

Dear Cedarcrest Charger Students and Families,

Welcome to the 2015-16 school year at Cedarcrest Middle School. We are excited and looking forward to a successful school year. At Cedarcrest, we are very proud of our school, the programs that we offer and the wonderful students and staff. We are very excited about the prospects that this year will bring.

CHARGER PRIDE is the motto at Cedarcrest and as a Cedarcrest Charger; we believe your pride in our school will grow throughout the year as you take advantage of all the opportunities to be positive and productive citizens at school.

This Agenda book is provided for students to use as an organizational tool to record assignments, homework and projects and their due dates as well as any outside activities. Managing time wisely is a necessary skill in order to be successful. Students are required to keep the Agenda book in the front of your 3-ring binder and to use it as a resource throughout the school year. The Agenda book is also a great way for families to track their student's assignments.

If you have any questions or concerns about our school, please don't hesitate to contact us. Experience has shown that most problems can be more easily addressed directly and resolved if handled early before they become major issues. At Cedarcrest, we are here to support our students and their families.

We wish you the best during this school year and look forward to getting to know you better. Stay involved and take the chance to . . . **MAKE A DIFFERENCE!**

Sincerely,

Mr. Scott Martin
Principal

Mrs. Stephanie Weinheimer
Assistant Principal



THIS AGENDA BOOK BELONGS TO...

Name: _____

Advisory Teacher: _____

Grade: _____

Locker Number: _____

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**Contact Information
Staff**

	<u>Phone</u>
Principal	683-7591
Assistant Principal	683-7591
Campus Safety	683-7574
Main Office Secretary	683-7591
Registrar	683-7584
Attendance Secretary	683-7592
ASB/Fees	683-7582
School Nurse	683-7568
Health Room Clerk	683-7593
Counselor	683-7578
Counselor	683-7579
Library	683-7550

Who to Call

	<u>Phone</u>
ASB	683-7582
Attendance	683-7592
Band	683-7608
Choir	683-7609
Discipline	683-7588
Early Dismissal	683-7592
Family Access	683-7584
Free and Reduced Lunches	683-6910
Health Problems	683-7593
Homework Requests	683-7515
Library	683-7550
Orchestra	683-7648
Scheduling	683-7578/683-7579
School Policies	683-7589/683-7588
Sports and Sports Schedules	683-7602
School Webpage	683-7589/683-7588

Main Office: 253 683 7500

Fax: 253 683 7598

Website: [http:// http://cms.bethelsd.org/pages/bsd403_cms](http://http://cms.bethelsd.org/pages/bsd403_cms)

School Office Hours: 7:00am-2:45pm

Academics

The faculty at Cedarcrest Middle School believes that all students deserve the opportunity to be successful in school. In order to provide all students access to an education, a number of programs have been put in place.

Family Access

Cedarcrest teachers update grades on the web Monday through Friday. Family Access IDs and passwords can be obtained by contacting the registrar. To connect to the Family Access site go to <http://bethelsd.org> and click on the Family Access link.

Success Academy

After school tutorial programs are offered Monday through Thursday from 2:00 pm until 4:00 pm in various classrooms or the Library. Students attending these tutorial programs will be provided with transportation via the Activity Bus. These tutorial programs are run by staff members and are a time for students to receive additional assistance with their schoolwork. Since these tutorial programs are an extension of the school day, all school rules apply.

Student Led Conferences

Student Led Conferences will be held on October 28-30 and May 17-19. Student involvement in the conferences makes learning active, provides opportunities for students to evaluate their performance, and encourages students to accept responsibility for their learning. Having students take charge of the conference makes them more accountable for what they are learning.

