacted if possession of material is found. Administrators may search cell phones if we have a reasonable suspicion a student has been involved in sexting or is in possession of material. The consequences for possession of inappropriate sexual material may result in a variety of consequences up to/including expulsion. Harassment and bullying related to sexting incidents may also result in consequences up to/including expulsion.
Bus Transportation/Bus Passes
Per school board policy 6630.2, in order to ride a different bus than has been assigned to a student or to get off at a stop other than the assigned bus stop, students need to bring a written note from his/her parent/guardian that specifically addresses the change requested. This note needs to be turned in to the Attendance Office before school or during lunch. No passes will be issued after lunches. Students must have a bus pass to give to the bus driver notifying the bus driver of the change.

Buying and Selling Personal Items
Do not bring items to sell at school. This includes food, drinks, candy, and other personal items. The selling of items by students at school is strictly forbidden. Purchasing items from other students is also not allowed at school. Selling or purchasing items from another student can result in disciplinary action.

Campus Safety
The Campus Safety Officer’s responsibility is to ensure that students are acting in a safe, responsible manner while on our campus. These duties include lockers, lost and found, walking passes, supervision of students during school hours, and investigation of incidents including interviewing students. Students will be treated respectfully. In order to keep our school safe, it is critical that all students are honest and cooperative during the investigative process. Disciplinary action will be taken if a student interferes with an investigation by being dishonest or uncooperative during the investigative process.

To report information you have about unsafe activity in our building you can call 683-6574.

Clubs and Activities
Liberty has a number of clubs and activities available to students. Listen for information in the morning announcements or in newsletters. Clubs will be formed based on student interest and staff availability.
Counseling Center

Last name A-L Counselor: (253) 683-6578
Last name M-Z Counselor: (253) 683-6579

Liberty Middle School Counseling Center has one primary belief:
“We believe that our counseling department is an equal and complementary component of the total school program!”

Students must develop sound emotional and interpersonal skills in order to reach their potential. It is our goal to play an instrumental role in providing experiences that will help all students to explore their unique talents and to build skills for success now and in the future.

The LMS counseling program is comprehensive and developmental in nature. It’s designed to include sequential and organized activities implemented by certificated school counselors in partnership with school personnel and parents. All students are provided with opportunities to acquire skills in understanding self and others, educational planning, and career exploration.

Avenues for those students who need to resolve and/or learn coping strategies for situations that could impede their healthy development are available as an essential element of the program. These opportunities for students will be presented through classroom curriculum, individual conferencing, small group work, crisis intervention and home/school/community consultations.

Students can make appointments with the counselors before school or during their lunch. Counselors will send passes for students who have made appointments. Students without passes will be asked to make an appointment and return to class. Due to the confidential nature of the counseling center, students will not be allowed to loiter.
Curriculum, Classes and Grades

6th Grade Core Required Classes

2 hour Humanities Block: English Language Arts (ELA) & History
Science
Math
PE

1 Fine Arts Exploratory Rotation OR Band, Choir or Orchestra (all year course)

7th grade Core Required Classes

2 hour Humanities Block: English Language Arts (ELA) & Washington State History
Science
Math

2 Elective Rotations (Fine Arts, Technology) OR Band, Choir or Orchestra (all year course)

8th grade Core Required Classes

English Language Arts (ELA)
United States History
Science
Math

2 Elective Rotations (Fine Arts, Technology) OR Band, Choir or Orchestra (all year course)

LMS Grading Scale

A  93-100%
A- 90-92%
B+ 88-89%
B  84-87%
B- 80-83%
C+ 78-79%
C  72-77%
C- 70-72%
I   0-69%
Dances/Events/Socials

Socials and other events will be held throughout the year. Tickets to socials will be pre-purchased during lunches; tickets will not be sold at the door. If the student decides to not attend the dance, the student needs to notify the office. Dances will be held after school from 2:00-4:00. Students who regularly ride the bus can take the activity bus home after a dance, if students choose to not ride the bus, students must be picked up by 4:15. We want students to have fun at socials, dances and events.

