North Star Office .......................................................... 253-683-8800
Attendance/Health Room .................................................. 253-683-8893
North Star Fax Number ..................................................... 253-683-8898
District Office .................................................................. 253-683-6000
District Office Information Line ..............................................
Transportation .................................................................. 253-683-5900
Child Nutrition ................................................................. 253-683-6912

School Hours ...................................................................... 9:15 a.m. – 3:45 p.m.
Early Dismissal Hours .......................................................... 9:15 a.m. – 11:50 a.m.
Late Start Hours .................................................................. 11:15 a.m. – 3:45 p.m.
Office Hours ........................................................................ 8:30 a.m. – 4:00 p.m.

Bethel Web Site ................................................................. www.bethelsd.org

North Star Elementary, 7719 224th Street East, Graham, WA  98338
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Dear Families and Students,

Welcome to North Star Elementary School! North Star is a wonderful place to learn; we have dedicated staff, supportive parents, and outstanding students. Together we strive to do our very best for our students. Working as a team is essential to success; the North Star Community supports such efforts in so many ways from our supportive PTA, volunteers, and after-school programs, just to name a few.

The information included in this handbook outlines our expectations, rules, programs, and procedures. Please read it with your child and discuss the contents as it pertains to your student. By working together, we can accomplish so much!

I am looking forward to a rewarding year. Please feel free to stop by, call or email me at your convenience should you have any questions or comments.

Stephen Rushing, Principal

ABOUT NORTH STAR & THE BETHEL SCHOOL DISTRICT

NORTH STAR ELEMENTARY SCHOOL VISION STATEMENT

The North Star Community will foster and experience responsible, successful, lifelong learning.

BETHEL SCHOOL DISTRICT BOARD OF EDUCATION

The school board meets on the second and fourth Tuesday of each month at 7:00 p.m. The first meeting of the month will be held at the Educational Service Center (ESC), 516 East 176th Street, Spanaway. The Board typically holds the second meeting of the month at a school site.

These meetings will feature a presentation by the host school. You are invited to attend these presentations and meet informally with the board during their break. A list of dates and locations of these meetings will be available in September.

Public participation from the audience is allowed at the board meetings through recognition by the board president. If you wish to address the Board, a sign-up sheet will be provided for this purpose as you enter the room where the board meeting will take place. School board directors are President Brenda Rogers, Vice President Stanley Chapin, John Manning, Warren Smith, and Amy Pivetta Hoffman.

NORTH STAR ELEMENTARY SCHOOL PTA

The North Star Elementary Parent Teacher Association (PTA) exists for the benefit of our children at school, at home, and in our community. North Star’s PTA is affiliated with the National and Washington State PTA. PTAs exist to offer volunteer assistance at school, work for improved school facilities, provide special programs for children, work for adequate laws for the care and welfare of our children at the national and state level, and develop parent enrichment programs. Our PTA seeks to work for the betterment of the North Star community. We also try to have some fun and help people to become better acquainted with the other parents in our school.

Membership in the PTA is open to all adult relatives of students attending North Star Elementary in addition to staff members and members of the community. Dues are $20 per couple membership or $11 for single membership. Dues paying members have a vote and a voice in the direction and activities of the North Star Elementary PTA. PTA membership also supports the State and National PTA in lobbying for legislation, positively affecting our children and our school.

All parents, guardians, and staff, regardless of whether annual dues have been paid, are invited and encouraged to help with or participate in PTA activities. We hope each of you will decide to become involved in the North Star Elementary PTA. If you would like further information about our programs and goals for the year, please call our PTA Office at 683-8858. We look forward to hearing from you.
ACADEMIC EXPECTATIONS AND POLICIES

ASSESSMENT

At North Star Elementary School, we believe the primary purposes of assessment are to determine what each student has learned, to improve our instruction, to assess student attainment of state learning goals, and to examine the student learning process. Our staff formally assesses student performance through the use of Bethel School District curriculum-referenced tests and the Smarter Balanced Assessment (SBA) that is given in the spring of each year. Student learning and growth can also be demonstrated daily. Our staff aims to collect samples of student work and make judgments about student performance on a frequent basis. We believe that:

1. Assessment should be child-centered and classroom-based.
2. Assessment should be an ongoing, natural part of everyday instruction.
3. Assessment should highlight student strengths and also indicate areas of needed improvement.
4. Formal assessment (i.e. standardized tests); informal assessments (i.e. anecdotal records, student samples, fluency timings); and input from teachers, specialists, students, and parents/guardians are all important.

At conferences, students and teachers often share evidence of learning with parents. Portfolios of student work are used to document and collect a history of student performance. The purpose of collecting work is to create an informative and accurate picture of academic growth and personal development over time. Portfolios may contain a collection of work samples and informative materials like checklists, questionnaires, and evaluations.

The use of student portfolios, as well as formal assessments, will allow balance and convey an accurate picture of academic progress. Effective assessment should answer these questions:

1. Where did the student begin and where is the student going?
2. Is the student finding success?
3. What changes, if any, need to be made to meet the needs of the student?

Assessment should indicate student strengths, diagnose any weaknesses, and offer suggestions for students to improve academically. When assigning grades, teachers consider student performance on a variety of assessments and grade-level standards the student has attained. North Star teachers include written commentaries to give parents and students specific evaluation information that focuses on individual accomplishments and future goals.

DISCRIMINATION DUE TO DISABILITY

Policy 2161 and 2162)

Section 504 of the Rehabilitation Act of 1973, commonly called “Section 504,” is a federal law that protects students from discrimination based on disability. Section 504 assures that students with disabilities have educational opportunities and benefits equal to those provided to students without disabilities. To be eligible, a student must have a physical or mental impairment that substantially limits one or more major life activity.

