



PIONEER MIDDLE SCHOOL
STUDENT HANDBOOK
2026-2027

Everyone Learning, Everyday

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Administrative Information

Principal's Message

Pioneer Students,

Welcome to the 2026–2027 school year! We are excited to have you here and look forward to a great year together. This handbook contains important information to help make your school year safe, successful, and enjoyable.

Your safety and well-being are always our top priorities. If you see or hear something that concerns you, please know that you can always talk with a trusted staff member. We are here to help.

If speaking directly with an adult feels difficult, you can also use our anonymous tip line by texting your concern to **855-745-3674**.

If you are experiencing mental health challenges, please remember that you are not alone and support is available. You can call or text the **988 Suicide & Crisis Lifeline** anytime by dialing **988**. You may also connect with a trained Crisis Text Line counselor by texting **HOME** to **741741**.

These are just a few of the many resources and supports available to you as a member of our Pirate Family. I look forward to getting to know each of you in the days and weeks ahead and helping make this a successful school year for all.

Warmly,

Principal Fernandes

Administration and Office Staff

Principal	JoAnne Fernandes	jfernandes@steilacoom.k12.wa.us
Assistant Principal	Kristen Barton	krbarton@steilacoom.k12.wa.us
Assistant Principal	John Nystrom	jnystrom@steilacoom.k12.wa.us
Office Coordinator	Claudia Duenas	cduenas@steilacoom.k12.wa.us
ASB/Athletic Secretary	Emily Plumb	eplumb@steilacoom.k12.wa.us
Student Support Secretary	Crissy Ruby	cruby@steilacoom.k12.wa.us
Nurse	Marcey McGraw	mmcgraw@steilacoom.k12.wa.us
Campus Supervisor	Armand Ruffin	aruffin@steilacoom.k12.wa.us

Counseling Center Staff

Grade 6 All, Grade 7 A-L	Charm Taylor	chtaylor@steilacoom.k12.wa.us
Grade 7 M-Z, Grade 8 All	Zach Miller	zmiller@steilacoom.k12.wa.us
Military Family Life Counselor	Kim Butler	kimbutler@steilacoom.k12.wa.us

District Mission

The mission of Steilacoom Historical School District No. 1, in partnership with our communities, is to educate and prepare responsible citizens who can contribute and adapt in a changing world.

Scope of District's Authority

Students who involve themselves in acts that have a detrimental effect on the maintenance and operation of the school or the school district, including criminal acts, and/or violations of school rules and regulations may be subject to disciplinary action by the school and prosecution under the law. The rules will be enforced by school officials:

1. On school grounds, which includes SHSD bus stops, during, and immediately before or immediately after school hours;
2. On school grounds at any other time when school is being used by a school-affiliated group(s), or for a school activity;
3. Off school grounds at a school activity, function, or event;
4. Off school grounds if the actions of the student materially or substantially affects or interferes with the educational process; or,
5. In school-provided transportation, or any other place while under the authority of school personnel.

In addition to individual rights established by law and district policies, students have the substantive constitutional rights listed in WAC 392-400-215, subject to reasonable limitations upon time, place, and manner of exercising such rights consistent with the maintenance of an orderly and efficient educational process within limitations set by law. See SHSD Board Policy and Procedure 3240 for additional details.

Quick Reference Help Guide

Not sure who to ask? See the list below. When in doubt, ask anyone in the main office!

Mrs. Duenas Office Coordinator	Mrs. Plumb Front Office	Mrs. Ruby Attendance Office
Administrative Support Staff Support <i>*Spanish Translator</i>	Student Passwords Sports Registration Counselor Kiosk	Absences Tardy Passes/Attendance Kiosk Fines/Fees
Mr. Ruffin Campus Supervisor	Mr. Miller/Ms. Taylor School Counselors	Ms. Butler MFLAC
Safety Concerns Lost Items and Theft Campus Supervision	Academic Support Student Schedules Student Support	Military Family Support Military Lunches <i>*Permission Required</i>

Bell Schedules

Our most commonly occurring bell schedules can be found [here](#).

ParentSquare

Steilacoom Historical School District uses ParentSquare for school communication, primarily with email, text and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents to access their accounts so they can download the mobile app and update their preferences on when and how they are notified.

Here's what you can do with ParentSquare:

- Receive messages from the school via email, text or app notification;
- Choose to receive information as it comes or all at once at 6pm daily;
- Communicate in your preferred language;
- Comment on school postings to engage in your school community;
- Direct message teachers, staff and other parents;
- Participate in group messages;
- Sign up for parent-teacher conferences with smart online technology;
- Sign forms & permission slips;
- Receive report cards; and,
- Sign up to volunteer all from your phone!