School events are planned by various groups and held throughout the school year. Students attending any school sponsored dance or event at any time of day must follow all LMS guidelines. Please keep in mind the following:

• Those students who purchase an ASB card will be able to attend at a reduced price.
• Students who are suspended, did not attend school that day, have fines or are on the 10 point list will not be allowed to attend.
• All students are to remain in designated areas.
• There may be concessions for purchase at school socials, dances, and events; these must be consumed in the cafeteria.
• The school dress code and all school rules apply.
• Students are not allowed to leave the event unless escorted by a parent. Students may not re-enter the event after leaving.
• Behavior that is unsafe or violates school and district guidelines will result in students being removed from the event and possible loss of event privileges for the rest of the year.
• Only current Liberty students may attend socials & dances; guests from other schools are not allowed to attend.
• Students must take the activity bus home or arrange for transportation directly after the dance. **Students must be picked up by 4:15 if they are not riding the bus.**
• All rules and regulations of the Bethel School District and LMS apply to events.
• If a parent is interested in chaperoning, please call our ASB advisor to complete a background check form.
Dress code

**Purpose:**
We expect students to follow all dress code expectations. We are preparing students for professional working environments and we expect students to dress appropriately daily. Clothing and accessories that interfere with learning and safety of the student and others will be addressed.

The following expectations set some specifics on what is permissible during school hours and school sponsored events. If you are unsure if something is acceptable please check the guidelines below or check with LMS administration prior to wearing questionable attire to school.

**Dress Code Enforcement:**
Students referred for dress code violations will be given the option of calling home for a change of clothes, changing in to clothing provided by the school, or be removed from the classroom for the remainder of the day. Repeated violations of dress code will result in progressive discipline leading up to suspension. Administration reserves the right to make changes to rules as needed, in accordance with school district policy. See Bethel School Board Policy 3224 for more information.

**General Dress Code**

**Clothing:**
All clothing needs to be appropriate for school. Markings or insignias on clothing or the body must not be obscene, suggestive, or advocate disruption, sexual, or illegal activity. Clothing may not advertise or promote alcohol, tobacco, drugs, gang affiliation or activity or weapons. Please recognize that gang symbols often change and that administration reserves the right to make changes to this category in cooperation with local law enforcement. Spandex/Lycra as primary clothing is not allowed at school.

**External Piercings:**
Piercings need to be safe, appropriate, non-distracting and done at home. Any attire with any type of studs, metal or chains of any length can be dangerous and are not allowed. Spikes are allowed as long as the spike is less than ½".

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Dress code continued

**Foot Attire:**
Shoes need to be worn at all times during the school day and need to be safe and appropriate. Slippers are not allowed to be worn at school.

**Fragrances:**
Students are not allowed to spray perfume/cologne/deodorant while at school. We need to maintain a fragrance free zone while at school due to people who suffer from allergies. Fragrances can create breathing issues for people who have asthma.

**Hats and Headgear:**
Hats and headgear MAY NOT be worn at school. If a student wears one of these items to school, the item must be removed before entering the building and stored in the student's locker. Sweatbands, bandannas, do-rags and animal ears are considered headgear and are not permissible.

**Jewelry and Accessories:**
Jewelry and accessories need to be minimal to eliminate disruptions and for safety reasons. Any attire with any type of spikes, studs, metal or chains of any length can be dangerous and are not allowed. If a student is asked to remove an item, compliance is required. All jewelry must be removed during PE/Sports for safety reasons. Decorative contacts are not to be worn at school.

**Pants:**
Pants, which are jeans, sweat pants, or slacks are acceptable. Pants can have no un- patched holes 3 inches above the knee or show any skin. Students are not to wear pajamas, sleepwear or pants with studs or chains. Pants, sweats, skirts and shorts need to fit the student and be worn at or above the hip. Skinny jeans must be purchased big enough to fit over a student’s bottom and stay in place when standing, walking and sitting. **Sagging of the pants is not allowed.** If underclothing of any kind is showing, the student will contact home to have new clothing that fits and covers the body brought to school.

**Shirts:**
Modesty is the dominate theme for clothing. Shirts must be high enough around the neck to have the front, sides, and back be covered. **Shirts must completely cover the shoulders and stomach.** Tank tops are allowed if the shoulders are covered (no straps showing), muscles shirts or shirts with large arm holes are not allowed. Visible cleavage while sitting or standing is not allowed.

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Dress code continued

**Sports Teams:**

LMS sports teams can wear their game jersey on game day if the coach gives permission. LMS dress code guidelines still apply during the school day.

- **Heads:** K-8 students must remove all headwear* while in the buildings.

- **Torso:** Clothing must cover stomachs, backs, shoulders, chests and undergarments.

- **Legs:** Shorts, skirts and dresses must be longer than mid-thigh. Undergarments must be covered.