Under Section 504, your child has the right to:

- Receive a free and appropriate public education.
- Participate in and benefit from the district’s educational programs without discrimination.
- Be provided an equal opportunity to participate in the district’s nonacademic and extracurricular activities.
- Be educated with students who do not have disabilities to the maximum extent appropriate.
- Be educated in facilities and receive services that are comparable to those provided to students without disabilities.
- Receive accommodations and/or related aids and services to allow your child an equal opportunity to participate in school activities.
- Receive educational and related aids and services without cost, except for those fees imposed on the parents of children without disabilities.
- Receive special education services if needed.
Under Section 504, parent/guardian has the right to:

- Review your child’s educational records and to receive copies at a reasonable cost. You will not be charged if the cost would keep you from reviewing the records.
- Ask the district to change your child’s education records if you believe that they are wrong, misleading, or are otherwise in violation of your child’s privacy rights. If the district refuses this request, you have the right to challenge the refusal by requesting an impartial hearing.
- A response to your reasonable requests for explanations and interpretations of your child’s education records.

**THE SECTION 504 PROCESS**

Your child has the right to an evaluation before the school determines if he or she is eligible under Section 504. You have the right to:

- Receive notice before the district takes any action regarding the identification, evaluation, and placement of your child.
- Have evaluation and placement decisions made by a group of persons, often called a “504 team”, including persons who know your child, the meaning of the evaluation information, and the placement options available.
- Have evaluation decisions based on a variety of sources, such as aptitude and achievement tests, teacher recommendations, physical conditions, medical records, and parental observations.
- Refuse consent for the initial evaluation and initial placement of your child.

If your child is eligible under Section 504, your child has a right to periodic re-evaluations, including re-evaluations before any significant change is made in your child’s placement.

**IF YOU DISAGREE WITH THE DISTRICT’S DECISION**

If you disagree with the district’s decisions regarding your child’s identification, evaluation, educational program, or placement under Section 504, you may request mediation or an impartial due process hearing. You and your child have the right to take part in the hearing and have an attorney represent you. Hearing requests and other concerns can be made to your district’s Section 504 Coordinator, Lori Haugen, 253-683-6920, or email at lhaugen@bethelsd.org

You have the right to file a complaint of discrimination with the U.S. Department of Education’s Office for Civil Rights (OCR), or to file a complaint in federal court. Generally, an OCR complaint may be filed within 180 calendar days of the act that you believe was discriminatory. The regional office is located at 915 Second Ave, Room 3310, Seattle, WA 98174-1099. Phone 206-607-1600/TDD 206-607-1647. Website www.ed.gov/OCR

**DRESS CODE**

The process of learning is better served when students dress appropriately for school and have a neat and clean appearance. North Star and Bethel School District have student dress policies to support student learning. Please note items that are **not allowed** at North Star and in other Bethel District schools:

- Clothing items that display pictures, symbols, or messages related to the use of drugs, tobacco, alcohol, or violence.
- Sunglasses (in the building).
- Midriff tops or cropped shirts that expose the stomach.
- Low-cut tops that expose the chest.
- Tank tops with spaghetti straps. Only wide-band tank tops are allowed (2 inches or greater).
- Short shorts or skirts (even when worn with tights). Shortsskirts must hang below fingertips when hands are placed at sides.
- Sagging pants, low rider pants, or pants with rips or holes above the knee (even when worn with tights).
- Excessively long belts or chains.
- Jewelry, buttons, pins or pictures that display illegal, lewd, immoral or profane messages, actions or symbols or insults, whether meant as a joke or not. Any item that may indicate or imply membership or affiliation with gangs.
- Shoes that roll such as “Heelys”
or shoes with cleats.
• Use of temporary hair dye or gel.
• Headgear, such as caps, hats and hoods, may only be worn outdoors.
• Athletic sweatbands or bandanas.
• Items that cover the face.

For safety reasons, wearing sandals or flip-flops is discouraged during recess or P.E. Students should wear appropriate attire or bring a change of shoes for these activities.

If there are violations of the listed items, parents will be contacted for corrective action. Please note that the items listed may not cover everything that is disruptive at school. Any disruptive issue or activity that is brought to our attention will be dealt with based upon the merits of each incident.

**ENTRANCE REQUIREMENTS**

Registration information is available in the office during regular office hours. The following documentation is required:

• A state-issued birth certificate for kindergarten. Kindergarten students must be five by August 31.
• An up-to-date immunization record.
• Proof of residency, such as a current utility bill with your name and address.

Students with life threatening conditions may not attend school until 1) all forms are completed, 2) medication is at school, and 3) a nursing plan is in place. Additionally, students who are not current on their immunizations may not be allowed to attend.

Students enrolling during the year will normally begin class one to two days after their registration is complete. Only complete registration packets will be accepted.

**FIELD TRIPS**

Field trips provide an extension of classroom learning and are provided to supplement and enrich the curriculum. Parents are always notified in advance of each field trip. Students must have a signed permission slip to attend. Because of limited space and school policy, siblings cannot be included. School district transportation is the only means of student transport. Students must ride on the bus to the destination with the class. Parents are frequently needed to assist with field trip supervision and must be registered volunteers with the school district. Safety and order are essential during field trips. Any student whose behavior patterns at school demonstrate an inability to be safe and orderly may have their field trip privileges rescinded. In the event that a student is not permitted to attend a field trip, they will still be expected to come to school where an alternative learning opportunity will be arranged. There are no refunds for field trips.