[You can find instructions for downloading the app here.](#) Additional ParentSquare resources and support documents are available [here](#).

Social Media

Follow along with our school on Facebook [here](#).

Academics

Our School Day

Our school day is between 8:10 a.m. and 2:40 p.m. Students are permitted on campus at 7:50 a.m. and should be off campus promptly after school unless participating in a school sport, club, or sponsored event. On half days, dismissal is at 11:40 a.m. and 1:40 p.m. on ACE days which are most Wednesdays. Bus transportation will be adjusted accordingly. Our District Calendar details vacation days when there is no school, early release days, conference days, school district staff professional development days and holidays. A copy of the Steilacoom School District calendar is available [here](#).

Course Options

In addition to core academic classes, middle school students have a handful of enrichment elective classes they can take during the school year. Please review the Course Options appropriate to your grade level, and contact your grade-level counselor with requests and/or questions. Options by grade level can be found [here](#).

Homework Requests

When a student is absent for an extended period of time, homework may be accessed through Google Classroom (s). Students should check Google Classrooms on a daily basis.

A minimum of 24 hours notification is necessary to allow time to contact teachers. Work will be available in the school office at the end of the following school day.

Students who miss classes for a school activity (athletics, field trip, choir/band performance) must make up the work missed in all classes. Failure to complete make-up work after an absence may negatively impact a student's grade(s).

Parent Conferences

In addition to regularly scheduled parent conferences, which are indicated on the [district calendar](#), please feel free to contact the teacher directly if you want to review progress or share specific information about your student and their progress at school. Open communication between school and home is the very best way to meet the needs of each student. We welcome dialogue with you. Keep in mind, district guidelines require a 24-hour notice and Principal permission if you plan to visit the classroom during the school day.

Late Work Policy

Students are allowed up to five (5) calendar days to turn in an assignment after the original due date. (Note: Teachers may list this as a zero (0) during this time, or mark it as missing, or leave it blank.) After five days the assignment will turn into a zero in the gradebook. Each department will decide whether or not they accept work for credit beyond this limit.

Online Grades & Update Policy

Student grades can be monitored using Skyward. Find Skyward by visiting the district's website and clicking the Skyward button on the main page, or downloading the Skyward app on your phone. Teachers at Pioneer Middle School are expected to keep a reasonably updated gradebook uploaded on Skyward every two weeks.

Reassessment Policy

Outside of finals, students submitting an authentic attempt at graded coursework on the correct timeline will generally be allowed to reassess after receiving feedback from their teacher. The teacher of record will communicate their expectations for performance assessment and have autonomy to exercise professional judgment when weighing subjective decisions therein.

If a student does not turn in an assignment on the due date or if they are missing a significant amount of formative work, they may lose the option to reassess. Each department will develop its own policy articulating its reassessment windows. This policy is designed to encourage and reward students who are staying on pace with the class as established by their teacher.

Schedule Changes

Schedule changes will be considered during the first week of each grading period. After this, the school may choose to approve schedule changes on a case-by-case basis. Teachers, parents, and counselors will be involved in any schedule change. Final approval is left to the discretion of the school administration.

Standards-Based Grading

Our grading system is based on three philosophies:

1. Learning improves when teachers give students feedback during the learning process;
2. Grades should only reflect what a student knows and is able to do at any given point in time; and,
3. Learning is a continuum, and reassessment is an important part of that process.

Athletics

If you have any questions or would like more information, please email our Athletic Director John Nystrom, at jnystrom@steilacoom.k12.wa.us or our Athletics Secretary, Emily Plumb, at eplumb@steilacoom.k12.wa.us. Athletics registration can be found on the [website](#).

<i>Fall</i>	<i>Winter I</i>	<i>Winter II</i>	<i>Spring</i>
Baseball (Boys) Fastpitch (Girls) Track & Field (Boys, Girls)	Basketball (Girls) Wrestling (Boys, Girls) Dance - Hiphop (Boys, Girls)	Basketball (Boys) Soccer (Girls)	Cross Country (Boys, Girls) Volleyball (Girls) Soccer (Boys)

ASB Card

You will need to pay for an ASB (Associated Student Body) Card before you may participate in PIO athletics or officially recognized clubs. ASB Cards are \$20 and can be purchased during the year at the Student Support Secretary's window in the commons.

Athletic Code

Steilacoom Athletics follows Board Policy [2151P](#), which details extra-curricular eligibility and includes both RCWs and WIAA Policy. Students and parents are required to agree to this eligibility code as part of their clearance process.

Attendance on Game Day

Student athletes must be present a full school day on the day of practices, contests, or activities to be eligible to participate. Exceptions must be cleared through the athletic director or coach.