- **Feet:** Footwear must be worn at all times appropriate to the activity. Strapless shoes and high heels are discouraged for safety reasons.
**Electronic & Cellphone Devices**

Electronics can be but are not limited to, speakers of any kind or size, laser pointers, cell phones, airpods/earbuds/headphones etc.

There are no cell phones in locker rooms, gym or outside during PE class. Students are highly encouraged not to bring these items to school. If brought to school, students are to turn off and store all devices securely and out of sight during instructional time. The only exception to the policy is if a teacher specifically grants permission for usage for educational purposes. If students are using an electronic device inappropriately, it may be confiscated by the teacher and given to campus safety and be subject to search.

**Electronic & Cell Phone Device Policy:**

Any cell phone or electronic device usage that violates the guidelines above will be issued progressive discipline as follows:

**1st Offense:** The item will be held in the office and the student may pick it up at the end of the day.

**2nd Offense:** The item will be kept in the office until a parent or guardian picks it up.

**3rd Offense:** Parent or guardian will be required to attend a meeting with the student and administration to create a plan to stop this from occurring again.

**4th Offense:** Progressive discipline including but not limited to community service, detention, and suspension.

**Emergency Procedures**

LMS conducts regular drills to ensure safety for evacuating the building during a fire, eruption, earthquake, or lock down. Teachers will teach the procedures and give students directions during a drill or event.

**Emergency Dismissal Procedures**

In the event of a sustained power failure or other emergency, it may be necessary to dismiss school early. Buses may not be available. You should decide as a family what your plan for getting home is, and have it on file with the attendance/health clerk. **Students are never allowed to leave with anyone who is not listed as an emergency contact on their emergency card.**
False Alarms
Starting a false emergency alarm at school is an extremely serious offense. Not only is it a major disruption to the educational process, it creates danger in the school and surrounding community. Consequences for creating a false alarm may include, but are not limited to, community service, suspension, financial reparations, and law enforcement involvement.

Family Access- Checking Grades
Parents, guardians, and students have access to a variety of student information, such as attendance, schedules, grades, and student and family demographics through Family Access. If a parent or student has a question about grades after checking Family Access, please contact your child’s teacher by email or phone.

Fines
Depending upon the class, Liberty Middle School will provide textbooks for our students as either reference material or resource guides. Students whose books are lost, stolen, or destroyed are responsible for replacement costs. Textbooks are very expensive so take good care of them.

Guests & Visitors
Student guests/visitors must be pre-approved by administration and must be in a school related activity to be on campus. All guests must sign in at the front office and wear a visitor badge the entire length of their stay. The visitor badge must be visible to all staff and students. Students from other schools will not be allowed to attend LMS socials and dances.

Hall Passes
Students must have permission to leave the classroom for any reason. Students must carry a hall pass so it is easily visible. If a student does not have a hall pass and is out of their assigned location, discipline for truancy may be assigned. Students exiting the room during instructional time in order to use the restroom or get water must use the restroom or water fountain closest to their classroom.
Health Room

Health Room can be reached at 253-683-6593 during school hours. The health clerk is on duty every day. The Nurse will be at LMS on a part time basis, days may change throughout the year. The Nurse can be reached at 253-683-6570.

The Health Room is an emergency facility and should be kept free for that use. It is used for incidental and emergency treatment, NOT long term care.

It is vitally important that we have updated emergency numbers on file so we many reach parents/guardians in an emergency. This includes all numbers possible, such as home, work, cellular, emergency contacts, etc. Please make sure that the person that is picking the student is listed as an emergency contact. **For the safety of each child, picture identification is required for pick up.**

**What do I do if I feel sick?**

- GET A PASS from your teacher
- Go to the health room immediately.
- The health clerk will check you in, take your temperature, and phone your parents if you need to go home.
- Please stay home if you feel ill before school.

**Emergencies and First Aid**

Care will be given up to the limits of state law. An aid car will be summoned for injuries or illnesses that are judged to require more than basic first aid.

