

Timber Ridge Elementary School

Student & Parent Handbook

2024-2025



School PBIS Motto: We are Respectful, Responsible and Safe

Snoqualmie Valley School District No. 410

Handbook Updated: 8/16/2024

STUDENT INFORMATION RELEASE

Use of Directory Information and Photos

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Snoqualmie Valley School District identifies the directory Information as: name, address, telephone number, date and place of birth, grade level, participation in activities and sports, weight and height of athletic team members, dates of attendance, diplomas and awards received, schools attended, and parent(s) name and email. The district may also release photographs or video of students taken in school-related circumstances not generally considered harmful or an invasion of the privacy of the students.

Directory information or photos may be used for purposes such as publication of a student directory, school-related fundraising (Snoqualmie Valley Schools Foundation, PTSAs), parent organization mailing lists, school yearbook, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, email, websites, social media sites or released to the news media, as there are many opportunities to recognize student accomplishments and activities throughout the year. Information will not be released for commercial purposes.

Parents who DO NOT want directory information or photographic images released must submit an OPT-OUT request in writing to their student's school office ANNUALLY—by September 15 each year.

More information regarding FERPA and the opt-out process is available online at: <http://www.svsd410.org/Page/201#FERPALink>. If the school does not receive a written request by September 15th, the school will assume that there is no objection to releasing such information.

ABSENCES / ATTENDANCE (SVSD 410 Policy #3122 and #3124)

The school district expects regular and punctual student attendance. Regular attendance is extremely important for your child's educational progress. **Our office must receive a call or email when your child is going to be tardy or absent.**

To report your child's absence, please call our 24 hour Absence Hotline **(425) 831 3859**, before **9:00 a.m.** If you make this call, it will not be necessary to write a note after the absence. Families will receive a notification regarding absences if the office has not heard from you by 9:00 a.m.

Students who have been absent have the right to make up the assigned work upon their return to school. It is the student's responsibility to obtain the assigned work from their teacher upon returning. Failure to make up the missed assignments within the designated time may result in a reduction of the student's grade. We ask that parents/families strongly consider planning vacations around our school calendar to have the least academic impact on your child. We recognize the positive impact that regular school attendance has on student achievement. As parents/guardians, you play a key role in helping your children achieve their goals. Did you know that when a child misses just one day of school, it takes two days to catch up? When students are not in class, they miss important information and instruction. Quality education requires regular and continuous instruction. For our students to experience continued improvement, we need to have all students in school EVERY DAY and ready to learn. Regular attendance benefits the student, the class, the school and the community.



Late Arrival or Early Dismissal:

You must come into the office to sign in/out your student. Students will be called out of class for early dismissal by the main office once parents are on campus.

Attendance Time Frame:

The learning begins promptly at 9:15 each day

Tardy: 9:15a.m. to 10:15a.m.

AM Absence: 10:16 a.m. to Lunch

PM Absence: Lunch to 2:30p.m.

Friday Absence: Leaving before 12:00p.m.

After-School Messages or Pick-Up Changes:

Please notify the office as soon as possible of a change in your student's after-school plan or pick up. Please try to notify the office by 2pm if any changes are being made. You must notify the office staff. Telling your child's teacher is insufficient.

BICYCLES~ROLLERBLADES~SKATEBOARDS~ SCOOTERS/ HEELIES

Bikes must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bikes must be parked and left in the bike racks until the end of the school day. Bike locks are strongly advised.



***Students riding bicycles will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety.**

Heelies, roller blades, and skateboards are not permitted on school grounds.

Electric and gas powered scooters must be turned off and walked at all times on school grounds.

Students riding human powered scooters should follow the same guidelines as those riding bikes.

CIVILITY POLICY (SVSD 410 Policy # 4011)

The Snoqualmie Valley School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.



The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and,
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

For purposes of this policy, “uncivil conduct” includes the following: directing vulgar, obscene or profane gestures or words at another individual; taunting, jeering, inciting others to taunt or jeer at an individual; raising one’s voice at another individual, repeatedly interrupting another individual who is speaking at an appropriate time and place; imposing personal demands at times or in settings where they conflict with assigned duties and cannot reasonably be met; using personal epithets, gesturing in a manner that puts another in fear for his/her personal safety, invading the personal space of an individual after being directed to move away, physically blocking an individual’s exit from a room or location, remaining in a classroom or school area after a teacher or administrator in authority has directed one to leave, violating the privacy of another individual’s belongings (except for lawful searches by school officials conducted in connection with the administration of school rules and applicable laws), or other similar disruptive conduct.