Counseling

Counseling services are here to provide students with assistance in their daily interactions at Cedarcrest Middle School. It is best to make an appointment to see our counselor. Students can sign up in the main office before school or between classes. Mrs. Heather Van Dyke assists students whose last name starts with A-L and Mr. Frank Gilletti assists students whose last names starts with M-Z. If a problem is serious enough to require immediate attention, a counselor or administrator will be available. Counseling services also offers various support groups throughout the year that are designed to assist students dealing with various adolescent issues. If a student is in need of assistance, don't hesitate to contact our school counselor.

Attendance

School attendance is paramount to a student's success in school. Cedarcrest Middle School and the Bethel School District have adopted strict policies to encourage all students to attend school on a regular basis.

Attendance: Legal Requirements

According to the Compulsory School Attendance Law (BECCA), RCW 28A.225.020, parents have the legal obligation to ensure that their child attends school on a regular basis. If a student fails to attend school without valid justification, the school will:

1. Inform the custodial parent by a notice in writing or by telephone after one unexcused absence within any month during the current school year.
2. Schedule (attempt to schedule) a conference with parent and child after 2nd unexcused absence in a month.
3. Take steps to eliminate the child's absences. (Interventions)
4. File a petition with juvenile court after youth has 7 unexcused absences in one month or 10 unexcused absences in one school year or at any time excused or unexcused absences are barriers to academic progress.

Reporting Absences

Parents have two ways of reporting absences for their student.

1. Family Access: Log in to Family Access and click on Attendance link on the left hand side. Click Enter Absent Request in the upper right hand side, choose the student, and click add request. From there you are able to enter the date information, choose the absence reason, and click save. Our attendance clerk will be able to verify the information.
2. Call the attendance office and speak with or leave a message for the attendance clerk.

Excused and Unexcused Absences

Excused Absences. The following are valid excuses for absences and tardiness:

- Participation in school-approved activities. To be excused, a staff member must authorize this absence and the affected teacher(s) must be notified prior to the absence unless it is clearly impossible to do so.
- Absence due to requests made by the parent/guardian such as professional appointment, illness, health condition, family emergency, religious purposes, or education opportunities. To be excused, an absence of this type must be verified as explained below, and must not cause a serious adverse effect on the student's educational process.
- Absence resulting from disciplinary actions or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will be required to make-up assignments or tests missed during the time they were denied entry to the classroom if such work has a substantial effect upon the student's semester or trimester grade, or if failure to complete the work would preclude the student from receiving credit for the course.

Unexcused Absences

All absences, which are not authorized by the principal, or excused in the manner provided above, are counted as unexcused.

Tardiness

Students arriving late for school or class for any reason not described as an excused absence above will be counted as unexcused tardy and may result in disciplinary consequences. Multiple tardies may result in legal action under the Compulsory School Attendance Law (BECCA).

Athletics/Activities

At Cedarcrest we offer a wide variety of arts, athletics, and clubs to meet the interests of our diverse student population. Participation in extracurricular activities is a privilege and students are expected to follow all expectations for participation.

Extracurricular Code

All extracurricular activities at Cedarcrest will adhere to the following code:

- Participation in any activity and/or athletic program shall be connected with and contingent upon the student's achievement of required academic standards.
- Students participating in any activity and/or athletic program shall be focused on learning and improvement, both as an individual and as a member of a team or group.
- Activity advisors and coaches shall teach, expect, practice, and model respect, responsibility, and integrity. Student participants shall demonstrate these qualities.
- Activity advisors and coaches shall include parents as partners in the education and development of their students.
- The purpose and goals of all activity and/or athletic programs shall be clearly defined and articulated to students and parents.
- Annual extracurricular program evaluations will be conducted for each activity/athletic program and will evaluate the level of support they provide to the school's goals.

Spectator Guidelines

- Sportsmanship will be shown at all times. Booing, taunting of opposing players, inappropriate language, throwing of objects or actions that reflect negatively upon our school will not be condoned.
- During game/performance time, students will remain seated.
- Going to/from seats should occur only during time-out or breaks in the action/performance.
- Loitering outside or around gym/cafeteria area is prohibited.
- Students who cannot follow by these requests will be asked to leave the event and appropriate disciplinary action will take place.