Academic Eligibility

- a. Student athletes must meet a minimum requirement of a 2.0 GPA with no failing grades or have a 2.5 GPA or better with one F to be eligible to participate in contests. (See d and e for remedy options)
- b. Student athletes not meeting the minimum grade requirement may participate in team practice.
- c. Student athlete and club members' grades will be checked by the athletic director/ coach following quarter, semester and progress ,grade reports.

- d. Student athletes not meeting minimum grade requirements for 14 calendar days from any classes will be banned from contest participation for a minimum of 7 calendar days, starting the Monday (or first school day if Monday is a non-school day) following a grade check.
- e. Ineligible student athletes are afforded the opportunity to complete a grade check on Thursday and Friday during the week of ineligibility to determine the next week's eligibility standing.
- f. A student athlete may be required to complete a grade check for the purpose of eligibility at any time during the student's athletic season.
- g. All grade checks for ineligible athletes will be conducted under the supervision of the athletic director and coach.
- h. A student who does not meet the minimum academic grade requirements at the end of a quarter will be ineligible to compete in athletic contests through the 10th school day of the next quarter. A valid grade check on that date is required to restore their eligibility for competition or participation (see section "2a" above).

Athletic Clearance/Registration

Our school uses a completely online registration program called [Final Forms](#), which opens one month prior to the start of the upcoming sports season. All student athletes must have fully registered online, which includes a current physical that covers them through the entire season, and have paid for their ASB and Sports Fee in order to be cleared for practice or competition.

Athletic Code of Conduct

At all times, athletes are expected to support the ideals of sportsmanship, ethical conduct, and fair play. They are expected to show courtesy to visiting teams, officials, and visitors at all times. The integrity and judgment of sports officials will be respected at all times. Rules of the game and standards of eligibility will be respected at all times. Finally, athletes are expected to recognize the fact that they represent not only themselves, but also their team, school, family, and community when involved in their activity.

School Discipline and Athletics

All school discipline measures will supersede athletic events or club events. Exceptions must be approved by Mrs. Fernandes.

Schedules & Information

For schedules and information about our athletics, visit [here](#).

User Fees

Student-athletes are required to purchase an ASB Card for \$20, pay a sport user fee (see below), and have a current sports physical in order to fully clear for their sport. The PIO Athletics Department uses this money for many things, including paying for things like officials, transportation, uniforms, and facilities upgrades. Scholarships are available for students receiving free/reduced lunch. Please ask your student's counselor for more information.

- **Each** individual sport requires a \$50 user fee payable **AFTER** tryouts.

Attendance

Absenteeism

Commonly referred to as the *Becca Bill*, our state has established guidelines for schools to monitor and report the accumulation of unexcused absences. Each unexcused absence within any month of the current school year will be followed by a letter or phone call to the parent/guardian informing them of the consequences of additional unexcused absences. After two unexcused absences within any month of the current school year, a conference will be held between the counselor, student and parent to analyze the causes of the student's absenteeism. The district will also assign a staff member to give the student the WARNS assessment in order to determine potential interventions and next steps. If a student reaches five

unexcused absences in any single month, or ten unexcused absences in the current school year, the district is required to file a petition for civil action in juvenile court, per RCW 28A.225.030.

Acceptable Reasons for an Excused Absence

1. Participation in district or school-approved activity or instructional program;
2. Illness, health condition, or medical appointment (including but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceedings or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation or scholarship interview, or;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homelessness status;
9. Absence resulting from a disciplinary/corrective action (e.g. short-term or long-term suspension, emergency expulsion); or,
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon the approved activity.

Excused Absence means being absent from campus for any portion of the school day, including lunch.

Excusing an Absence

A parent or guardian must call, write a note, or come into the attendance office to excuse a student's absence or tardiness. Absences must be excused before the absence occurs or within 48 hours after the absence by one of the following means:

- A phone call to the Attendance Office: 253-583-7205.
 - When leaving a voicemail, please include the following information:
 - Student name;
 - Guardian name;
 - Phone number where the guardian can be reached; and,
 - The reason for the absence.

Extended Absences

Any absence over two days (not including illness) must have prior approval through a Planned Absence form. Signatures from guardians and teachers are required. Forms may be found in the Attendance Office and must be submitted to Mrs. Ruby prior to the absence.

Tardies, Skipping & Truancy

We want you in your classes when the bell rings. If you're not in your classroom, you aren't learning. State law requires teachers to take accurate attendance at the start of each period.

- Tardies are defined as being less than ten minutes late to the start of class.
- Skipping is defined as being unaccounted for during class (ten or more minutes unaccounted for during any portion of a class)..
- Truancy is defined as being tardy or skipping on a consistent basis.

If you are late to class, the teacher will let you in and change your attendance record in Skyward. Students arriving on campus for the first time after 8:10 AM will need a pass from the attendance window. Attendance reports will be consulted and students with timeliness issues will be assigned progressive discipline.