**HARASSMENT, BULLYING, AND SEXUAL HARASSMENT**

(Policy 3206 and 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**—Students and staff are protected against sexual harassment by anyone in
any school program or activity, including on the school campus, on the school bus, or of-campus, such as at school-sponsored field trips.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

• a student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

• the conduct substantially interferes with a student’s educational performance, or creates an intimidating or hostile educational or employment environment.

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

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

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

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

How do I report harassment or sexual harassment? You can report harassment or sexual harassment to any school staff member or to the district Title IX Compliance Officer- Bryan Streleski, Director of Athletics & Security at 253-683-6056 or bstreleski@bethelsd.org

**HIGHLY CAPABLE PROGRAM**

A gifted program is provided for students in first through fifth grades, one day a week, at Shining Mountain Elementary School. Students must qualify for this program. Applications and testing are done in the winter of each year. For further information, please contact the Assessment Office at 683-6952.

**HOMEWORK**

The amount of homework assigned to students will vary by grade level, subject matter, student use of classroom time, and teacher. Generally, the amount of homework increases as a student progresses from kindergarten to fifth grade.

North Star teachers observe the following guidelines as they prepare lessons and guide their students in learning:

1. Homework will not be “busy work.”
2. Homework will not be assigned as a form of student discipline.
3. Homework will serve to reinforce lessons taught in class.

Homework at North Star Elementary School is defined as an opportunity for independent practice of previously learned concepts or a chance to apply a skill with a new project. Sources of homework may include:

1. Completion of assignments that have begun at school.
2. Make-up work for absences or tardies.
3. Independent reading.
4. Special research projects for enrichment/extra credit.
5. Activities and games that reinforce learning at school.

As a parent, you can help monitor your child’s progress by:

1. Letting your children know that their schooling is important to you by providing them with a quiet, uninterrupted time and space to do their homework. Regulate TV, Internet, and video game time.
2. Showing an active interest in your children’s school assignments. Ask them about their classes and their homework daily.
3. Checking your student’s backpack or homework folder every day for bulletins, teacher notes, and homework assignments and seeing that homework is returned to school.
4. Letting your children do their own homework. Children need to have the satisfaction of accomplishing the task with minimal parent help. If your child continually tells you that he or she doesn’t have any homework, it may be true if he or she is using class time wisely. However, you may want to check with the teacher by phone or email.

MISSING WORK POLICY
At North Star Elementary School, our staff expects that students show pride in their work and complete it in a timely, neat, and accurate manner. When a student is missing multiple assignments, the student’s teacher will contact the parent, communicate the concern, and develop a plan to complete the work. If the student cannot complete the work in a timely manner, a consequence will be assigned to the student, which may include losing recess time.

HUSKY PRIDE
North Star Elementary students are the BEST! They are proud to be Huskies, and they display it by following the North Star Way:

★ S afety First
★ T eamwork
★ A lways Respectful
★ R eady to Learn
★ S haring and Caring

School rules are in place to help our students be proud, safe, confident and successful.

Our students try to make North Star Elementary a better place each day. We’re sure your student will want to do this, too! Our staff seeks to provide an atmosphere conducive to learning for all. We believe discipline is the process of teaching positive expectations with an emphasis on respecting others.

Our discipline plan strives to be fair, consistent, and clear. Our staff teaches and reinforces routines and appropriate behaviors. To promote a safe, orderly, and productive learning environment, we expect students to be cooperative and respectful. Cooperation and respect start with the following behaviors:

• Be polite and attentive when someone speaks to you.
• Keep your hands, feet, and objects to yourself.
• Do not use swear words or put-downs anywhere, especially at school.
• Obey all reasonable adult requests.

We ask that students help keep our school clean and free of vandalism by reporting any instances of vandalism to their classroom teacher or the custodian. North Star Elementary is our home each school day, so we all share the responsibility for keeping it clean and attractive.

INTERNET USAGE
Elementary students have access to computers and Internet resources in the Bethel School District. The use of these electronic information resources is for educational purposes. The use of
the district’s network is a privilege. The district’s network is not a first amendment forum for free expression purposes. Although the district has initiated reasonable safeguards, students are accountable to an Appropriate Use Policy that is outlined in Bethel School District Policy 2022. Students who abuse this policy are subject to school discipline.

Students entering Bethel Schools will be required to turn in an Informed Consent form to gain network access. Parents may choose to “Opt Out” of having Internet access for their children. Please see the office for further details.

**LOST AND FOUND**

Please mark all jackets, hats, sweaters, gloves, boots, umbrellas, and lunchboxes with your child’s name. Properly identified articles can be returned to students. A lost-and-found area is maintained by the lunchroom. Please check for lost items periodically. Unclaimed items are donated to charitable organizations at least twice a year.

**PERSONAL ITEMS AT SCHOOL**

Personal items such as electronic devices or toys should not be brought to school for any reason, unless approved by the teacher. This includes cameras, music players, hand-held electronic games, basketballs, baseballs, trading cards, and various other toys. Selling or trading of personal items is not allowed at school. **The school is not responsible for the theft, loss, or damage of personal items brought to school.** When a student has any of these items at school, these procedures will be followed to address student behavior:

- **In the classroom:** The parent will be notified that the item is at school and needs to be taken home and is not to return to school. The parent is to be given the option of coming to pick up the item(s). The student is to put the item away with instruction from the teacher that it is not to come back to school for any reason.
- **On the playground:** The student will be instructed to stand by the wall with the item for the remainder of the recess. The recess assistant is responsible for telling the classroom teacher of the situation. At that point the teacher has the responsibility to take over and follow the above steps.
- **Exception:** Any personal item presenting a danger or containing material deemed inappropriate for school will be confiscated and turned over to the principal or designated staff member.

