Welcome Warriors!

“You are always a student, never a master. You have to keep moving forward.”

Conrad Hall
Welcome to Spanaway Middle School!

Spanaway Middle School is excited to continue our mission to help each student develop their character, confidence, and college readiness.

We look forward to utilizing our district-issued iPads to embark on a new year of learning and discovery as we explore our ever-changing world and strive to meet the rigorous standards that will prepare students for high school and beyond.

Furthermore, we are excited to celebrate student success and recognize students who consistently follow the Warrior Way of being responsible, respectful, and safe in all they do.

Finally, we are thrilled to cheer on another year of Warrior athletics and activities, and we encourage all students to contribute to the Warrior community by participating in and supporting activities and events outside the classroom.

Together we can make this year a great one!

Go Warriors!

Shannon Leatherwood
Principal

Kathy Ellens
Assistant Principal

Carina Pierce
Associate Administrator

Spanaway Middle School Vision

Here at Spanaway Middle School, we work together to develop each student’s character, confidence, and college readiness.

Important Notice

Please be aware that this handbook is meant to be a guide and is not all-inclusive of all district and school rules and policies.
Chapter 1

General Information

“An investment in knowledge pays the best interest.”

Benjamin Franklin
Section 1

Campus Access

ARRIVAL & DISMISSAL SUCCESS

Respectful

- Report to designated areas in Commons
- Stay on the right side when traveling
- Use respectful, positive language
- Be inclusive and welcoming

Responsible

- Technology put away unless in cafeteria
- Remain in designated area
- Have a safe plan for after school
- Off campus by 2pm (unless participating in after school activity)

Safe

- Be on time
- Hand and feed to self, be aware of others
- Bus passes obtained before lunch
- Know who you are going home with
- Enter/exit through right doors

SPANAWAY MIDDLE SCHOOL

Courtyard Expectations Presentation

Be Safe - Be Responsible - Be Respectful

Click here to fill out a volunteer application with the Bethel School District.

Click here for more information about campus access
Attendance Information

All Spanaway Middle School students are expected to attend classes on a regular basis. Daily attendance is vital to a student’s educational success, and to be successful, Spanaway Warriors must be actively engaged and continuously involved in each of their classrooms on a daily basis. Late arrivals and absences are governed by the following guidelines.

Late or Absent
A note or phone call from home is required to excuse an absence. Students who return from an absence need to report to the attendance office prior to the start of school. Only valid reasons for an absence or tardy will be accepted. See “Excused Absence” for the list of excused absence situations.

Early Dismissal
If students will need to leave school early, they must bring a note from home and turn it in to the attendance office in the morning to receive an early-dismissal pass.

Excused Absence
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. Students are responsible for making up any missed work and turning it in.

The following situations will result in an excused absence:
- Illness or health condition.
- Religious observance when requested by a student’s parents.
- School-approved activities.
- Family emergencies.
- Doctor’s appointment or professional appointment with a note from their office.

Planned Absence
A parent/guardian note is required for pre-arranged absences. Assignments may be requested ahead of the absence. 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 education.

Bethel School District Board Policy 3121 and 3132
Section 2

Attendance

**Bus Passes**
To receive a bus pass, students must bring a note from their parent/guardian to the attendance office before school or during their lunch. Because it is difficult to verify this information over the phone, only signed notes or emails from parents will be accepted. Please email the attendance clerk before 1 p.m. of the day you plan to ride the bus.

**Homework Requests**
If the absence is for more than three days, assignments can be collected upon request. Requested make-up work may be collected the following day after 1:30 p.m. Please allow 24 hours for homework to be collected from teachers. Many teachers make work available on Canvas, the Bethel School District’s Learning Management System. Please check with individual teachers regarding Canvas.

**Emergency Dismissal**
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 attendance or the health clerk. Students are never allowed to leave with anyone who is not on their emergency card.

**Emergency Procedures**
Spanaway Middle School conducts regular drills to ensure safety for evacuating the building during a fire, air raid, ash fall, earthquake, or lockdown. Teachers will discuss procedures and give directions.
Health Services

Health Services Information
If students feel sick at school, they must get a pass from their teacher and go to the health room immediately. The health clerk will check the student in, take their temperature, and phone their parents if they 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 which are judged to require more than basic first aid. It is very important for students to have current emergency contact and phone numbers on file in the health room.

Health Screening
Each year, 7th grade students are screened by specialists for vision, hearing, and scoliosis.

Immunizations
Every student must have proof of their immunizations on file at the school before the first day of attendance. All students must be immunized in accordance with WAC 248-100-163. You can be excluded from school if your immunizations are not complete.

Medications
Students may not administer medications to themselves at school. This includes over-the-counter and prescription medicine. Parents may come to the school to administer medication to their student in the health room. School district employees can give students medication when the proper procedures are followed:

- Get a Health Care Provider Medication Request form from the nurse or health clerk.
- An adult is to bring the medication in the original container to the nurse or health clerk, along with the signed Health Care Provider Medication Request form.
- The medication will be kept in a locked cabinet in the health room.
- Students will go to the health room with a pass when it is time to take their medications.
- Failure to follow these procedures at school can result in disciplinary actions.