**Health Screening**

Each year, specialists for vision, hearing, scoliosis and kyphosis screen seventh grade students. If you have questions, please talk to the health clerk or nurse.
Health Room continued

Immunizations

Every student must have proof of immunization on file at the school before the first day of attendance. All students must be immunized according to WAC 248-100-163. You can be excluded from school if your immunizations are not complete. For details, please see health clerk. (BSD policy #5435)

Infectious Disease

Infectious diseases are common among school-age children. “Infectious Diseases” are defined in WAC 246-100-076. It is the policy of the Bethel School District to exclude students who are suspected of or have been diagnosed by a physician as having an infectious disease. If you have questions, please talk to the health clerk or nurse. (BSD policy #5436)

Lice

Bethel School District has a “no nit” policy. If you have any lice or eggs in your hair, dead or alive, you cannot attend school. If you think you have head lice, please see the health clerk. Do not be embarrassed if you have them – lice like to live in clean hair. The nurse or health clerk will help you and your parents learn how to remove the lice. You will be checked again before you can return to school. (BSD policy 5346.5)

Medications

In order to administer medication at school, whether prescription or over-the-counter medication, state law requires:

• Written instructions from the doctor. We can ONLY follow exact doctor’s direction – no exceptions!
• Written permission from the parent.
• Medications must come in the original container with the student’s name clearly printed on it.
• The permission and instructions are good for one school year.

Medications are stored in a locked cupboard at the school. A physician must specifically order medications that need to be carried by the student, such as an inhaler or Epi-Pen. (i.e. “student is to carry inhaler at all times.”).

If you are unable to obtain a note signed by the doctor, a parent must come to the health room and personally administer the medication to the student. This requirement applies to all forms of medications, even over-the-counter medications.

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Library
Students are encouraged to spend time reading, researching and writing in the library. Chess, checkers, cards, magazines and computers are available for student enjoyment.

The online Liberty library catalog can be searched from any computer with Internet access from Liberty website under the Library tab. There are numerous links on the home page to help students with research and reports. Students may login to renew books, place holds, and create book lists.

Students need to make arrangements with the librarian if they wish to stay after school. During lunch students must have a pass to go to the library. Books and materials are checked out on a loan basis and students are responsible for paying for lost or damaged materials. A student ID is required to check out all materials.

Lockers
Each student is assigned a locker. The following suggestions should help students prevent locker problems:

• Memorize your combination and **don't share this combination with other students.**

• Do not change lockers without contacting campus safety. If there is a problem with your locker or locker location, campus safety can solve the problem.

• Do not store money or valuables in your locker. The school is not responsible for lost, stolen, or damaged property of students.

• Students are responsible for the care of the locker assigned to them.

• No tape or stickers are allowed. Magnets are allowed, but no items or decorations are to be attached permanently.

• Do not leave food or beverages in your locker overnight.

**Locker searches**
Lockers are school property and subject to search under RCW 28.600.210-240.

For questions or concerns, contact campus safety at 253-683-6574. If you have concerns about your locker assignment, please see campus safety.

*Our Communities. Our best, then better.*
Lunch/Food & Nutrition Program

Liberty serves breakfast and lunch daily. Breakfast is served between 6:55 and 7:10 am. Lunch is served in three settings. Students can purchase full lunches or ala Carte items. Check with Child Nutrition staff for breakfast and lunch prices. All meals require the use of a student identification number.

Food Sales
Liberty uses a computerized point of sale system that will permit students to pay for their meals or add funds to their personal accounts with either cash or check at the cashier terminals or online at PayPams.

Free or Reduced Lunch
Applications for free and reduced lunches are available in the office and online.

Adding Money to Student Account
Adding money to student accounts may be completed through the Child Nutrition Office or online using Visa, Mastercard or Discover cards.

Cafeteria Expectations
Students are expected to do their part to keep the commons clean and neat. This includes cleaning up after themselves, and helping adults clean up messes.

Lost and Found
The lost and found is located outside the office in the Lost and Found Bin. Periodically through the year unclaimed items are donated to charity. Please mark coats, purses, shoes, and other items for easy identification.

For items of value, please contact campus safety at 253-683-6574, as we store lost items of value in a more secured location.
Public Displays of Affection

The school building, grounds and events are not the place for public displays of affection (PDA). In essence we ask that students not touch each other in excessively affectionate ways i.e. arms around the waist, neck, or shoulders, kissing or lengthy hugging, etc. PDA can involve members of the opposite sex or members of the same sex. No matter the form or who is exhibiting the PDA, school discipline will be assigned by staff members if PDA is exhibited.

School Hours

School starts at 7:15 a.m. Students are NOT to be in the academic building before 7:05 a.m. Teachers are in meetings or planning each morning and there is NO supervision. In the morning, the cafeteria will open at 6:50 a.m for student entry.

School ends at 1:45 p.m. Unless students are involved in a planned activity and supervised by an adult, they must be out of the building and off campus by 1:55 p.m.