“Uncivil conduct” does not include the expression of controversial or differing viewpoints that may be offensive to some persons, so long as (1) the ideas are presented in a respectful manner and at a time and place that are appropriate, and (2) such expression does not materially disrupt, and may not be reasonably anticipated to disrupt, the educational process.

In all cases, individuals who perceive they have been treated in an uncivil manner should resolve their concerns through simple, direct or assisted communication with the person(s) at the source of the concern. When this is not possible or appropriate, any person who needs help in identifying and/or using appropriate problem

CIVILITY POLICY continued . . . (SVSD 410 Policy # 4011)

solving procedures may seek assistance from the school principal, principal designee, or work site administrator. Individuals are encouraged to work out issues of concern promptly—and preferably no later than two (2) days after an incident has occurred. No retaliation will be tolerated against individuals for working in good faith under this policy and its related procedures to resolve concerns.

This policy seeks to promote a school culture of respect and civility. Severe or persistent acts of uncivil conduct may, however, violate other school rules, such as the District’s policies against harassment and sexual harassment, or specific conduct codes. Violation of such policies may result in further action, such as discipline, adverse employment action, or criminal charges, as applicable. Nothing in this policy is intended to interfere with the ability of school officials to maintain order and discipline in the schools or to enforce school rules and applicable laws.

Cross References/Related Policies and Procedures: Complaints Concerning Staff or Programs
6390 Sexual Harassment
3207 Prohibition of Harassment, Intimidation, and, Bullying



CLOSED CAMPUS

Once students arrive at school in the morning, they may not leave the school grounds without permission. The school campus is closed to the general public and to students who do not attend Timber Ridge Elementary.

ALL Visitors MUST sign in at the main office.

DISCIPLINE PROCESS

The staff at Timber Ridge Elementary School believes that behavior management involves teaching students how to deal positively with problems and how to make positive choices. This philosophy guides our behavior management policy, and includes components of positive recognition, clear and consistent expectations and guidelines, and fair and relevant consequences.

Positive Behavioral Interventions and Supports (PBIS) is an approach that concentrates on essential features and data-based decision-making in schools. PBIS systems, interventions, and individualized supports help students enhance and improve their productive social behavior while reducing any problematic behavior on the part of students. Timber Ridge Elementary applies essential features of PBIS through clear social expectations within each area of the school.

All staff members focus on teaching, modeling, and reinforcing these expected behaviors across the school settings; we feel it is more important to prevent rather than remediate problems. Sustained use of essential PBIS features has been found to enhance the social and academic outcomes of students.

Minor behavior infractions are handled in the classroom by the teacher, who will inform you if deemed necessary.

Some behaviors (including but not limited to: hitting, kicking, unsafe physical behavior, bullying/harassment) are infractions and may result in a conference with the Principal, Assistant Principal, loss of recess, parent-school conference, or other consequences according to the school board policies regarding discipline.

DRESS CODE - STUDENT

Acceptable dress and appearance is that which does not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process. Students need to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate.

Students sent to the office for a dress-code violation will call home to have appropriate clothing brought to school before returning to class.

- Hats, caps, bandanas, hoods and other accessories are discouraged inside the school building. If any of these items become a distraction in the learning environment, the student will be asked to put it away.
- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- No excessive amounts of perfume or cologne. This can cause respiratory difficulties and allergic reactions.
- Shoes should be durable, and appropriate for running, playing and climbing at recess, and for P.E. For safety purposes no open-toe shoes, flip-flops or platform shoes.
- Shoes must be worn at all times.
- Wheelie shoes are NOT to be worn to school.
- No wallet/Pocket Chains
- Undergarments must be covered.
- Clothing must be free from large holes.

Please label all lunch bags, water bottles, coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" area is located near the multipurpose room. Items not claimed by the end of each trimester will be donated.

Please make sure your child is appropriately dressed for our wet Northwest weather conditions.

EMERGENCY SITUATIONS: Early Dismissal & Lock-down Procedures

Dismissal Procedures

Should we have any type of emergency which requires us to dismiss students, we will use the following steps to dismiss students:

1. First and foremost, remain calm.
2. Parents will be notified through the District Messaging System.
3. Parents/designated adults are to park at Jeanne Hanson Park, or along Swenson on the way to Eagle Point to allow school driveways and streets surrounding the school to remain free for any necessary vehicles to access the school grounds.
4. Parents/designated adults must report to the Student Reunification Area designated below, based on type of evacuation or emergency.