Health Clerk
Mrs. Diana Bassi
Food Services

Spanaway Middle School serves breakfast and lunch daily. The cost of breakfast is $1.90 and the cost of lunch is $3.25. Cost is subject to change.

Meals may be purchased at the building with check/cash or through Child Nutrition by Visa, MasterCard, or Discover. Applications for free and reduced lunch are available online.

Breakfast and Lunch menus are available at the Bethel School District website.

Click on this link to access the current menu

Click here for the application for Free and Reduced Price Meal.

Click on this link for more information about Child Nutrition with the Bethel School District.

Lunchroom and Outside Expectations

Commons Expectations

The Commons Expectations

Be Safe - Be Responsible - Be Respectful

Lunchroom Expectations

Be Safe - Be Responsible - Be Respectful
Counselors are available for all students who have concerns regarding personal or school problems, learning, growth, and/or development issues and other important matters. Counselors can also provide community resources.

Students can make appointments in the main office to see the counselor before school or during their lunch. They are then issued a pass to go to the office for their appointment.

### Counselors and Contact Information

<table>
<thead>
<tr>
<th>Counselor</th>
<th>Contact Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Mrs. Darci Cook</strong></td>
<td>Email: <a href="mailto:drcook@bethelsd.org">drcook@bethelsd.org</a></td>
</tr>
<tr>
<td>Last names</td>
<td>Phone: 253 - 683 - 5478</td>
</tr>
<tr>
<td><strong>Mrs. Ashley Kaiser</strong></td>
<td>Email <a href="mailto:akaiser@bethelsd.org">akaiser@bethelsd.org</a></td>
</tr>
<tr>
<td>Last names</td>
<td>Phone: 253 - 683 - 5477</td>
</tr>
</tbody>
</table>

**Students:** click here to make an appointment with the counselor
Section 5

Counseling Center

Section 504: 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
516 – 176th Street East
Spanaway WA, 98856
[253-683-6920], lhaugen@bethelsd.org
Chapter 2

The Warrior Way

“Knowledge will give you power, but character respect.”

Bruce Lee
Spanaway Middle School Expectations

- Our students wear **PrideWear** when they **enter SMS**
- We store our backpacks, hats, and jackets **in lockers**
- We take off our hats and hoods in SMS
- We walk and talk quietly in the hallway
- Up/Down staircase rules apply all day
- We are a gum free zone at SMS
- We consume food and drink in the **Commons only**
- We have **clear water only** in classrooms and hallways
- We are **on time** for class
- We are **prepared** for class
- We keep our hands and feet to ourselves
- We do not show Public Displays of Affection (PDA)

**Hallways and Stairs Expectations**

Expectations by Area

**ALL AREAS OF SMS ARE GUM FREE!**
PBiS

Spanaway Middle School is a PBiS school. Positive Behavioral Interventions and Supports (PBiS) establishes school expectations and recognizes positive student behaviors. The goal of PBiS is to increase academic achievement and decrease disciplinary actions.

The Warrior Way

The Warrior Way represents the core expectations at Spanaway Middle School, and these expectations are posted throughout the school and in classrooms. All classroom expectations align to these school expectations.

Voice Level Expectations

Spanaway Middle School also has voice-level expectations that are posted throughout the school and in classrooms. Students are expected to adhere to these guidelines at all times.

Recognition

Students who demonstrate the Warrior Way traits of respect, responsibility, and safety and who demonstrate the character traits of the grading period are recognized in various ways throughout the school year:

- Recognition Assemblies
  Students who demonstrate the character traits of the grading period are recognized in a special recognition assembly. Parents are invited to the assembly, and parent letters are sent home.

Character Trait Videos

Spanaway Middle School staff and students create videos all year centered around the various character traits. Visit SMS’s youtube playlist to view the videos.

For more information about PBiS, visit their official website at https://www.pbis.org/

Warrior Character Traits

Spanaway Middle School highlights two character traits per grading period, and recognizes student efforts to demonstrate these character traits at recognition assemblies.

<table>
<thead>
<tr>
<th>Progress 1</th>
<th>Trimester 1</th>
<th>Progress 2</th>
<th>Trimester 2</th>
<th>Progress 3</th>
<th>Trimester 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Community &amp; Respect</td>
<td>Responsibility &amp; Safety</td>
<td>Community Service &amp; Kindness</td>
<td>Perseverance &amp; Hard Work</td>
<td>Trust &amp; Honesty</td>
<td>Self-Control &amp; Loyalty</td>
</tr>
</tbody>
</table>
**PrideWear Schedule**

**Monday - Friday**

Regular Spanaway Middle School PrideWear or official Spanaway Club, Sports, or Music T-Shirts, sweatshirts, or hoodies must be worn. WEB or ASB T-Shirts may also be worn as PrideWear and when directed by WEB Coordinators or ASB Advisors. Athletic teams and clubs representing Spanaway Middle School may wear their uniforms on game day only if approved by the coach.