Associated Student Body (ASB) Activities and Student Government

ASB & Student Government

The Associated Student Body (ASB) is the official governing body for student activities at Pioneer Middle School. Its purpose is to promote school spirit, to organize and promote the student events and activities of the school, to aid in the overall administration of school programs and to help students learn the values of our democratic society.

All Pioneer students are eligible to become official members of the ASB through the purchase of an ASB card. Ownership of an ASB Card gives students free or reduced admission to school events, makes them eligible to hold office in student government, and meets the requirement that students must hold an ASB card to join clubs, participate in athletics, and receive services supported by ASB funds.

ASB Card

You will need to pay for an ASB (Associated Student Body) Card before you may participate in PIO athletics or officially recognized clubs. ASB Cards are \$20 and can be purchased during the year at the Student Support Secretary's window in the commons.

Clubs

Pioneer Middle School will be offering a variety of clubs that will meet throughout the school year. Clubs are typically held on Tuesdays and/or Wednesdays. The final listing of clubs has not yet been determined, but will be posted to our school website. Clubs do require an ASB card (see above).

Extracurricular Activities

Pioneer Middle School has a long tradition of student activities. Students are encouraged to participate in music, student publications, student government, and other activities during the school day. Likewise, students are encouraged to participate in athletics, celebration and recognition activities, academic competition groups, clubs, and other activities after school.

After School Activity (ASA) Bus

The district provides transportation for students staying after school for meetings with staff, clubs, and sports. ASA routes have limited stops because they serve the entire district. Click [here](#) for a list of Pioneer Middle School ASA routes.

Student Conduct

Student Expectations

Student expectations outline the school-wide operating principles we will follow at Pioneer Middle School. Simply stated, it is how we will live, learn, and work together. Each student's commitment to follow the ARRS of the Pioneer Pact helps us create and sustain a positive, safe, learning-focused environment at Pioneer. We make expectations clear so that students know what's expected of them and how to be successful.

- **A**ctive learner
- **R**esponsible
- **R**espectful
 - **S**afe

Academic Honesty

Cheating and plagiarism result in a false evaluation of student performance and the mastery of the subject matter. For these reasons, cheating and plagiarism are unacceptable and will result in disciplinary action.

- **Cheating and Fabrication:** When a student claims they have mastered information or when a student falsifies information, which includes copying from another source and using unauthorized materials during a test.

- Plagiarism: The suggestion that someone else's words, ideas, or research data are your own academic work. This includes failing to cite references when using other sources of information. A good example is copying and pasting from an internet web page.
- Assisting in Dishonesty: Helping a student cheat by providing them with answers to an assignment or completing work for the student.

Disciplinary actions for academic dishonesty may include notifying parents, loss of credit on an assignment or test, and/or referring the matter to school administrators for further disciplinary action.

Advisory

Each Wednesday, we have reserved 25 minutes for Advisory time for students to make social-emotional connections, as well as for us to provide safety reminders and conduct other school business.

Cell Phones

Our school policy for cell phones and other electronics is "off and away all day." (This includes earbuds/headphones/smart watches).

At Pioneer Middle School students are asked to keep their phones off and away in their backpacks/lockers from 8:03 am (when they enter the main hallways to head to class/lockers), until 2:40 pm (when they leave). Our staff understands that communication between students and home is important. We ask that if students need to use their phones to contact home, they come to the main office. If students are unable to follow this expectation, they will be asked to turn their phones into the main office until the end of the day. If this happens a second time, the phone will need to be picked up by a parent/guardian. Our goal is not to punish our students, but to empower and retrain them to be fully present at school and in their classrooms.

To that end, we encourage you to read the article [Take Away Their Cellphones...So we can rewire schools for belonging and achievement](#) and discuss our cell phone policy with your student prior to their first day of school. Our goal is to support all of our students to grow academically and socially, and we want to remove any barriers that may prevent this.

If there is an emergency, and a guardian must contact their student immediately, [call our Front Desk at 253-583-7200](#). Refusal to comply with any portion of this policy will result in the student placing their phone in a secure location for the remainder of the school day. This policy is important to all of us who value a distraction-free learning environment. Repeated violations will result in a parent-administrator conference.

Chromebooks

Students will be financially responsible for damages to their district-provided devices. Please do not put stickers directly on any Chromebook. We do not have the ability to check out Chromebooks for use at home.

Closed Campus

Pioneer Middle School is a closed campus. All visitors must sign in at the attendance desk. Additionally, student safety is of great importance to us. We need to know where students are at all times. Once students have arrived on school grounds, they cannot leave without permission. We have procedures in place to ensure that students are safe while acknowledging that there are times when students must leave school for appointments or parents need to allow other authorized individuals to transport their students. The following procedures are designed to address these needs.