**PETS AND OTHER ANIMALS AT SCHOOL**

Parents and students should not bring animals into the school without prior arrangements with the principal. Health and safety issues involving students and staff shall be addressed before permission is given. Animals that are part of an instructional program shall be under the control of their adult owner, the teacher or designated students at all times. This policy does not apply to service animals for the disabled.

**REPORT CARDS AND CONFERENCES**

The school year is divided into three reporting periods. Conferences are held two times a year. Parents are expected to attend conferences for the purpose of exchanging and sharing ideas about their child’s progress in school and personal development. Parents will receive their child’s report card at the conferences. Depending on the grade level, students are assessed in the following subjects: Mathematics, English Language, Science, Social Studies, Physical Education, Library/Technology, Music, Art, and Social Skills. Orchestra and Band progress is assessed for those students who choose to participate in these programs. Student readiness in each academic area is assessed at the kindergarten level.
RESPONSE TO INTERVENTION
North Star Elementary has implemented a Response to Intervention (RTI) model. Our RTI model places students into flexible groupings to provide focused teaching and learning at their individual instructional level. RTI uses frequent universal screeners to identify academic levels of students. Instruction is modified, intensified, or enriched based on results from frequent progress monitoring and on-going assessments. RTI relies on research-based instruction, continuous progress monitoring, and collaboration both within the school and with the parents to be successful. In order to address the varying needs of students, students may move to a different classroom and teacher during RTI blocks for reading and math.

SCHOOL SUPPLIES
A district-wide supply list is posted on the district website and also available in the office throughout the year. Individual classroom projects may require supplies that are not on the list, and listed items may need to be replenished during the year. Donations of supplies are always welcome!

TELEPHONES AND CELL PHONES
Students may not use school phones for personal calls without staff permission. Teachers or office staff will handle any phone calls to parents/guardians during the school day. Also, it is important to remember that personal calls from parents to the teacher present a disruption during the student-learning day. Calls received for teachers during the school day will be forwarded to the teacher’s voicemail box where you can request a return call. To speak directly with the teacher, it is best to place calls between 8:45-9:05 a.m. or 3:45-4:15 p.m.

As a staff, we strongly discourage cell phones at school. We also recognize that parents/guardians may allow their children to use a cell phone for safety purposes. If this is the case with you and your child, please notify your child’s teacher. Cell phones should be turned off during the student-learning day and placed out of sight, and they should never be used on school grounds. If the student cannot abide by these rules, school administration will contact the parent or guardian, inform them of the student’s choice, and develop an alternate plan of communicating that does not involve the use of a cell phone at school. The school is not responsible for the loss or damage of personal items brought to school.

TEXTBOOKS/CLASSROOM MATERIALS
The school furnishes textbooks and/or materials for each subject area. Students are encouraged to preserve books, supplies, and instructional materials from unnecessary damage or loss. Unreasonable damage or loss of books or materials will result in a fine. Report cards will be withheld until fines/fees are paid.

ATTENDANCE

ABSENCES AND EXCUSES
Attending school every day and arriving on time are the first steps to school success. Adult supervision is available beginning at 8:55 a.m. Students should not arrive at school any earlier than this time. Many times it is impossible to make up “missed” experiences since active participation and group involvement during the regular class day is an important part of the learning experience. Bethel Public Schools accepts the following reasons as excused absences: illness, medical or dental appointments, bereavement, and unforeseen emergencies. Additional reasons for excused absences are listed in Bethel School Board Policy 3122. Planned absences of five days or more must be pre-approved by the principal. Ask for a pre-approved absence form from the office.

The school will notify a student’s parent or guardian in writing or by telephone whenever a student has an unexcused absence. A conference with the parent or guardian shall be held after two unexcused absences within any month to determine what corrective measures should be taken to ensure better attendance. Not later than the student’s fifth unexcused absence in a month the school shall enter into an agreement with the
student to establish attendance requirements. If this step is unsuccessful, a petition will be filed with the juvenile court. Students who miss ten school days or more in the year will be required to supply a doctor’s note to excuse any further absences. For a complete explanation of the District’s attendance policy, see Board Policy 3122.

Parents, please do your best to encourage your child to attend school daily. However, when an absence occurs, call our office at 683-8800 or 683-8893 by 9:30 a.m. to let us know that your child will not be attending school and the reason for the absence. Absences may also be reported through family access on the district website. After we receive the absence reports from each classroom, and as a safety check, we call the homes of students who have not been reported absent by a parent or guardian. Any absence that is not reported to the North Star office will be unexcused until the parent makes contact with the office.

When your child does return to school, please provide an excuse note which includes the student’s first and last name, date of absence, specific reason for the absence, and a parent signature. Deliver the note directly to the office or to the student’s homeroom teacher. Parents may also provide electronic notes through Bethel Family Access. For details about Family Access and to get log in credentials, please contact the school office.

Students returning from an absence will be expected to make up missed schoolwork.

**EARLY DISMISSAL DAYS**

During Conference Week, our students will arrive at the regular time (9:15 a.m.) and will be dismissed at 11:50 a.m. The cafeteria staff will serve breakfast, but there will be no lunch service on these days. The Bethel School District may schedule other half days to be used for in-service activities. Please check the student calendar for these dates.

**EMERGENCY DISMISSAL**

Emergencies are impossible to plan in advance since each situation is unique. When they do occur, however, it is frequently difficult to access normal means of communication.

In the event of a sustained power failure, snowy weather, or other unusual circumstances, it may be necessary to dismiss school early. In a predictable situation, bus transportation will be provided. Parents should communicate an emergency plan to their children in the event that school closes early and there is no adult at home. Parents will want to make sure their child knows what to do and where to go in advance.