**PrideWear Expectations**

All students must enter Spanaway Middle School in PrideWear and remain in PrideWear throughout the school day. All students must wear clothing that fits. We will not sell clothing that is too small or too large. Student safety is our main concern.

SMS Logo PrideWear items are available for purchase in the ASB Office and at The Lineup in Spanaway.

All PrideWear must be unaltered and in good repair. No holes, writing, and/or colored ink.

Students who are not in PrideWear take up valuable learning time and cause a disruption to the learning environment. Disruptions to teaching and learning at Spanaway Middle School are strictly prohibited and students will be disciplined for not adhering to school dress standards.

If a student arrives at school without PrideWear, parents will be contacted to bring appropriate PrideWear to school. Repeated violations will result in disciplinary consequences. Anything which distracts from the learning environment will be confiscated.

**Bethel School District Board Policy 3224**
### SPANAWAY MIDDLE SCHOOL PRIDEWEAR

All students must enter Spanaway Middle School in PrideWear and remain in PrideWear throughout the school day. All students must wear clothing that fits. We will not sell clothing that is too small or too large. Student safety is our main concern.

<table>
<thead>
<tr>
<th>Item</th>
<th>Color</th>
<th>Comments</th>
</tr>
</thead>
<tbody>
<tr>
<td>SMS Logo Crew Neck Sweatshirt</td>
<td>Royal Blue</td>
<td>SMS Logo Crew Neck Sweatshirt Only. Sweatshirts must be unaltered.</td>
</tr>
<tr>
<td>SMS Logo T-Shirt</td>
<td>White, Blue or Red</td>
<td>SMS Logo T-Shirt Only. Shirts must be unaltered. (No holes, No writing, and/or colored ink)</td>
</tr>
<tr>
<td>SMS Logo Hooded Sweatshirt</td>
<td>Royal Blue</td>
<td>SMS Logo Hooded Sweatshirt Only. This is the only hoodie allowed at SMS. Sweatshirts must be unaltered.</td>
</tr>
</tbody>
</table>
| Pants-Jeans, Joggers, Sweats, Athletic Pants | Any color  | No holes above the knee without coverage...no skin showing above the knee. No leggings unless covered with a skirt or shorts, no pajama pants. NO SAGGING. Zip-ties will be used if pants are sagging below the waist. Emblems on pocket are acceptable.
## SPANAWAY MIDDLE SCHOOL PRIDEWEAR

<table>
<thead>
<tr>
<th>ITEM</th>
<th>COLOR</th>
<th>COMMENTS</th>
</tr>
</thead>
<tbody>
<tr>
<td>Skirts, Skorts, and Shorts</td>
<td>Any color</td>
<td>Tip of the Finger or longer! Slits must not be overly revealing. Must be in good repair- no holes or no writing.</td>
</tr>
<tr>
<td>Coats, Jackets, Backpacks and Backpack Purses</td>
<td></td>
<td><strong>Shoes, Accessories and Outerwear</strong></td>
</tr>
<tr>
<td>Shoes, Socks, Sandals, Stocking</td>
<td></td>
<td>Footwear must be designed for public use at all times, must have hard soles, no slippers. Stockings or nylons must not have holes, writing, stripes or other patterns.</td>
</tr>
<tr>
<td>Jewelry, Safety Pins</td>
<td></td>
<td>No excessive jewelry on necks, arms, or fingers; no spikes or chains. Body piercings must be quick release, no hoops. <strong>Safety Pins</strong> are not to be worn as adornments on clothing or as jewelry. Anything which distracts from learning will be confiscated.</td>
</tr>
<tr>
<td>Lanyards</td>
<td></td>
<td>Lanyards must be tucked into pockets.</td>
</tr>
<tr>
<td>Belts</td>
<td></td>
<td>No spikes, chains or chain loop, no hanging wallet chains, No vulgar language.</td>
</tr>
<tr>
<td>Makeup</td>
<td></td>
<td>No face painting, no gothic makeup, no writing on face or body.</td>
</tr>
<tr>
<td>Bandanas</td>
<td></td>
<td>No bandanas of any color. Bandanas are considered gang paraphernalia. School discipline will apply. Policy 3241.3</td>
</tr>
<tr>
<td>Sunglasses, Hats, Headgear</td>
<td></td>
<td>Not to be worn in the building or during the school day on any part of the body.</td>
</tr>
</tbody>
</table>
**Civi - Days Information**

Throughout the school year, there may be specific days which are designated as Civi-Days. Civi-Days are typically held on Fridays and most Civi-Days are tied to PBiS rewards systems. Students are nominated for Civi-Days by teachers, can purchase them through PBiS rewards, or through other incentives.