- If your student needs to be dismissed early, please send a signed note to the attendance office stating the time they need to leave the school and the reason for the appointment.
- Check in with the attendance office to sign your student out.
- We will call for your student when you arrive in the office.
- If your student returns to school after an appointment, please have your student check back in with the attendance office.

ASB Socials

All social tickets must be purchased in advance. We do not sell tickets at the door.

- *It is the student's responsibility to know when tickets are sold.*
 - All important dates will be communicated via the daily announcements.
 - Students should make plans to purchase tickets early enough that they aren't waiting in line or past the end time.
 - Students must have a signed permission slip on file, and any fines or fees must be paid before a student may purchase a social ticket.
 - Students are expected to follow all school policies at socials. Behavior should be appropriate. Students may be asked to leave if, in the opinion of an adult chaperone, their behavior is not appropriate.
 - Socials are always a school function, even when being hosted by the school off campus. This means that unwanted behaviors may be met with school-based discipline if students make poor choices.
 - Guests are not permitted at socials.

Deliveries & Celebrations

Deliveries of flowers, candy, balloons, food, etc. are not allowed at Pioneer Middle School. If deliveries are made to the school, they will be held in the office until the end of the day when the student may pick them up. Food deliveries will be turned away (this does not include a parent dropping off food for an individual student). For a variety of reasons, we discourage birthday parties at Pioneer.

Discipline

Our primary goal is to keep students in their classrooms. However, sometimes it is necessary to remove a student from this environment for a length of time. Our Administrators follow the SHSD Student Discipline Matrix 3241F - which can be found at this link::

<https://www.steilacoom.k12.wa.us/who-we-are/school-board/board-policies-procedures>.

Displays of Affection

Displays of affection are distracting and inappropriate in a school environment and not permitted at Pioneer Middle School. Those include, but are not limited to:

- Hand Holding
- Hugging
- Kissing
- Lap Sitting

Dress Code

Student dress will be regulated when, in the judgment of school administrators, there is a reasonable expectation that:

1. A health or safety hazard will be presented by the student's dress or appearance, including possible membership in a gang or hate groups;
2. Damage to school property will result from the student's dress; or,
3. A material and substantial disruption of the educational process will result from the students' dress or appearance.
 - Some concrete examples of student dress that would be regulated include:
 - i. Attire that does not cover a student's personal/private areas;
 - ii. Attire that does not cover a student's undergarments;
 - iii. Attire featuring any of the following items or references to said items:
 1. Alcohol;
 2. Drugs;
 3. Hate Speech;
 4. Profanity;
 5. Sex (to include pornography sites/companies);
 6. Tobacco;
 7. Violence.
 - iv. Attire that features coding for language that, when plainly said, would not be acceptable; and

- v. Blankets and slippers.

Entry and Doors

Our exterior doors are kept locked at all times.

Doors open for students at 7:50 a.m. During arrival, students will be admitted into the building through the double doors at the front and back of the building. School staff supervise entry to the building before and after school.

The doors close promptly at 8:10 a.m. Students arriving after 8:10 a.m. need to ring the buzzer at the front of the building to be admitted. Tardy students have to check in at the Attendance Office before going to class. All students who arrive late are marked tardy unless a parent/guardian calls ahead, provides a note, or comes in to check the student(s) in.

Parents/Guardians, volunteers, and guests/visitors, we ask that you ring the buzzer to be admitted. **Please have your ID ready.**

School is dismissed at 2:40 p.m. every day except Wednesdays; Wednesday, school is dismissed at 1:40 p.m. We kindly ask that you wait outside during dismissal unless you have a scheduled appointment.

We appreciate your understanding and cooperation as we work to keep our students and staff safe.

Students should never let anyone into the building. Our staff will handle that task.

Fines and Fees

Fines and fees must be paid in full in order to participate in extracurricular activities like socials and sports. Students who require financial assistance can speak with their counselor or administrator to learn more about how the school can help with these costs. Students and parents are responsible for: lunch accounts, lost or damaged books/materials/athletic equipment, and lost/stolen or damaged Chromebooks/cords. Payments for both fees and fines can be made [here](#).

Hall Passes

For safety reasons, any time a student is outside of their classroom during class time, they must have one of the following present on them:

1. Bathroom – Take Charge Pass; or,
2. Official Temporary Pass – This is the only form of written pass students are allowed to have.

A reminder that no student should be out of the class for the first and last 10 minutes of class.

Harassment, Intimidation, and Bullying (HIB) and Nondiscrimination

Pioneer Middle School strives to make our school a safe and inclusive environment where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section explains what HIB is, what to do when you see or experience it, and our school responds to it.