In the case of an earthquake, fire, or any other circumstance that requires a building evacuation, our procedure is to have parents and guardians check-in at the main entrance gate, request their child, and a runner will be sent for the child. Children will not be released except to those adults for whom the parent has given permission. ID will be required for release. School personnel will be with your child for as long as necessary.

**LATE START DAYS**

Bethel School District has chosen eight days throughout the school year as late start days to be used for staff development and planning. On late start days, school will begin at 11:15. Dismissal will be at the regular time (3:45). Refer to the district calendar for late start dates.

**LEAVING DURING SCHOOL HOURS**

If a student must leave early during the school day, he/she must be signed out in the office. Students should bring a written note from their parent or guardian to their teacher if they are to leave during the school day. If a child becomes ill during the day, he/she may be excused through the health room after a parent or guardian has been contacted. Students should check with their teachers to see if there are any assignments to work on at home.

When parents or guardians come to pick up their children before the end of the school day, they will be required to sign out their child in the office. As
a safety precaution, parents and guardians are asked to present identification at the front desk in order to pick up their children. The child will be released ONLY to the parent or guardian during school hours. Prior written notice from the parent will be required if someone else will be picking up the student during the day.

After the parent arrives in the office to pick up their child, the student will be called from class. We do not call a child to the office until the parent arrives at the school. No child will be released by the teacher to a parent or guardian in the hallway or outside the classroom. These rules exist for your child’s safety.

**PARENT PICKUP AFTER SCHOOL**

Parents should arrive no later than 3:45 to pick up their child after school. If you will be late, call the office at 683-8800. If your student is still at school when the office closes at 4:00 p.m., the Pierce County Sheriff’s office will be contacted.

**PERFECT AND POSITIVE ATTENDANCE**

To encourage good attendance, our school recognizes students who have perfect attendance. “Perfect” means no absences and no tardies. Students who have one or two absences or tardies will be recognized for positive attendance.

**TARDINESS**

Late arrivals interrupt teaching and learning. Therefore, students are expected to be on time to school each day. On time means that students are in their seats and ready for instruction when the tardy bell rings at 9:15 a.m. Late students should check in at the attendance window in the main hall to receive an admit slip.

There are consequences for any unexcused tardies. The only excused reasons for tardies are doctor and dental appointments or family emergencies. Tardies due to oversleeping or missing the bus are not excused. Students will be marked tardy if their arrival time is after 9:15 a.m. Students will be asked three questions at the attendance window: 1) What is your name? 2) Why are you late? and 3) Are you eating hot or cold lunch?

Students leaving early for the day will be considered absent or tardy for the afternoon.

**TIMELINES FOR TARDIES**

If a student arrives to school:

- 9:15 – 10:45 ............... Tardy for a.m.
- 10:46 – 2:15................. Absent for a.m.
- 2:16 – 3:45 ................. Absent all day

If a student leaves school:

- 9:15 – 10:45................. Absent all day
- 10:46 – 2:15................. Absent for p.m.
- 2:16 – 3:45 ................. Tardy for p.m.

Parents must provide a written excuse note and send it with their child for tardiness. Please be sure to include the student’s first and last name, date of the tardy, reason, and a parent signature.

**TRUANCY PETITIONS (BECCA)**

Under the Compulsory Attendance Act (Becca Bill) schools are required to take the following steps in the event of unexcused absences:

- Notify parents with an automated phone call after any unexcused absence. Parents are encouraged to take steps to reduce those absences.

- After two unexcused absences within one month, the school will schedule a conference with parents and take steps to reduce absences. A letter is mailed to the parents with a date and time for the conference.

- No later than the student’s fifth unexcused absence in a month, the district shall enter into an agreement with the student and parent that establishes attendance requirements. If this action is not successful, the district shall file a petition with the juvenile court no later than the seventh unexcused absence within any month or upon the tenth unexcused absence during the current school year.
CHILD NUTRITION

BREAKFAST AND LUNCH PROGRAM

Our schools operate food service as part of the educational program. Breakfast and lunch are important in the life of the child, not only from the obvious nutritional value, but also as a means of helping teach children about healthy choices and acceptable behavior at mealtime.

Parents/guardians may send cash or check to school in order to purchase meal credits. Money can be delivered directly to the kitchen staff prior to the start of school or given to the child’s homeroom teacher during morning attendance. Parents may also sign up for an online account through the cafeteria. Once an account is established, parents can maintain an online account at www.paypam.com. Students who bring a lunch may purchase milk. Please mark student lunchboxes and lunch sacks with your child's name. For safety purposes, we ask that you do not send glass containers in a child’s lunch. If a child forgets lunch or there is no money in the child’s account, one emergency lunch per year will be provided free of charge. If the same situation occurs again, the child will be given a juice and a small snack at lunch. Reminders will be sent home with students who have a negative balance in their account. Students who owe lunch fines at the end of the year will have their report cards held until the fines are paid.

Students use their student district identification number on the kitchen keypad, and they also use this number in the library. It is important for students to practice this number and to keep this number confidential. Call 683-8894 for questions about school meals.

Occasionally we encounter health concerns that are so severe that we have to ban certain items from specific classrooms. Should that be the case, your child’s teacher will inform parents of the restriction. We ask for your cooperation and request that you refrain from sending/bringing the offending foods or substances to school when directed.

FREE AND REDUCED MEALS

Free and reduced meal prices are available through federally funded programs. To apply for free or reduced meals, visit the Bethel website at www.bethelsd.org and click on Child Nutrition to fill out the online form.