On Civi-Days, students are allowed to wear clothes other than Spanaway Middle School PrideWear. Students are expected to dress appropriately, following Spanaway Middle School rules, on days that have been designated as Civi-Days, and the following guidelines must be observed.

**Civi - Day Expectations:**

- No oversized, baggy, sagging clothing; pants cannot be worn lower than the top of the hip bone, dragging on the floor, or overly bunched around the ankles.
- No hats or headgear (i.e., bandanas, sweat/ headbands, caps, berets, stocking caps, hairnets, scarves), sunglasses, visors, etc.
- No pajamas, boxers, tank tops, spaghetti straps, etc.
- No slippers.
- No sweatpants, tight leggings, warm-ups, joggers, or spandex pants.
- No tight, revealing clothing, or clothing that reveals bare torso or undergarments.
- No advertisements of gangs, weapons, drugs, or violence, and no sexually-explicit language.
- No chains or spiked accessories.

**2019 - 2020 Civi - Days**

Civi - Days will be determined based on the areas of behavioral focus as identified by SMS staff and administration.

**Civi-Day Expectations**

Be Safe - Be Responsible - Be Respectful
Lockers

Spanaway Middle School students will be assigned a locker to store their belongings. To prevent locker issues, remember the following:

- Learn your combination by memory.
- Do not tell anyone your combination.
- Do not change lockers.
- Do not share your locker with others. You cannot be sure who else has access when you do!
- Do not store money or valuables in your locker.
- Do not put pictures, stickers, or pennants on lockers.
- Do not write on lockers.
- Do not leave food in your locker overnight.

SMS is not responsible for lost, stolen, or damaged goods belonging to students! Students are responsible for the care of the locker assigned to them and for the property contained in the locker. Items left in lockers after the last day of school will be donated to charity.

Lockers are school property and may be inspected at any time. Locker searchers are authorized under RCW 28.600.210-240. If the safety and welfare of school children is threatened, searches of school-issued lockers and their contents is a reasonable and necessary tool to protect the interests of the students as a whole.

Personal Property

The district cannot and will not assume liability for personal property lost due to fire or theft, nor for damage or destruction due to accident, acts of vandalism, or any other cause. Students choosing to bring personal property on school premises do so at their own risk.

Locker issues? See:
Mr. Greg Fritz at gfritz@bethelsd.org
Mr. Stanley Bardoni at sbardoni@bethelsd.org
Chapter 3

Digital Citizenship

“The real power of interactive technologies is that they let us learn in ways that aren’t otherwise possible or practical.”

David Lassner
Technology at SMS

Technology at Spanaway Middle School

All use of district technology and the district’s internet must be in support of education and research consistent with the educational purposes of the Bethel School District.

Technology Policies

Students will not post personal information about themselves. Personal contact information includes home address, telephone, school address, work address, etc. Students will promptly disclose to a staff member any message they receive that is inappropriate or makes them feel uncomfortable.

Use of the district network to access pornographic material, inappropriate text files, chat rooms, MySpace, email, Facebook, Snapchat, Twitter, YouTube, and other social media sites, or files dangerous to the integrity of the district, will be subject to disciplinary action consistent with district discipline policies.

Use of the district network to submit, publish, or display any defamatory, inaccurate, racially offensive, abusive, obscene, profane, sexually oriented, or threatening materials or messages to either public or private computers will be subject to disciplinary action consistent with district discipline policies.

Students involved with any of the above violations will be assigned progressive discipline and may have limited access to technology and the internet.

Students found to tamper with iPads, circumvent district content filters, or disable district restrictions will be subject to significant discipline.

Click here to access more information about technology in the Bethel School District
Personal Devices

Personal Devices Expectations
Spanaway Middle School encourages all students to keep their personal electronic devices at home. Too often these devices are used to distract students and disrupt their learning.

In order to maintain the integrity of the classroom and order in our school, we will be confiscating these devices in the school building.

Occasionally, students may be allowed to use personal devices with a specific staff member’s permission. Failing to get specific permission from the supervising staff member, using the personal device without permission, or creating a disruption with the device that is inappropriate to the learning environment will result in the item being confiscated and students may lose future use privileges.

Any staff may ask students to turn off, put away, or hand over a personal device, and students are expected to respectfully comply.

The first time a student has a device confiscated, they may pick it up after school. Any other time, the item will only be able to be picked up, in person, by a parent/guardian.

Please keep cellphones out of the classroom! The only electronic devices permitted in classrooms are district-issued iPads.

The school will not be responsible for lost or stolen electronic devices, nor will they investigate the potential theft of such devices.

Remember
Spanaway Middle School is not responsible for lost or stolen personal devices.
Students at Spanaway Middle School are expected to comply with classroom, school, and district iPad expectations.

**iPad Use in the Classroom**
- Use it as the teacher asks.
- When the class is using it, keep it on task and on the class app.
- When the class is not using it, keep it off, face down, and on the desk.
- Don’t forget: iPads are for educational use only!
- Pictures and videos are prohibited without teacher permission.