What is Harassment, Intimidation and Bullying (HIB)?

State law (RCW 28A.600.477(5)(b)(ii)), defines HIB as “any intentional electronic, written, verbal, or physical act including, but not limited to. One shown to be motivated by any characteristic in RCW 28A.640.0101 and 28A.642.0101 (discrimination based on a protected status) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- Physically harms a student or damages the student’s property;
- Has the effect of substantially interfering with a student’s education;
- 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.”

HIB often involves one student having, or appearing to have, more power than another student. While HIB often appears as repeated behaviors, it is important to take single serious incidents seriously. It usually happens more than once or is very likely to happen again. HIB is against the law in our schools.

HIB policy only applies to actions between students. It does not cover harassment, intimidation, or bullying of an employee, volunteer, parent/legal guardian, or community member.

How to Make a Report

Talk to any school staff member, such as a teacher, counselor, coach, or other school staff (consider starting with whoever you are most comfortable with!).

You can report HIB by telling school staff in person or in writing (written reports can be made in your home language; please ask your school or district for support with translation). You can make your report anonymously (without giving your name) or confidentially (asking that your name not be shared with other students or parents/caregivers involved). No student will be disciplined based only on an anonymous or confidential report.

If a staff member learns about, sees, or hears HIB happening, they must act quickly to stop the behavior(s) and keep it or them from happening again. Our district also has a HIB Compliance Officer, Susanne Beauchaine, who helps prevent and respond to HIB (sbeauchaine@steilacoom.k12.wa.us or 253-983-2222).

What happens after I make a report about HIB?

When you report HIB, school staff must act quickly to stop the behavior and prevent it from happening again. If you and the school agree the problem is resolved, then no further action may be needed. But, if you feel that someone you know is facing HIB that is unresolved, severe, or keeps happening, you should ask for an official HIB investigation by completing an [Incident Reporting Form](#).

The school must also make sure that students who report HIB are not treated badly for speaking up. This is called retaliation, and it is not allowed.

What is the investigation process?

The HIB investigation begins if you the [Incident Reporting Form](#), and the incident meets the definition of HIB toward a student. When you submit the Incident Reporting Form, the HIB Compliance Officer or the staff member leading the investigation must notify the families of the students involved that a complaint was received. They must make sure a prompt and thorough investigation takes place. The investigation is usually finished within five school days. If it takes longer, the school will keep you updated, generally once a week, until it is done.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must share the results with you within two school days.

This response should include:

- A summary of what the investigation found.
- A decision about whether the HIB was substantiated (found to have happened).
- Any steps the school will take to address the problem.
- Clear information about how you can appeal the decision.

If HIB is confirmed, the school will address it.

What are the next steps if I disagree with the outcome?

For the student names as the “targeted student” in a complaint:

If you disagree with the school district’s decision, you may appeal. To appeal, send a written request asking the superintendent (or the person they’ve assigned) to review the investigation. They will send you a written decision.

For the student names as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of the investigation itself. They can, however, appeal any corrective actions (consequences) that come from the HIB investigation findings.

What information may I have about other students?

Student privacy laws limit what the school can tell you about any intervention or discipline given to another student. You will be told whether HIB was found to have happened and that steps were taken, even if the details of those steps impacting all students involved cannot be shared.

For more information about the HIB complaint process, including important timelines, please see the district’s [HIB webpage](#) or the district’s *HIB Policy [3207](#) and Procedure [3207P](#)*.

How do I make a HIB complaint about a staff member?

This process is for concerns about one student harassing, intimidating, or bullying another student. If your concern is about a staff member’s behavior, ask to speak to an administrator to report it.

Our Schools Stand Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because of a protected status, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

SHSD Nondiscrimination Policy [3210](#) and Procedure [3210P](#).

What is sexual harassment?

Sexual harassment is unwelcome behavior or communication that is sexual in nature and seriously interferes with a student’s educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must accept unwelcome sexual behavior or communication to receive something in return, such as a better grade or a place on a sports team.

Examples of sexual harassment include:

- Pressuring a person for sexual actions or favors.
- Unwelcome sexual touching.
- Written, graphic, or electronic messages that are sexual in nature.
- Sharing sexually explicit texts, emails, or pictures.
- Making sexual jokes, spreading sexual rumors, or making suggestive comments.
- Physical violence, including rape and sexual assault.

Our school does not discriminate based on sex. We prohibit sex discrimination in all education programs, activities, and employment, as required by Title IX and state law. *SHSD Sexual Harassment Policy [3205](#) and Procedure [3205P](#)*.

What should my school do about discriminatory and sexual harassment?