2015 - 2016 MEAL PRICES FOR ELEMENTARY SCHOOLS

<table>
<thead>
<tr>
<th>Meal Type</th>
<th>Price</th>
</tr>
</thead>
<tbody>
<tr>
<td>Regular Lunch</td>
<td>$2.50</td>
</tr>
<tr>
<td>Reduced Lunch (K-3)</td>
<td>Free</td>
</tr>
<tr>
<td>Reduced Lunch (4-6)</td>
<td>$0.40</td>
</tr>
<tr>
<td>Regular Breakfast</td>
<td>$1.60</td>
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<tr>
<td>Reduced Price Breakfast</td>
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</tr>
<tr>
<td>Adult Breakfast</td>
<td>$2.25</td>
</tr>
<tr>
<td>Adult Lunch</td>
<td>$3.50</td>
</tr>
<tr>
<td>Milk/Small Juice</td>
<td>$0.50</td>
</tr>
</tbody>
</table>

BIRTHDAY GOODIES

Parents are welcome to provide snacks for birthdays. Due to life-threatening food allergies, please be sensitive to the ingredients found in snacks — such as peanuts. Check with the teacher for individual room requirements and give at least one day’s notice before bringing snacks. According to board policy, home-baked goods are discouraged unless they require no refrigeration. Pencils or other goody bag items are a great alternative to celebrating with food. If balloons are brought to school, a student is only allowed to take one on the bus, and only if it does not provide a distraction to the driver. Balloon bouquets must be transported by private vehicle. We ask that you do not bring balloons until the last 15 minutes of the day so as to not cause a disruption to the learning environment.
FOOD ALLERGIES

Because some of our students have life-threatening food allergies, certain classrooms may be designated as “allergy free” zones. Certain foods (such as peanuts or peanut butter) will not be allowed in these classrooms. The teacher will communicate with parents if their child’s classroom has such restrictions. We ask for your cooperation and request that you refrain from sending/bringing the offending foods into the school.

FAMILY ACCESS

Family access allows parents and guardians to view and, in some cases, edit student information. Each parent is automatically assigned a family access account upon registering his or her student. Family access includes access to a student’s grades, attendance, discipline, test scores, and health information. Passwords may be obtained at the school office during office hours.

HEALTH AND SAFETY

Our school has a registered nurse who is on site two days a week. A health clerk is present on a daily basis. Screening tests are given to students each year for speech, hearing, and vision. Other screenings may occur during the school year, as needed. The health of your child is important to us as a health condition can sometimes impair a student’s ability to learn.

EMERGENCIES AND FIRST AID

State law limits the first aid that we can give your child at school. In case your child becomes seriously ill or receives an injury, you will be notified as soon as possible. If your child appears to be ill in the morning, please do not send him or her to school. Symptoms common to many illnesses include runny nose, cough, sore throat, fevers above 100 degrees, headaches and other aches and pains. If a student has had an elevated temperature, he or she should remain at home for 24 hours after it returns to normal. Also, your student should remain home at least 24 hours after vomiting. Please contact our school nurse or health clerk if you have questions.

EMERGENCY DRILLS

Our school practices regular emergency drills including fire, earthquake, and lock down drills. During these drills your child will learn the correct procedures for staying safe. Regular practices are reassuring to students that they will respond correctly should a real emergency occur.

HEAD LICE – “NO NIT” POLICY

In the Bethel School District, we maintain a “no nit” policy in an effort to control the spread of head lice among classmates. This means that students will not be admitted to school if there is any visible sign of lice eggs (nits). If evidence of lice is discovered while a student is at school, a parent or guardian will be called and asked to take the child home from school.

Students may return to school when they have been properly treated for head lice (information and assistance are available through the health clerk), when no nits are visible in the hair, and when students have been checked and released by our health clerk to return to class. When head lice are discovered at school, the student’s classmates and additional students in the same family will be checked for lice.

IMMUNIZATIONS

Children under 18 years of age are required to be immunized against certain diseases as a condition for attending public school in Washington. State law requires parents to submit a DSHS Certificate of Immunization Status form to the school by the first day of attendance. Children who are not in compliance with the law may be allowed to enroll but must be in compliance within 30 days, or be on a catch-up schedule, to be allowed to continue attending.
LIFE THREATENING CONDITIONS
In compliance with state law, students with a life threatening condition may not attend school until 1) all forms are completed, 2) medication is at school, and 3) a nursing plan is in place. The school nurse will assist in forming a plan.

MEDICATION
Medications may be administered to a student only if the child is under the care of a physician and the physician indicates in writing that it is necessary for the child to receive medication during the school day. Students may not take “over-the-counter medication” at school unless the parent administers it in the health room. Parents who wish to arrange for the administration of prescription medication at school should contact the school nurse. Please be aware that the nurse will ask for/inform you of the following:

1. Only medications prescribed by a physician are to be administered at school.
2. A consent form must be signed before the student receives medication at school.
3. Medications are to be brought to the health clerk by the parent. The health clerk will keep them in a locked cupboard.
4. Medications must be in a properly labeled container from the pharmacy and contain the following information: a) name of student, b) name of medication and dosage, c) directions for giving medication at school, d) name of physician prescribing medication, and e) date medication was prescribed.

STUDENT ACTIVITIES
Special student programs are designed to allow students to participate and contribute to North Star Elementary School. Student activities are also designed to recognize students for exemplary behavior. Flyers typically announce program offerings as they arise. Examples of activities that have been offered in the past are:

- Orchestra, Choir, and Band
- School Plays and Performances
- Bethel Recreation
- Community service events such as the March of Dimes Walk in the spring
- Academic competitions such as the Battle of the Books and Spelling Bee

STUDENT MANAGEMENT AND DISCIPLINE PLAN
In order to maintain a positive and orderly educational environment, school personnel must deal with student discipline. The foundation of the building Discipline Plan is modeled upon consistency with school board policy, district and school administration, teachers, students, parents, and community members who have joined to develop and support an effective discipline plan. Through the classroom and building plans, North Star students will be taught self-discipline and their responsibilities in making the school a safe and productive learning environment.