**iPads Around School**
- Turn it off in the hallways!
- Keep it out of the bathrooms and locker rooms.
- Pictures and videos are prohibited without adult permission.
- Do not access social media or associated apps.
- Take care of your iPad: do not drop it, eat around it, or otherwise destroy it.

**iPad Care**
- Bring to school fully charged every day.
- Chargers remain at home. Do not charge at school!
- Update your iPad when prompted by Apple.
- Be careful with your iPad.
- Keep your iPad clean and neat.
Got iPad

Click the link below to sign up for help desk support

Help Desk support sign-
Digital Citizenship at Spanaway Middle School

Digital citizenship is the responsible, respectful, and safe use of technology. With the addition of iPads at Spanaway Middle School, students are expected to demonstrate digital citizenship in their daily use of their district-issued device. Digital Citizens at Spanaway Middle School observe the Warrior Way in their use of technology.

The Warrior Way of Digital Citizenship

Respectful
• Respect the ideas and opinions of others.
• Communicate kindly with others.

Responsible
• Communicate responsibly online.
• Give proper credit when using the work of others.

Safe
• Think before posting or sending anything.
• Stand up to cyberbullying.
• Protect private information online.

Click on the link to learn more information about Digital Citizenship at the website, Common Sense Media
Section 6

iPad App Logins

Your iPad is the property of Bethel School District and managed by the district Technology Department. You have been assigned a managed Apple ID for use with your iPad. You cannot change the Apple ID that your device uses for iCloud. Access to the App Store, iTunes Store, and iBooks Store as been turned off. If you use ANY third-party app downloading services, VPN, or other unmanaged app, or attempt to circumvent district filters and safeguards, you will be subject to significant discipline.

MyBethel

Log in to My Bethel to access various learning resources

Skyward

Use the Skyward app to keep track of your grades, attendance, and missing assignments
Section 6

iPad App Logins

Clever

Use the Clever Portal, found in MyBethel resources, to access SpringBoard, Big Ideas Math, Khan Academy, and Think Through Math!

Canvas

Use the Canvas app to access your classroom websites.
Section 6

iPad App Logins

Google Apps

Use Gmail to access your student email, and Google Drive, Docs, Sheets, and Slides to work on digital assignments in class. Once you log in to one Google App, you can log in to the others quickly and easily!

Managing iPad Storage

Manage your iPad storage space with this informative video.
Chapter 4

Academics

“Develop a passion for learning. If you do, you will never cease to grow.”

Anthony J. D’Angelo
Textbooks

Textbooks are assigned to students each year. Students are responsible for their maintenance.

If a book is not returned, 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 the parent will be responsible for that fine.

All school records will be held at Spanaway Middle School until the book or its replacement cost is returned or fines are met.

English Language Arts

Spanaway Middle School uses the SpringBoard curriculum in Humanities and English Language Arts classes. This curriculum has a digital textbook available through myBethel.

Math

Spanaway Middle School uses the Open Up OER curriculum in math classes. This curriculum is available online and can be found at this link.

Click here to access Spanaway Middle School's staff directory to contact your teachers.
Section 2

Classes

Daily Classwork

Classwork due dates are assigned by the teacher. Please refer to the class syllabus that each teacher provides at the beginning of school for details about classwork, curriculum, and assignments.

Late Work

Late Work will not be taken if the trimester in which the assignment or assessment was due has passed. The acceptance of Late Work is determined by the teacher.

Excused Absences and Emergencies: All work that may be made up will be given one extra day for every day the student missed school with an Excused Absence note from the parent/guardian and attendance office.

It is the responsibility of the student to get, complete, and turn in the late work in the allotted time.

Lost Textbook Policy

Lost textbooks will be returned to students each class period when they are located.

- 1st Offense: Free return to the student
- 2nd Offense: Lunch Detention
- 3rd Offense: After-School Detention
- 4th Offense: Community Service

Lost textbooks will be returned to students each class period when they are located.

- 1st Offense: Free return to the student
- 2nd Offense: Lunch Detention
- 3rd Offense: After-School Detention
- 4th Offense: Community Service
Library

Spanaway Middle School Library

The Spanaway Library provides several essential services. First, it contains a wide range of materials available for student check-out, and new materials are frequently added. The library is also responsible for textbook checkout and some iPad services. Finally, there are computers and printers available for class and student use.

Library Expectations

Students are expected to respect library materials. Materials checked out to students are to be treated with care and returned in good condition. Missing materials will be charged to student accounts and fines must be paid.

While in the library, students should keep food and drink away from computers and printers, and gum is not allowed in the computer lab.

Fines

Students are responsible for the cost of replacing materials or property which are lost or damaged due to negligence or vandalism. A student’s grade, transcripts, or diploma may be withheld until restitution is made by payment or the equivalency though voluntary work (Bethel School District Policy 5355). Fines must be paid to participate in school activities!