Athletics (7th and 8th Grade)

Academic Standards

In order to be an actively participating member of an athletic activity, students must meet the following academic standards:

- From an academic standpoint, every student will be eligible to try out for team membership and will be able to practice with the team if the student has met the eligibility requirements.
- In order to be able to compete in interscholastic contests during the current grading period, a student must maintain at least "C" grades in all classes. If "D/F" grades are earned, the student MUST complete ALL required work for the class(es) in question, or enter into a contract with the specific teacher to complete all required work within a two week time period in order to maintain his/her eligibility.
- Grade checks will be completed throughout the athletic season.

Athletic Clearance

Cedarcrest Middle School is a member of the Washington Interscholastic Activities Association (WIAA). This is the organization to which most middle schools in Washington belong. All schools compete under athletic rules established by this association.

To turn out for athletics students must first:

- have a current physical on file
- have a travel card on file
- turn in a participation form
- sign-off on the sports guidelines
- purchase an ASB card
- pay the sports participation fee, prior to the first game

Athletic paperwork is filled out online through Family Access with physicals being submitted to the Athletic Coordinator.

Athletic Offerings

	7 th and 8 th Grade (CMS)	6 th Grade (Bethel Rec)
September-November	Fastpitch, Baseball and Boys and Girls Track	Volleyball and Flag Football
November-January	Wrestling and Girls Basketball	Girls and Boys Basketball
January-April	Girls Soccer and Boys Basketball	Girls and Boys Soccer
April-June	Football, Volleyball, and Girls Cross Country	Baseball and Softball

*Note: 6th Grade Students participate in Bethel Rec sports programs. Info can be found at bethelrec.org

Associated Student Body (ASB)

ASB Representation

The ASB (Associated Student Body) is our student government, which makes decisions regarding activities and budget expenditures throughout the school year. It is made up of two groups; the Executive Council and the Representative Body. The Executive Council serves for a full year and is elected each spring for the following year. This year's ASB officers are:

- **President- Josiah Topasa**
- **Vice President- Alyssa O-Brien**
- **Secretary- Anida Sou**
- **Treasurer- Ben O'Quinn**

The Representative Body is made up of one representative from each advisory class chosen at the beginning of the year to serve for the entire year. In the event that the classroom representative is unable to attend the ASB Meeting, an alternate is also selected to represent their class. Representatives are expected to represent their classroom in monthly ASB meetings held during the school day and are then to report back to their classrooms the business of the meeting. The advisors of the student council are Mrs. Watts and Ms. Caramandi. It is not just another club, but functions in a very important capacity as a council, which helps to guide other student organizations. Members are also expected to bring the ideas and concerns of the students they represent to the meetings.

Clubs

Cedarcrest Middle School offers students a wide variety of ASB sponsored clubs based on the needs of students and the availability of faculty advisors. If students are interested in participating in a club, s/he can contact the club advisor, Mrs. Watts or Ms. Caramandi. If students are interested in starting a club, please contact Mrs. Watts or Ms. Caramandi.

Active clubs at Cedarcrest include:

Club	Advisor	Club	Advisor
Band	Mr. Johnson	Choir	Mrs. Sullivan
WEB	Mr. Lewis	Orchestra	Mr. Avakyan
Book Club	Mrs. Sowden	Robotics	Mr. Lininger
Zero Gravity	Mrs. Jorgenson	Yearbook	Mrs. Ault/Mrs. Overstreet
Heritage Club	Mrs. Almogela/Mrs. Camacho	Science Club	Mrs. Ovechka

Student Behavior Expectations

Agenda Book

All students are required to carry the Cedarcrest agenda book with them at all times. A replacement book may be purchased at the ASB Office. Students must use the hallway passports in the agenda book if they wish to leave class. Students will not be allowed to leave class with out the hallway passports filled out.