Each teacher develops and maintains a discipline plan for the classroom, which is subject to review and/or revision by the building principal and sent home with each child. It is the teacher’s responsibility to manage discipline concerns within his/her classroom. If a student creates a serious problem, the teacher may elect to consult with the principal, parent or other school staff. Student behavior and expectations are clearly defined with consequences per Bethel School Board Policy. Students are taught acceptable conduct and are encouraged to use self-discipline.

STUDENT CODES OF CONDUCT

ON THE PLAYGROUND, STUDENTS WILL:
1. Respect others and their property by not fighting, teasing, spitting, littering, using foul language, or harassing or threatening others.
2. Use the equipment properly, practice good sportsmanship, stay on hard-topped areas in bad weather and be quiet near classrooms that are in session.
3. Listen to instructions from the playground supervisors, stay in areas as directed, and line up properly and promptly when recess is over.
4. Follow playground rules, share, and take turns.
5. Stay outside, unless directed to come indoors.
7. Play wall ball and basketball in the play shed, as those are the only games permitted in that area.
8. Not jump from or run through swings.
9. Leave rocks on the ground.
10. Not take food on the playground (except when teacher allows).

ON THE BUS, STUDENTS WILL:
1. Obey the school bus driver and assistant.
2. Speak quietly and not use profanity or vulgarity.
3. Keep their hands, feet, and objects to themselves.
4. Stay seated and face forward.
5. Observe all loading and unloading procedures.
6. Not bring sharp objects, weapons, skateboards, breakable objects, aerosol containers, live animals, reptiles, insects, fish, and fowl on the bus. (Laser pointers are considered a weapon.)
7. Not eat or drink on the bus.
8. Keep athletic equipment contained in a closed bag.
9. One balloon is permitted on the bus as long as it does not cause a distraction to the driver.

If a passenger does not follow these rules, bus privileges may be revoked. Thank you for talking with your child about the reasons for these rules.

IN THE LUNCHROOM, STUDENTS WILL:
1. Clean up their class table prior to dismissal.
2. Stay seated during meals and raise their hand to get the attention of a supervisor.
3. Walk quietly to and from the lunchroom.
4. Line up in single file and obey school line rules while waiting in line.
5. Listen when the lunch attendant is speaking.
6. Show respect to classmates and adults – use indoor voices, keep hands and feet to self, and use good manners by starting with “please” and “thank you.”
7. Eat the meal that is provided to them - avoid wasting food, playing with it, or trading it.

IN THE HALLWAYS, STUDENTS WILL:
1. Walk quietly.
2. Face forward.
3. Stay in a single file line.
4. Keep hands and feet to themselves.

IN THE BATHROOMS, STUDENTS WILL:
1. Use the toilet correctly.
2. Put wastepaper in the waste can.
3. Use a reasonable amount of supplies (soap, tissue, water).
4. Be quiet, be quick.
5. Not play ~ “it’s a bathroom, not a big toy.”

IN THE CLASSROOM, STUDENTS WILL:
1. Obey their teacher’s classroom rules and abide by all school rules.
2. Give their best effort in learning.
3. Strive towards attaining all grade-level academic expectations.

IN ASSEMBLIES, STUDENTS WILL:
1. Enter, sit, and leave quietly.
2. Demonstrate respect for performers and audience.
3. Keep hands and feet to themselves, keep their voices off, and maintain eye contact with the speaker.

GENERAL SCHOOL RULES:
1. Any behavior that interferes with the teaching/learning will be subject to disciplinary action.
2. The following behaviors are considered serious and major offenses:
   - Fighting
   - Arson
   - Possession of weapons. It is unlawful for any student to carry any firearm or weapon onto any school premises, school-provided transportation, or areas with facilities being used exclusively by public schools.
   - Harassment, bullying, or repeated behaviors that are intended to harm or belittle another student.
   - Use or possession of illegal substances.
3. Students will follow traffic patterns during emergency drills, hallway transitions, and lunch.
4. Personal toys, electronic devices, trading cards and play equipment are to be left at home.
5. Water bottles are permitted in the classrooms with the understanding that students use them responsibly.
6. Gum chewing is not allowed.
7. Personal displays of affection such as kissing, hugging, or holding hands are not allowed.
8. Students are not allowed to leave the school grounds without notifying the teacher and office staff. Parents who wish to pick up their child during school hours must sign their child out in the office. The child will meet the parent in the office.
9. Clothes and accessory apparel shall not disrupt the educational setting. Parents may be notified if clothing is causing a disruption in the classroom.

**CONSEQUENCES IF AN INFRACTION OCCURS**

Corrective actions and consequences are to be consistent with Bethel District School Board Policy. The teacher, from his/her classroom management plan, will determine most consequences. Some consequences that may be used are:

1. 15-minute time-out
2. Processing sheet
3. Apology letters
4. Natural consequences (i.e. cleaning marks off of a desk, removal from an activity, rehearsing a desired behavior, etc.)
5. Loss of recess or free time
6. Removal to a “buddy” room
7. Loss of classroom privileges or rewards
8. Parent phone call by student or teacher
9. Referral to school social worker
10. Referral to principal if behavior does not cease

**ADMINISTRATIVE ACTIONS**

1. Administration will discuss the problem with the child on his/her first trip to the office unless the problem is of a serious nature. Hopefully, the student can solve his/her own problem. Parents may be called at this point.
2. If a child is referred a second time, parents will be called in order to help solve the problem.
3. On the third and subsequent visits, principal interventions may include detention, in-school suspension, or out-of-school suspension.