Librarian
Mrs. Diane Brokaw

Library Clerk
Mrs. Terri Roth
The Computer Lab is adjacent to the library and contains thirty desktop computers. Students are expected to abide by the expectations in the Computer Lab, including keeping food and drinks away from the computers, leaving their binders and books on the side shelf, and being respectful of the electronic equipment in the lab.

Desktop computers are also available in the library for both class and individual student use. Students can use a desktop computer for class
Chapter 5

Associated Student Body

“It always seems impossible until its done.”

Nelson Mandela
School Activities at Spanaway Middle School

School activities and dances are planned by the ASB Student Council and are held periodically throughout the year. Attendance at events may be denied if students owe fines/fees or if school behavior is not appropriate.

School Activity Guidelines

Students attending school events must adhere to the following guidelines:

- Dress for school events must be modest and appropriate. See the Bethel School District dress guidelines for details (Bethel School District Policy 3224).
- Only current Spanaway Middle School students may attend.
- If an Activity Bus is not available, parents are responsible for student transportation to and from the event. Students not picked up within 15 minutes to the end of the event will be assigned community service while they are waiting for their ride and may not attend the next event.
- Students are not allowed to leave the event and re-enter.
- All students are to remain in designated areas.
- All rules and regulations of the Bethel School District apply to events. Students who are serving a suspension the day of an event cannot attend the event.
- Inappropriate or unsafe behavior will result in students being removed and loss of event privileges for the rest of the trimester.
- All fines and fees must be cleared.

Benefits of an ASB Card

- Discounts on dances and yearbooks.
- Reduced prices on 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 and extra-curricular activities at SMS.
After-School Clubs and Activities

Spanaway Middle School has a variety of after-school clubs and activities available for student participation. Most clubs and activities run from 2 - 4 p.m. and an activity bus is available Monday through Friday with a departure time of 4 p.m.

Homework Club
Most teachers host homework assistance in their classrooms throughout the week. Talk to your teacher about receiving additional assis-

TRIO Club
The TRIO Club is also located at Spanaway Middle School and operates on Mondays and Wednesdays from 2 - 4 p.m.

Additional Clubs
- Robotics Club
- Yearbook Club
- Art Club
- Jazz Club
- Choir Club
- Bike Club
- Heritage Club
- LENS Project

Click here to access to After-School Activities Log for Spanaway Middle School to log your after-school activities hours with a staff member.
Spanaway Music School

Spanaway Middle School offers band, orchestra, and choir classes, as well as after-school opportunities to participate in Jazz Club, Boys Choir, and Girls Choir. Concerts are held throughout the year and students participate in a number of district festivals and ensemble performances throughout the year, as well. Additionally, students regularly perform for the school in assemblies and after-school events.

Band and Orchestra

Director
Mr. Lynn Graciano

Concerts
2019 - 2020
All times at 7:00 p.m.
- Dec. 9, 2019: Winter Concert
- Feb. 7, 2020: Jazz Night
- March 25, 2020: Spring Concert
- May 20, 2020: Finale Concert

Choir Concerts
2019 - 2020
All times at 7:00 p.m.
- Dec. 12, 2019: Winter Concert
- Feb. 7, 2020: Jazz Night
- April 16, 2020: Pre-Contest Performance
- June 11, 2020: Finale Concert

Choir Director
Ms. Callie Wilhoits
“I've missed more than 9000 shots in my career. I've lost almost 300 games. 26 times, I've been trusted to take the game winning shot and missed. I've failed over and over and over again in my life. And that is why I succeed.”

Michael Jordan
Athletics at Spanaway Middle School

Students athletes at Spanaway Middle School are expected to maintain high academic and behavioral standards, as well as demonstrate good sportsmanship.

Students will not be allowed to participate in competitions if they have two or more F’s on their most recent report card. Students may continue to practice, but must bring up failing grades before being allowed to compete.

Teachers and coaches work with student-athletes on an individual basis to set and maintain goals that will benefit the student, team, and school.

6th graders are permitted to participate in every sport except football per new WIAA policies. Opportunities for athletics also exist with Bethel Recreation and other outlets.

Spanaway Middle School Athletics Coordinators

Mrs. Denise Angerman
Mrs. Lauri Isaksen

Athletics Requirements

In order to participate in athletics, student-athletes must have the following:

- An ASB card
- Completed online athletics registration through Family Access account
- Complete physical on file with the school
- *Pay to Participate* fee paid. Check with ASB on free and reduced lunch rates

Click here for the Bethel School District Athletics Handbook
Spanaway Middle School offers a full range of athletic opportunities. We have varsity and junior varsity teams for the following sports.

**Fall Season**
- Baseball
- Fast Pitch
- Track

**Winter I Season**
- Girls Basketball
- Wrestling

**Winter II Season**
- Boys Basketball
- Boys and Girls Soccer

**Spring Season**
- Cross-Country
- Football
  - 6th grade not permitted to participate
- Volleyball

[Click here to see this year’s Athletics Schedule]
“It's better to hang out with people better than you. Pick out associates whose behavior is better than yours and you'll drift in that direction.”