Balloons/Flowers

Balloons and flowers will not be allowed in the classrooms. They must remain in the main office during the school day.

Bicycles and Skateboards

- All bike and skateboard riders must proceed directly to the bike rack.
- The bicycle or skateboards should be locked up.
- Bicycles and skateboards are not to be ridden on school grounds, except to and from school.
- The school is not responsible for damage or theft of bicycles or skateboards.
- The bike rack is off limits during school hours.

Body Sprays/Perfumes

We ask students to not bring body sprays/perfumes to school. People can be severely allergic to these and spraying them can even be fatal.

Bulletins and Announcements

Announcements are read each morning in the first class of the day and are updated by a brief announcement during the last period each afternoon. The bulletin provides students with all of the upcoming events, deadlines and information regarding school activities. If a student wishes to have an announcement made regarding school activities, he/she must have the announcement initialed by the teacher or advisor and cleared through the main office.

Buses

Bethel Public Schools provides bus transportation for the convenience of its students. Bus transportation to and from school is a privilege, not a right. Safety on the buses is of utmost importance. Distractions that cause the driver to take his/her eyes off the road and focus on student behavior jeopardize the safety of everyone on board. In order for students to retain their bus riding privileges, it is imperative that they follow the bus rules/guidelines as set forth below:

- Students are expected to follow reasonable requests by the driver as it pertains to the safety and welfare of all passengers.
- Behavior appropriate to the classroom is expected while riding the bus.
- Failure to comply with these rules/guidelines will result in administrative discipline up to and including suspension of bus riding privileges.

Loading

- Stay on the sidewalk until the bus has come to a complete stop.
- Line up on the sidewalk to avoid conflicts at the bus door. Load the bus only when the bus door opens or as instructed by the bus supervisor.
- Buses are not to stop once they leave the loading zone. Do not chase moving buses, but seek help from a nearby bus supervisor.

Activity Bus

Cedarcrest Middle School provides an activity bus Monday through Thursday for those students who are participating in after school activities. All students riding the Activity Bus will be required to present an Activity Bus Pass that has been obtained from the activity supervisor. These buses are only for students who are participating in a school-sponsored activity; however, this does not include spectators at games or concerts. Activity buses pick students up at approximately 4:00 p.m.

Bus Passes

Students must bring a written note from their parent or guardian to be issued a bus pass to ride a bus route other than their own. This should be done before school or during lunches in the ASB Office.

Cameras

There are 48 cameras installed inside and outside Cedarcrest's campus. These cameras have been most valuable in creating a safe environment at CMS. They are in place to assure security and as prevention of school vandalism and theft.

Cell Phones/Electronic Devices

Cell phones are permitted to be on students during the school day. All electronic devices are expected to be out of sight and turned off from the hours of 7:15AM-1:45PM unless teacher permission has been given to use the device. Staff members may confiscate electronic devices during the school day if the device is being used inappropriately. Students may pick up device the first time it is confiscated at the end of the day from the ASB office. After the first offense parents will have to pick up the device each time it is confiscated. Progressive discipline may apply. The school is in no way responsible for loss of electronic devices for any reason.

Change of Address/Phone

Unless students have an approved waiver, they MUST attend the home school they are assigned to. Students will be provided with an annual update form to be taken home and filled out in order that we keep our emergency information up-to-date. Parents should call 253-683-7584 anytime there is a change in address or emergency contact information.

Classroom Behavior Expectations

Students are expected to follow the individual classroom rules established by teachers for their specific classroom, as well as, adhere to the following expectations.

All Cedarcrest students will:

- Arrive to class on time-seated when the tardy bell rings;
- Attend all classes each day;
- Complete all assignments and homework on time;
- Not interfere with the learning, safety, or rights of others;
- Be prepared for class;
- Show mutual respect and courtesy towards others;
- Treat classroom property with respect;
- Stay in assigned seat until dismissed by the teacher;
- Be responsible for making up work after absences

Closed Campus

Cedarcrest Middle School is a closed campus. Once a student arrives at school, he/she is to remain at school until he/she leaves campus to go home. All students must check in and out of the attendance office when arriving late or leaving campus early. Leaving without checking out with the office is considered truancy.