When a school learns about possible discriminatory harassment or sexual harassment, it must investigate and take steps to stop the unwanted behavior. The school must address any effects of the harassment on the

student at school, including eliminating the hostile environment, and prevent the harassment from happening again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff to report your concerns, ask questions, or learn more about how to resolve your concerns. If English isn't your first language, you can request an interpreter or prepare the complaint in your language. If you have a disability and need accommodations to make a complaint, let the school know your disability needs.

Concerns about discrimination, sex discrimination, including sexual harassment and gender identity:

Civil Rights, Title IX and Gender-Inclusive Coordinator:
Susanne Beauchaine, Executive Director of Human Resources

511 Chambers Street

Steilacoom, WA 98388

sbeauchaine@steilacoom.k12.wa.us or 253-983-2222

Concerns about disability discrimination:

Section 504 Coordinator:

Dr. Kari Terjeson, Director of Special Education

511 Chambers Street

Steilacoom, WA 98388

kterjeson@steilacoom.k12.wa.us or 253-983-2239

To **submit a written complaint**, describe the behavior or incident that you believe may be discriminatory. Send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible so the school district can investigate it promptly. You must submit your complaint within one year of the behavior or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator will make sure your complaint is investigated promptly and thoroughly. The investigation will be completed within 30 calendar days unless you agree to a different timeline. If exceptional circumstances require more time, the Civil Rights Coordinator will notify you in writing and tell you the expected date for the response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. The response will include:

- A summary of the investigation results.
- A determination of whether the school district failed to comply with civil rights laws.
- Any corrective actions or remedies that are needed.
- Information about how to appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board. You may then file a complaint with the Office of Superintendent of Public Instruction (OSPI). For more information about this process, including important deadlines, see the district's *Nondiscrimination Procedure* [3210P](#) and *Sexual Harassment Procedure* [3205P](#).

I already submitted a HIB complaint - what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's based on a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the *Nondiscrimination Procedure* [3210P](#) and the *HIB Procedure* [3207P](#) to fully resolve your complaint.

Our School are Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, whether or not they have legally changed their name.
- Update students' gender designations so they accurately are reflected in school records.
- Provide students with access to restrooms and locker rooms that align with their gender identity.
- Ensure students can participate in sports, physical education classes, field trips, and overnight trips consistent with their gender identity.
- Keep students' health and education information private and confidential.
- Allow students to wear clothing that reflects their gender identity and enforce dress codes without regard to a student's gender or perceived gender.
- Create an inclusive, respectful environment and protect students from teasing, bullying, or harassment based on their gender or gender identity.

SHSD Gender-Inclusive Schools Policy [3211](#) and *Procedure* [3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator, Susanne Beauchaine (sbeauchaine@steilacoom.k12.wa.us or 253-983-2222).

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, see the discrimination section of this handbook for more information.

Our School is Committed to Students and State Law

Washington State wants school activities and events, like athletic competitions, performances, and other extracurricular activities, to be safe for everyone who takes part in them or watches them.

What does State Law say?

Washington State law has long banned intimidation, force, and threats of violence at school events. [ESB 5272](#) (which takes effect in 2026) made those protections stronger. It now also covers officials and volunteers at extracurricular athletic activities, and it has created new consequences for breaking the law. For non-students, if they are convicted of a crime, they may be banned from school activities for up to 18 months, receive a fine, or go to jail for no more than 6 months. For students, other school consequences, including removal from school, may also apply under [RCW 28A.600.015](#).

How is this different from HIB?

This is different from our school's HIB policy, which deals with conduct between students through a school process. ESB 5272 covers more people and more situations and is enforced through criminal law and school discipline procedures instead of the school's HIB process.

These expectations in this section are broader. They apply to everyone at school activities - students, parents, and community members alike - and they cover behavior toward everyone involved, not just students. This section and the HIB section work together but cover different situations.

What should I do if I experience or witness this conduct?

- Call 911 if there is an immediate safety concern.
- Report to a coach, event supervisor, school administrator, or other trusted adult as soon as possible. They can connect you with the right support and make sure the right steps are taken.

- If a student was the target of the conduct, you may also be able to file a report under our school's HIB policy - see the HIB section of this handbook for more information.

Who can I contact with questions?

For questions about safety at school events, contact your school administrators or Susanee Beauchaine, District Safety Officer at sbeauchaine@steilacoom.k12.wa.us or 253-983-2222.

For questions about whether conduct student-to-student may also be HIB, contact the HIB Compliance Officer: sbeauchaine@steilacoom.k12.wa.us or 253-983-2222.

Use our anonymous tip line! Text your report to the Safe Schools app at 855-745-3674.