Warren Buffett
Inter-Agency Cooperation

This serves as a reminder that the law in Washington State is clear: “upon receiving reports of abuse or neglect, the department or law enforcement agency may interview children.” RCW 26.44.030 (10). That interview may be conducted on school premises and other locations “outside of the presence of the parents.” RCW 26.44.030 (10).

Although parents must be notified at the earliest possible point in the course of an investigation, that notification must “not jeopardize the safety or protections of the child in the investigation.” RCW 26.44.030 (1). The “law enforcement agency” means “the police department, prosecuting attorney, state patrol, director of public safety, or office of the sheriff.” RCW 26.44.020 (2).

There have been questions by the schools regarding who is responsible to contact parents/guardians that an interview has taken place on school grounds. In every case, parents will be notified by the “law enforcement agency” as soon as possible. Parents MUST NOT be notified by schools.

If you have questions, please contact the Pierce County Prosecutor’s office at 253.591.7400.

Law Enforcement

Pierce County Sheriff’s Department officers and canines are on the Spanaway Middle School campus regularly.

Weapons

It is unlawful for any student to carry onto any school premises, school-provided transportation, and areas with facilities being used exclusively by public school any firearm or weapon. Students who violate the firearm policy will be expelled from school for a minimum of one calendar year in accordance with RCW 28A.600.420. Parents must be notified of the imposition of the expulsion and their right to hearing and appeal. The principal or designee shall notify appropriate law enforcement personnel of known or suspected violations of the firearms policy (Policy 3249).
Section 2

Bethel School District Discipline Policies

School Authority

Behaviors and actions listed on this page are subject to school authority and disciplinary action:

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

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 occurs on or off school grounds.

Students who have been suspended from schools are not to be in attendance at after-school or evening events.

This rule applies to dances, field trips, athletic events, and ANY activity related to or sponsored by the Bethel School District.

Exceptional Misconduct

Offenses identified by an ad hoc citizens committee as sufficiently serious in nature and/or serious in terms of the disruptive effect upon the operation of the schools to warrant an immediate resort to suspension.

Exceptional misconduct offenses are identified in this section by an asterisk (*).

Unacceptable Behavior

The following activities are subject to school authority and disciplinary action:

1. Arson*
2. Assault*
3. Burglary*
4. Closed Campus*
5. Computer or Publications Abuse
6. Criminal Abuse*
7. Defamation
8. Disobedience/Insubordination*
9. Encouraging Others to Fight*
10. Exceptional Misconduct
11. Extortion, Blackmail, or Coercion*
12. Explosive Devices*
13. Failure to serve/complete detention or alternative
14. False Alarms*
15. Fighting*
16. Firearms* or Ammunition
17. Forgery/Cheating*
18. Gang Activity*
19. Harassment*
20. Intimidation/Bullying*
Discipline Sanctions
Spanaway Middle School utilizes a Progressive Discipline Matrix that is informed by PBiS. Students who violates school rules are disciplined according to the matrix.

Note that some offenses will result in immediate Suspension, Emergency Expulsion, or Expulsion. A student who has been suspended or expelled is not allowed on school grounds during the suspension or expulsion period.

School Administration
Principal
• Mrs. Shannon Leatherwood
Assistant Principal
• Mrs. Kathy Elkins
Associate Administrator
• Mrs. Carina Pierce

Bethel School District Board Policy 3249
Bethel School District Board Policy 3241
Bethel School District Board Policy 3240
Bethel School District Board Policy 3239
Success Time Expectations

Success Time is designed to serve as learning and reflection opportunities for students who routinely need reminders regarding Spanaway Middle School’s expected behavior guidelines. It’s important to note that this success system is purely designed to support learning behavior expectations. If a student is not making adequate progress, an alternate consequence or intervention will be implemented.

**Success Time: Level 1 Expectations**

- Arrive on time during lunch time
- Remain in Success Time until dismissal.
- Sit quietly throughout Success Time
- Follow all directions
- Throw away lunch trash.
- Only assigned students allowed in the Success Time room.

**Success Time: Level 2 Expectations**

- Arrive on time after school on Thursdays
- Remain in Success Time until dismissed
- Sit quietly throughout Success Time
- Follow all directions
- Only assigned students are allowed in the classroom

**Success Academy (ISS) Expectations**

- Arrive on time.
- Remain in the Success Academy room until dismissal.
- Sit quietly throughout Success Academy time.
- Do not interact with others.
- Quietly complete assigned work or read.
- Submit completed work to Success Academy supervisor.
- Only assigned students are allowed in the classroom.
Bethel School District Bus Expectations

The following rules and regulations apply to all students using school district transportation to and from school and school-sponsored activities and events.