Dances

There may be periodic dances held during the school year. Only students currently enrolled at Cedarcrest Middle School are allowed to attend Cedarcrest dances.

Emergency Drills

Every precaution is taken to insure the safety of our students during normal school hours. Periodic fire, earthquake and lockdown drills are executed to make certain students learn proper safety procedures and adhere to all safety guidelines. Teachers will cover the procedures for each drill with all their classes.

Gum

Gum chewing is allowed. However, if a students pop, smack, or blow bubbles, they can be told to spit it out and not chew gum the rest of that period. If they put gum back in their mouth after being told to spit it out, it's insubordination and they can receive disciplinary consequences. Teachers have the option of not allowing gum chewing in their class.

Gym

Students may use the gym only if supervised by a teacher, campus safety, or administration. Absolutely no food and/or drink in the gym.

Hall Conduct

Commons and halls must be free from running, excessive noise, and horseplay.

Hall Sweeps

In order to encourage students to get to class on time we will conduct hall sweeps at any time during the course of the day. If a student is caught in a hall sweep they will receive a tardy and be required to serve an after school detention for not making it to class on time.

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 Strelski, Director of Athletics & Security at [253-683-6056](tel:253-683-6056) or bstrelski@bethelsd.org

Harassment/ Intimidation/Bullying: How to Respond

Any person who believes he/she has been subjected to harassment on or adjacent to school property or at school related functions. Anyone may use the following procedures to report and resolve complaints of harassment/intimidation/bullying.

1. Tell the individual(s) doing the harassment to stop.
2. If the harassment continues, report the incident to a Cedarcrest staff member. Fill out a harassment report form available in the Campus Safety Office.
3. If the harassment is repeated, report to administration or campus safety. Disciplinary action may take place against the harasser(s) which may include involving the police.
4. Bullying/harassment can be reported anonymously on the school website (see above)

Health Services and Nurse

If a student wishes to see the health clerk or nurse, he/she should receive a pass from their teacher and come to the Health Room. If a student becomes ill, he/she should tell a teacher or administrator so that he/she can help. Do not report to the health room between classes unless it is an emergency. If a student is sick, he/she must not leave campus without first checking out through the Attendance Office.

Immunizations

Students who fail to comply with the state immunization law may be excluded from school by order of the County Health Department, and students who have a bona fide exemption from immunization requirements may be excluded from school by order

of the County Health Department in the event of exposure to a communicable disease in school. (RCW 31.118 and WAC 248-100-163)

Internet Access

Bethel School District offers student access to the District Electronic Information System. To gain access to email and the internet students under the age of 18 must obtain a signed parent/guardian permission form and return the form to their sponsoring teacher. Failure to follow school district internet use policies and regulations will result in the immediate revocation of computer/internet access.

Library

The library is open from 6:45am – 1:45 pm (M-F). While in the library students may study, check out materials and use the computers. They may also play cards, chess, checkers and other games. The library also hosts book fairs, writing contests and the Battle of the Books.

Checkout Procedures:

- Students may have up to three items checked out at a time.
- Items are checked out for three weeks and may be renewed.

Lost Books:

- Lost books are charged the cost of replacing the volume.
- Students that find books they have paid for will be issued a refund. This usually takes four to six weeks.

Damaged Books:

- The library will perform minor repairs on books as needed. Students are fined for minor repairs.
- Students who have damaged books beyond repair will be charged the replacement cost of the book.