Health Room

Ms. Marcey McGraw is our school nurse and is available to students with a pass from an adult. Students are not allowed to have medicine of any kind on their person at school. Students found with medication on them without self-administration forms on file in the office will be subject to discipline procedures (Forms are available in the health Room and on the district website under [Health Services](#)). Students must keep all personal medication in the nurse's office.

Language

Students are encouraged to verbally express their personal opinions in such a manner (and at such times) that the language does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity or personal attacks is prohibited. Slurs, vulgar, and/or lewd language based on someone's racial, ethnic, religious, sexual preference or gender identity is not allowed. Vulgarity and/or profanity are prohibited on the school campus and at school events or activities off campus.

Library

Our library is open for students to access technology, check out books, and have an academic space in which to work with staff permission. When classes are present in the library, the space will be closed to student use.

Lockers

Students will be assigned an individual locker at the beginning of the school year. Students should only use the locker assigned to them. Teachers or Ms. Ruby can help with locker problems. The school is NOT responsible for lost, damaged or stolen property belonging to students.

- Lockers are school property and may be opened by school authorities when necessary.
- Lockers may not be changed without permission from school staff.
- Do not give anyone your locker combination.
- Do not keep money or valuables in your locker.
- Lockers must be closed and locked at all times.
- External locks are not permitted.

Lunches

Students must stay in the approved designated areas. Lunch will take place in the cafeteria. Hallways and the commons are off-limits during lunchtime. Outside or gym time will be provided for roughly the last ten minutes of lunch.

Personal Items

Please do not bring to school items/devices that are distracting and/or disruptive to the learning process or environment, such as:

- Large amounts of money/valuables
- Items that are unsafe or potentially dangerous
- Energy drinks

- Toys
- Healys

Bicycles must be parked in the designated area. Students are responsible for locking their bikes up while at school. Students must follow all bicycle/skateboard safety laws in accordance with Washington State Law. Skateboards, rollerblades, healys, hoverboards, and other wheeled devices may not be used on school grounds.

Safety

Pioneer will train and drill our students on various emergency procedures throughout the year. The following terms are important for students to understand and remember:

- Lockout
 - Campus entry and exit is prohibited. All other normal school operations proceed as normal.
- Modified Lockdown
 - Stop all movement on campus, but continue instruction in the current class. Wait for instructions.
- Lockdown
 - Full stop. Cover windows. Stay off cell phones. Barricade doors. Shelter-in-place.
- Evacuation
 - Leave bags in the classroom and follow the teacher's route to the football field.
 - During unstructured class time students should find their first period teacher on the baseball field.

Searches

School administrators and campus supervisors must have reasonable suspicion to conduct a search of a student's locker/bag/person. Students should note that this is a different requirement than what a police officer would need to conduct a similar search. Refusal to comply with a search request may be interpreted as an admission of guilt. This policy is based on state law and board policy. It exists solely to give administrators the ability to make quick decisions to maintain safe campuses. All searches must be communicated to a student's guardian.

Technology Use

All student WiFi use is monitored by SHSD IT. Students who misuse the WiFi at Pioneer Middle School may lose their access. All users must comply with the SHSD Acceptable Technology Use Policy. Students must sign a copy of this agreement at the start of the year. We use a product called SecURLy to monitor student searches, including self-harm, inappropriate site access, or other digital behavior that is concerning.

Video Monitors

Pioneer Middle School utilizes video monitors and cameras to record and document the school grounds. This is to provide and promote student safety and to monitor compliance with school and district policies.

See Something, Say Something

We are safer when we all work together. If you think you see something unsafe, please tell a trusted adult. If you do not feel comfortable saying it aloud, text or call our anonymous tip line at **855-745-3674**.

PIO Student Handbook Agreement

Necessary updates to the handbook during the school year will be shared in Advisory and in ParentSquare.

When students and parents complete the PIO Student Handbook Acknowledgment form in Parent Square, they acknowledge that...

1. *I have reviewed my student handbook and I understand my rights and responsibilities.*
2. *I acknowledge the expectations that have been set for me by my administration, the school district, and the State of Washington.*
3. *If I have questions or concerns about these policies, I will speak to a trusted adult to seek clarification.*

26-27 PIO Student Handbook Agreement Form (See Parent/Student Square Message)

Our district publishes a comprehensive handbook each year which references district policies and procedures. For your reference, an online copy of this handbook can be found [here](#).



Steilacoom Historical School District No.1 does not discriminate on the basis of sex, race, ethnicity, color, religion, creed, national origin, sexual orientation, gender identity, gender expression, homelessness, immigration or citizenship status, disability, neurodivergence, the use of a trained dog guide or service animal, age, and honorably discharged veteran or military status and provides equal access to the Boy Scouts and other designated youth groups.

Allegations or concerns regarding violations of [3210P](#) can be reported to [Mrs. Susanne Beauchaine](#), 253-983-2222