The office is staffed from 6:45 am until 2:30 p.m. All students in after school programs are expected to be picked up by 4:15 p.m. or ride the activity bus home (when available), no exceptions.

Searches

To maintain order and discipline in the school and to protect the safety and welfare of students and school personnel, authorized school authorities may search a student and their effects and may seize any illegal or unauthorized materials discovered in the search. The term “unauthorized” means any item dangerous to the health or safety of students of school personnel, any item considered disruptive to the functions and mission of the school, or any item described as unauthorized in the school rules. A student’s failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action. All searches by school employees shall be reasonably related to the objectives of the search and not excessively intrusive.
Supply List

Students are expected to have the following materials in their classes every day:

**General Classes**

- 3-ring notebook with dividers
- Student pencil pouch
- Colored markers/pencils
- Ruled notebook paper
- Pencils/Pens/Erasers and scissors

**Math Classes**

- 4+ function calculator (scientific TI-30 is best)
- Compass, protractor, and ruler

**Physical Education Classes**

- Black or gray shorts, athletic shoes that lace.
  Clean purple or gray T-shirt and socks.
- Black or gray sweats for colder weather.
- Liberty Middle School PE Uniforms will be available at school.

*Individual teachers may have additional required supplies for their classes. School supplies and planners are available in the school store.*

**Student Planners/Organization**

Students will use Google Calendar on the iPads to input class information such as assignments, projects, etc. Advisory lessons will focus on organizational skills requiring students to record homework and plan steps towards project completion.
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,

[Signature]

Superintendent

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)
Student Rights and Responsibilities

- 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 migratory 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:
• Extent of fire damage
• Intent (to start building on fire? cause panic?)
• 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 to authority-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 of 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- Conducting unauthorized initiation 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 which opens, falls, or is ejected into position by the force of gravity, or by an outward, downward, or centrifugal thrust or movement; or possession, transmission, or use of a knife with a blade longer than three inches long, or any dagger or dirk. (RCW 9.41.250 and RCW 9.94A.525)

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

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-chu-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 Rights and Responsibilities

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 symbolism, 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 prediscussing 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
Student Rights and Responsibilities

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 grieved.

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.
Student Rights and Responsibilities

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 only take 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."
Student Rights and Responsibilities

- 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 or 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 1-800-877-8399.

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 253-683-6006. 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.betheled.org.

Revised: 8.15.18

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Textbooks
Textbooks are assigned to students each year. Students are responsible for their maintenance. If a book is not returned or is damaged, the student and parent are responsible for the cost of the textbook. If a book is returned damaged beyond reasonable wear, a fine will be assessed and the student and parent will be responsible for the replacement cost of the text.

Ten Point List
Students with disciplinary infractions will be assigned varying points for choices made. Students receive points by getting office behavioral referrals, excessive tardies, lunch and/or after school behavior detentions, in school suspensions and out of school suspensions. Students with 10 or more points will not be allowed to attend optional or extra-curricular activities such as assemblies, socials, dances and other school events. Student points will be evaluated regularly and will be reduced if there are no recent disciplinary infractions.

Transportation
It is the student's responsibility to meet the bus on time. It is a privilege for students to ride the bus. Bus drivers have the authority to discipline students for misconduct related to school district rules. A student who is cited for misconduct is given a form to take home, have a parent sign, and return to the bus driver. Misconduct may result in suspension of bus riding privileges. The Bethel School Transportation department will answer questions about bus routes, time schedules, or bus discipline. (BSD policy #6400)

Video Cameras on Buses
Bethel School District buses have video cameras installed in them. Transportation Department staff members will screen for infractions consequences will be issued accordingly.
Vending Machines

In order for ASB to keep the convenience of vending machines, we need your cooperation. Please recycle cans and bottles and put trash in the proper receptacle.

• Vending machines may be used before and after school and during lunch. **They may not be used during class time.**

• Beverages and food are to be consumed in the cafeteria only.

• Food and/or beverages outside the cafeteria will be confiscated and thrown away.

• Money will not be reimbursed if lost to a machine.

Volunteers

Parent or community members who wishes to volunteer at LMS, a volunteer application must be filled out and a background check will be made. Applications can be found on Bethel School District website. Volunteers and visitors are welcome and must sign in at the front office and wear visible identification while in the building.

Yearbook

Students can purchase yearbooks throughout the year. We encourage students to purchase yearbooks early, since only a few extra yearbooks are ordered. There may not be any yearbooks available for purchase in June. Students who purchase ASB cards will receive a discount on the price of the yearbook.