Lockers

All students are assigned a hall locker with a built in lock. When used properly, it will provide a safe storage place for personal property. The school does not guarantee the safety of personal property when students share combinations with others. To prevent others from accessing your locker, spin the dial after closing your locker. Lockers do not get broken into if students lock them after usage. Do not change lockers without permission from Ms. Mackey. Do not write on or place stickers or pictures on your locker. All coats, book bags, and purses need to be stored in lockers during the day. 6th and 7th grade students will be assigned their own lockers and are not to share lockers with other students. 8th graders will share lockers. According to RCS 28A.600.210240, the school has the right to search student lockers. Use of school lockers is a privilege and should only be used in the specified manner. Gym lockers and locks are available to P.E. students and athletes. DO NOT bring locks from home.

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Loitering

Students who are not under the DIRECT SUPERVISION of a staff member after school by 2 p.m. must leave the campus as there is not adequate supervision. This is for the safety of the students. If students wish to watch a sporting event they must leave campus until the beginning of the event unless they are supervised by an adult. If students have a pattern of being on campus without adult supervision, disciplinary actions may be taken.

Lost and Found

- The Lost and Found is located outside the Cedarcrest Campus Safety Office. Smaller personal items are kept in the main office.
- Mark personal belongings that come to school with a permanent marking pen. This enables adults to return lost articles to students if the items are brought to the office.
- The school is not responsible for lost or stolen items, including items left in a locker.
- Unclaimed items are donated to charitable organizations in December and June.

Lunch/Food

Students are permitted to eat food outside as long as it remains within the painted yellow lines in the courtyard. During lunch, students must remain within the painted red lines. Students are responsible for cleaning up their own trash.

Medication

Students who are required to take prescribed medication while at school are to leave it in the office with the school nurse. All medication (this includes aspirin, over the counter cold medicines, and vitamins) must be in its original container with proper identification and instructions and must be accompanied by a completed Medication Request form or a Doctor's Note. State law mandates this and no exceptions will be made.

Nondiscrimination

The District shall provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without regard to race, creed, color, national origin, gender, marital status, sexual orientation including gender identity, or

non-program related physical, sensory, or mental disabilities (consistent with RCW 49.60). District programs shall be free from sexual and malicious harassment.

Peer Mediation

Students are selected and trained to become peer mediators. Mediators help solve disputes with students. You can request peer mediation with Ms. Mackey, Campus Safety Officer.

School Meals

Breakfast is served daily in the cafeteria approximately 20 minutes before school starts. Lunch is served daily in the cafeteria. Prices are subject to review and can change each year.

Consumption of all food and drink is limited to the cafeteria.

Lines and Cleanup

- Take your place at the end of the lunch line
- Chairs that are moved from one table to another must be put back in the original location
- Do not ask others for food or money
- Clean up the lunch table - wipe up whatever is spilled
- When leaving the table, push chairs in
- When finished with garbage, place in the waste basket

Courtyard Area

- Students may use the Courtyard for playing four square, tossing a ball or socializing during lunchtime. School rules are in effect in the Courtyard and individual and/or group privileges may be lost if rules are not followed.

Lunch Accounts

Families can put money on students' accounts to purchase lunch through the PayPam link located on the CMS website. Checks can also be made out to the Bethel School District and given to the lunchroom server. Call the Child Nutrition Office at 253-683-6910 if you have any questions.

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](tel:253-683-6920)], 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](tel:206-607-1600)/TDD: [206-607-1647](tel:206-607-1647)

Website: www.ed.gov/OCR.

Selling/Buying Items

Students may not bring items to school to sell to other students or purchase items from another student while on school grounds. Our focus at Cedarcrest is for students to learn in a safe environment. The distribution, sale, purchase, or possession of materials, items, or services in conflict with school programs is a disruption to the learning environment. The school will not be responsible for transactions made in violation of this policy.

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Substitute Teachers

Throughout the school year, there should be a good relationship between students and the Cedarcrest Middle School faculty, in which mutual respect is shown. In the event of a teacher's absence, it is necessary to have a substitute teacher in the classroom. During this time, it is important that the students are on their best behavior. Teachers will receive a written report from the substitute teacher during the absence. Misbehavior with a substitute teacher may result in more severe consequences than those with the regular teacher.