- While loading, unloading, or being transported, the student is under the jurisdiction of the driver whose reasonable direction must be obeyed promptly and willingly.
- The student shall ride a regularly-assigned bus unless specifically authorized to ride another by the SMS principal, supervisor of transportation, or designee.
- Students shall not use vulgar or obscene language or gestures on a school bus or while waiting at bus stops and loading zones.
- With the exception of ordinary conversations, students shall observe regular standards of classroom conduct while on a school bus.
- Students shall not be permitted to leave the bus other than at their regular stop without the written authorization of the building principal or an administrator of transportation.
- Each student may be assigned a seat by the driver in which he/she shall be seated at all times unless specifically authorized to change seats by the driver or supervisor of transportation.
- Eating on the bus is not permitted.
- Balloons, skateboards, and other objects that interfere with the safety of students and driver are not permitted.
- Students shall not throw garbage on the floor or from the school bus windows.
- Students shall not have or use tobacco products, drugs, alcohol, paraphernalia, matches, lighters, or any other flammable or sparking device on the school bus.
- Students shall not open a bus window without authorization of the driver and at no time shall any student extend any part of his/her body (hands, feet, head, etc.) outside the school bus, whether the bus is in motion or stopped.
- Students shall not carry on a bus any object which may constitute a danger to another student (sticks, breakable containers, firearms, straps, pens extending from clothing, chemicals, explosives, and skateboards).
- Students may take only those music 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.
- Animals, insects, reptiles, fish, or fowl are not permitted on the bus with the exception of medical alert dogs.
- Bus aisles shall be kept clear of all books, personal effects, and belongings of students.
- Students shall not distract the driver by talking to him/her unnecessarily or obstruct his/her view in any direction.
- Students shall remain seated while the bus is in motion and are not to get on or off the bus until the bus has come to a full stop.
- Students shall board the bus in an orderly manner and remain within the bus driver’s view at all times.
- Students shall cross the road in front of the bus only after obtaining the consent of the driver.
- Students shall leave home in time to arrive at the bus stop five (5) minutes prior to bus departure time.
- At the bus stop, students shall remain out of roadways and avoid pushing, shoving, and damaging private property surrounding the bus stop. In general, they shall remain orderly and disciplined while awaiting arrival of the bus.
- Students who must walk along a road to and from a bus-loading zone must walk where practical on the left-hand side of the road facing oncoming traffic.
- In the event of an emergency, students shall follow emergency procedures as established by emergency exit drills.
- Parents and/or guardians of students who damage school buses shall be responsible for proper restoration or reimbursement to the school district.
- Students shall go directly to and from the school bus-loading zones and not loiter or run errands between the stop and home.
- Unlawful discharge of a laser in the first degree is a Class-C felony.
Section 5

Bus Expectations

Arrival and Dismissal Expectations

Be Safe - Be Responsible - Be Respectful

Bethel School District Transportation

253 - 683 - 5900
Harassment, Intimidation, and Bullying: What Every SMS Student Needs to Know

Spanaway Middle School is a bully-free zone. Harassment, Intimidation, and Bullying are not tolerated at Spanaway Middle School and such actions will face disciplinary consequences. There are no excuses for harassment or bullying! Harassment and bullying are against the law and against school rules. Spanaway Warriors are expected to be respectful, responsible, and safe in all their interactions with peers and classmates.

What Can You Do?

**Reporting a HIB Incident**
The following information is needed when a HIB Incident is reported to SMS:

- **Who:** Names
- **What:** Summary of incident/concern
- **When:** Date(s) the incident(s) happened
- **Where:** Location of incident/concern
- **How Often:** Number of times it happened.

**If you are being harassed or bullied**
1. Tell the harasser to stop.
2. Be assertive, but calm.
4. Tell another person: a teacher, a counselor, a friend.
5. If you witness someone being harassed, tell an adult. Do not be a bystander!

Any Day, Every Day
1. Treat everyone with courtesy and respect.
2. Treat school property and personal property with respect.
3. Create and maintain a positive and safe environment.
5. Act responsibly and accept the consequences of your actions.
6. Help everyone in the school feel capable, connected, and contributing.

**HIB Can...**
1. Physically harm a student or damage their property.
2. Seriously interfere with a student’s education.
3. Create an unsafe learning environment.
4. Substantially disrupt the order of the school.
5. Adversely affect the student being bullied.

**Types of Bullying**

- **Physical**
  Hurting someone’s body

- **Verbal**
  Hurting someone’s feelings

- **Social/Environmental**
  Hurting someone in a socially-aggressive way.

- **Cyber**
  Hurting someone else through email, instant messaging, social media, chat rooms, websites, texting, or other electronic forms.

**Defining HIB**

Harassment, Intimidation, or Bullying is a persistent, unwanted, harmful, repeated, intentional effort, or a single severe incident, that can be electronic, written, verbal, or physical and relates to race, religion, ethnic origin, gender, and other things.

[Click here to report bullying with the Bethel School District.]
Harassment, Bullying, or Sexual Harassment Policy

HARASSMENT, BULLYING, OR 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 off-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
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 Carlman, 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.