**POSITIVE CONSEQUENCES/REINFORCEMENTS**

North Star rewards positive behavior through:

- Issuing Husky Star Student slips, with weekly prize drawings.
- Individual celebrations.
- Recognizing students at assemblies.
- On-the-spot reinforcement.
- Publishing student names in the newsletter.
- Showing students the satisfaction of being a good citizen.

**STUDENT RECORDS**

The district shall maintain those student records necessary for the educational guidance and/or welfare of students, for orderly and efficient operations of schools, and as required by law. All information related to individual students shall be treated in a confidential and professional manner. Student records are the property of the district but shall be available in an orderly and timely manner to students and parents. A parent, legal guardian, or adult student may challenge any information in a student record that is believed inaccurate, misleading, or in violation of the privacy or other rights of the student.

Student records will be forwarded to other school agencies upon request. Parental consent is required before the district may release student records other than to a school agency or organization, except as otherwise provided by law.

**TRANSPORTATION**

**BUS SAFETY**

Your child should receive a copy of the Bus Riding Safety and Conduct Procedures. Please read it carefully and review the rules with your child. It is important that these rules be followed to ensure a safe bus ride. Bus drivers are in charge of
student discipline and subsequent consequences for students. Our school administration works with transportation personnel to solve bus transportation issues. However, questions and concerns should be directed to the Transportation Department at 253-683-5900.

**BUS STOPS**

Bus stops are communicated in the fall of each year by our transportation department. We encourage parents to supervise their children at the bus stop each morning and afternoon. Discipline incidents at the bus stop should be reported to the Pierce County Sheriff’s Office. Discipline incidents on the bus should be reported to Transportation at 683-5900.

**PRIVATE TRANSPORTATION**

If you provide your child’s transportation, please use the parent pick-up/drop-off area only. Student safety is our number one concern, and our parking lot rules exist to keep our students safe. Use the following procedures for parent pick-up and drop-off:

1. Do not leave your car unattended along the yellow curb. If you have business in the building, please find a parking spot and sign in at the office.
2. During afternoon dismissal, parent pick-up students are sent to the pick-up area located on the south end of the building at 3:45 p.m. and loaded into cars from the curbside by school staff. We load the front three cars in the line, they pull out, the line moves up, and we load the next three cars. The parking lot at the south end of the building by the kindergarten wing is reserved for day care vans. Please do not use this area as a turnaround or to park while waiting for your student.
3. Keep your speed below 10 m.p.h.
4. Use the crosswalks.
5. Do not block the disabled parking spots.
6. Do not use cell phones while driving.
7. The school asks that you do not hire limos for birthdays or other celebrations as they present a distraction at pick-up time.
8. If someone else will be picking up your child, either at parent pick-up or at the bus stop, please provide written notice to let the teacher and office staff know.

Please be patient and courteous, with the understanding that this process has been implemented for the safety of our students. Parent volunteers are encouraged to help with student supervision during dismissal. Check with the office if you could volunteer a few minutes at the end of the school day.

**ALTERNATE TRANSPORTATION ARRANGEMENTS**

If a child will be riding a different bus or riding home with another student, please inform us of the change by sending a note to school that morning or by calling the office no later than 2:30 p.m. that day. Students with written permission may ride a different bus to a friend’s home or be picked up by another student’s parent or guardian. Students are required to follow their normal release plan unless the office is notified in advance.

**VISITORS AND VOLUNTEERS**

**VISITORS**

North Star Elementary School staff welcomes parents to visit our school, help in classrooms, observe our operations, and ask questions. As a courtesy, we ask that you schedule a regular time to volunteer. If you are scheduling a singular appointment or observation, please communicate 24 hours in advance with your child’s teacher.

Our building is locked at all times. To gain entry, ring the buzzer and wait for our office staff to reply. You will be asked to explain the purpose of your visit and to show your identification before you are admitted. After admittance, check in with the office and pick up a visitor’s badge BEFORE visiting any other area of the school (including the playground and portables). We ask parents to do this for two important reasons. First, the presence of an unexpected visitor is disruptive to classroom teaching and learning. If your visit is planned, you will not create a disruption and you will be welcomed! Second, because we care about the safety of your children, we cannot allow unauthorized people to be in our school. Staff have been directed to stop visitors who do not
have a visible visitor’s or volunteer’s badge. Please understand we want to be friendly and not make your visit inconvenient, but we must look out for the students who are here to learn in a safe and secure environment.

**VOLUNTEERS**

Parents are encouraged to become active participants in their child’s education. We have many parents and citizens assisting in the classrooms, library, and office, and with after-school activities and special programs. **Volunteers must pass a Washington State Patrol background check before volunteering for the district.** Volunteers should report to the office to sign in and receive a volunteer badge and return to the office to sign out when leaving. School badges are required at all times when you are inside the building. Please call the school office to offer your assistance.

**NOTICE OF NON-DISCRIMINATION**

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. Please contact Title IX officer Bryan Streleski, Director of Athletics and Security at 253-683-6055, Section 504 coordinator Lori Haugen, Executive Director of Special Education at 253-683-6920, or Civil Rights coordinator Debbie Carman, Director of Equity and Achievement at 253-683-6035 with any questions or complaints.

Under the Open Records Act, the public is afforded full access to information concerning the administration and operations of the school district (policy 4040). This information is limited to records not protected by state and federal privacy laws. For more information on access to school district records, call the records custodian Kathryn Kemp at 253-683-6000.