Textbooks

Textbooks are supplied by the school. All books are to be covered. At the end of the trimesters and/or school year, students will be charged fines for excessive wear or damage to their textbooks and for lost textbooks. Consistent with Bethel School District procedures, your student may not participate in extracurricular activities until financial obligations are cleared.

Vending Machines

The vending machines at Cedarcrest are not owned by the school. Use vending machines at your own risk. There will be NO refunds for money lost in the vending machines.

Videotaping

In accordance with privacy protection and individual rights video taping staff or students at Cedarcrest is prohibited. In addition, video taping a fight can be considered encouraging a fight and may lead to disciplinary actions up to and including short and long term suspension.

Visitors

Adult visitors must check in at the main office and obtain a visitor's pass. The pass must be displayed at all times and returned to the main office at the end of the visit/business. Students are not allowed to bring friends/visitors from outside of Cedarcrest with them to school.

Walking to School

We urge parents to review safe walking habits with students walking to and from school.

Fees

Student Fees

All fees are to be paid at the ASB Office. Fees can be paid before/after school and during lunch.

Optional fees:

A.S.B. Card- \$30.00 (All athletes are required to buy an A.S.B. card.)
Cedarcrest Student Yearbook - \$30.00
School Accident Insurance- (A brochure is available in the main office to explain student insurance.)
Athletic Fees – \$30.00/sport. Reduced fees available in specific circumstances approved through the district office.

PE Fees: (All students are required to purchase the following items or provide these same items from another source.)
P.E Uniform-\$20.00
P.E. Shorts- \$8.00
P.E. Shirt-\$12.00

All prices listed above are tentative as this handbook goes to print and are subject to possible change.

If students are experiencing financial difficulty and need assistance in paying your fee, please see a teacher or counselor.

Discipline Procedures

Discipline Philosophy

At Cedarcrests Middle School, we value learning, curiosity, determination, civility, honesty, and pride. We are working together to create a community where everyone feels safe and successful. The discipline program has students acknowledge inappropriate behavior, self-evaluate, take ownership, and develop a plan for improving behavior.

Students who have violated school and/or classroom rules will receive disciplinary action appropriate for the particular offense. Discipline at Cedarcrest in accordance with Bethel School District policy will be progressive. School discipline, which may include, after-school detention, In-School Suspension, behavior contract or probationary status may lead to Out of School Suspension, Long-term Suspension, or Expulsion. This means that students showing patterns of similar indiscretions will see increasingly stiffer consequences.

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The Bethel School District has deemed certain behaviors to be exceptional misconduct. These behaviors can result in immediate suspension for a first time offense. The Bethel School District has a Zero-Tolerance Policy as it relates to arson, explosives, sale or delivery of drugs, alcohol, or mind-altering substances, weapons, or threats to kill. Any student engaging in misconduct is subject to emergency expulsion.

Detention

At times students may be required to spend time in detention after school for poor behavior choices, unexcused absences, and tardiness. If a student is instructed to attend detention, he or she must bring study material and keep busy until it is time to leave. Failure to attend detention will result in further administrative discipline.

Rules for After-school Detention:

- Bring schoolwork to do at detention
- Remain quiet during the entire detention
- Remain in your seat during the entire detention
- Obey requests given to you by the staff member in charge of detention.
- After-school detention begins promptly at 2:00 p.m. and ends at 4:00 p.m.

Suspension

Some behavior choices are not tolerated at Cedarcrest. Students who are serving suspensions are not to be on or near school grounds, or present for any school-sponsored event. In addition, students who are suspended from school for any reason may lose the privilege of attending after-school activities and/or field trips. Re-entry to school may include the presence of a parent.

Dress Code

All students must enter Cedarcrest Middle School in Cedarcrest Gear and remain in dress code throughout the school day. All students must wear clothing that fits. We will not sell clothing that is too small or too large. Additionally, clothing must be unaltered and in good repair (no holes, writing and/or colored ink). Student safety is our main concern.

The administration reserves the right to determine the suitability of questionable styles or accessories (i.e. hair color, clothing, head band, jewelry, writing on self, etc). Students who are not dressed appropriately take up valuable learning time and cause a disruption to the learning environment. Disruptions to teaching and learning at Cedarcrest Middle School are strictly prohibited and students will be disciplined for not adhering to school dress standards. If in doubt, please do not hesitate to contact the administration before your student wears a questionable article to school.

Item	Color	Type
T-Shirts	Grey White Maroon Black *Purchase in our ASB Office or at The LineUp on Pacific Ave	CMS/CJH logo or any approved CMS/CJH or BSD club logo is required Long sleeve or short sleeve. Midriiffs must be covered. T-shirts must hang naturally without pinning or tying. T-shirts must not extend past fingertips when hands are extended at the sides.
 Polo Shirts	Grey White Maroon Black *Purchase at The LineUp on Pacific Ave	CMS/CJH logo required. Traditional/Classic Polo Style (see picture) Shirt must not extend past fingertips when hands are extended at the sides. T-shirts must hang naturally without pinning or tying
Crewneck Sweatshirts	Grey White Maroon Black	Crewneck: solid CMS/CJH color; with CMS/CJH logo; NO other logos.
CMS/CJH Hoodies	Grey White Maroon Black *Purchase in our ASB Office or at The LineUp on Pacific Ave	Hoodies with zippers allowed with CMS/CJH logo only. Hoodies with zippers available at The LineUp on Pacific Avenue. Hoods must be removed upon entering the building. Hooded Sweatshirts: only CMS/CJH approved hoodies may be worn. Hoodies are available in our ASB office. Hoods must be removed upon entering the building.
 Pants Shorts Capris	Solid Black Solid Tan Solid Blue	Belts are not required however pants must be worn at the waist. (see picture) Waistband must fit securely at the waist, above the hipbone, with no shorts/underwear/boxers showing. NO SAGGING! Zip ties will be used if pants are sagging below the waist Shorts must be no more than 3 inches above the knee. Black, tan or blue jeans are acceptable Must be in good repair – no holes, writing, or fraying. Emblems on the pockets are acceptable, but are not allowed anywhere else. NO stripes – even on shorts. Must be a solid color. NO cargo pants, painter pants, zippers, or chains. NO yoga pants, spandex fabric, leggings, or jeggings.
Skirts		NO skirts.
Shoes		Footwear must be designed for public use at all times and have hard soles. Heel must be 2.5 inches or lower. All shoes must have heel straps or backs. No flip-flops, sport sandals, sliders, slippers.
Bandanas		NO bandana of any color. Bandanas are considered gang paraphernalia. School discipline will apply. Policy 3241.3
Jewelry & Accessories		Belts must be worn through the belt loops and not hang down. NO lewd or vulgar language. NO spikes, dog collar chains, pocket chains, bandanas, doo-rags, picks, rattail combs, gloves, leather collars, tattoos, wristbands or sweatbands allowed.
Hats, Headgear, Sunglasses		Not to be worn in the building or during the school day on any part of the body.
Coats, Jackets, Backpacks, and Purses		Jackets/coats and backpacks/purses cannot be brought into classrooms , may be brought or worn to school then put in the student's locker once they arrive.

If you are in need of clothing to meet the dress code requirements, please contact Sue Mackey at 253.683.7574.

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 Stresleski, Director of Athletics and Security at [253.683.6055](tel:253.683.6055), Section 504 coordinator Lori Haugen, Executive Director of Special Education at [253.683.6920](tel:253.683.6920) or Civil Rights coordinator Debbie Carlman, Director of Equity and Achievement at [253.683.6035](tel: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](tel:253.683.6000).