Building evacuation (earthquake, fire): Reception table located at entrance to the side gate near the playground.

Other situations not requiring evacuation (snow, wind, power): Reception table located in the Multipurpose room (MPR).

Any parents entering the school grounds from other areas will be directed to the Student Reunification Area and will not be allowed to take their child until they have signed their student(s) out through proper procedures. This is in the best interest and safety of all of our students.

5. Parents/designated adults provide photo identification to the secretary and indicate student(s) to be picked up. ONLY THOSE PEOPLE LISTED AS EMERGENCY CONTACTS WILL BE ABLE TO TAKE A STUDENT HOME.
6. The secretary will complete a form and give it to a runner who will take the form to the appropriate teacher. The teacher keeps the form when releasing the student. The runner will then take the student(s) indicated to the Student Reunification Area to their parent/designated adult.
7. Parents/designated adults and student(s) will then leave the school grounds immediately for the remainder of the day.

Lockdown Procedures

Building lockdowns can be issued for a variety of reasons: an environmental hazard, hazardous material or gas leak, or suspicious person in the vicinity. An order to lock-down will be issued by local authorities. During a lockdown, staff, students and parents will not be allowed to enter or exit the building until the school has been cleared to resume all normal activities or to begin an early student dismissal process. If directed to resume normal activities, school will dismiss at the regular time. If an early dismissal has been ordered, families will be notified through the district messaging system and the early dismissal procedures (see above) will be put into place.

In the event of a lock-down, please do not call the school so we can maintain open lines. If it is imperative to communicate with the school, do so through the Snoqualmie Valley Police Department. Our Emergency Procedures are reviewed annually to best prepare and protect our students for a safe learning environment.

EMERGENCY SCHOOL CLOSURES

Emergencies, such as snow, ice, power outages, and floods can alter school schedules and affect bus transportation for students.

For information regarding school closures or delayed starts, please check the following resources:

1. www.svsd410.org - click on the emergency information button
2. Local television channels: 4, 5, 7, or 11
3. Direct messaging via phone, email, and/or text from the school district.

If there is no message about Snoqualmie Valley School District No. 410, schools are open on a normal schedule.

EMERGENCY TRANSPORTATION INFORMATION:

- Check District Website: www.svsd410.org
- Call Emergency Hotline: 425-831-8494
- Listen to Radio and TV news

Parents can also sign up for Bus Bulletin and SmartTag by visiting the Transportation page on the district's website. This will allow parents to receive notifications via text or email of delays greater than 10 minutes. This is a free service.

In the event we send students home early due to an emergency situation, parents will be notified via the district messaging system. If we do not reach anyone on your call list, we will hold your child at school until you or someone on the emergency contact list signs them out of the office.

FIELD TRIPS



FIELD TRIPS (*SVSD 410 Policy #2320*)

There are many points of interest off the school grounds to which teachers may wish to take students.

- Permission form will be sent home- parental permission, in writing, is required for attendance.
- If there is a fee involved, they can be paid online! it needs to be paid prior to the day of the trip. No child will be denied the opportunity to attend due to financial challenges; if you need assistance with the fee, please inform the teacher. No child is denied the opportunity to participate in field trips based on ability to pay.
- Attendance is at principal/teacher discretion. Students not attending will be placed in another classroom with prior teacher arrangements.
- All field trip chaperones must complete a background check through the front office no later than one week before the field trip.
- District transportation (school buses) will be used. Chaperones must ride the bus.
- Purchased school sack lunches need to be arranged with the kitchen ahead of time.
- All TRES and SVSD rules and policies apply to field trips.

GRADES/PARENT-TEACHER CONFERENCES

- All students grades K-5 receive a grade report based on the district and state standards.
- Grades are reported at the end of each semester (January and June).
- Parent-Teachers Conferences will be scheduled with each family in the fall (November).

GUM

Students are **not** allowed to bring or chew gum at school.

HARASSMENT, INTIMIDATION & BULLYING

SVSD 410 Policy #3207

The Snoqualmie Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying.

“Harassment, intimidation or bullying” means any intentional act, by electronic, written, verbal, or physical means – including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics – that:

- 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.

Harassment and bullying behaviors can be viewed in two categories:

- Serious, unwanted conduct, such as threats or physical actions;
- Ongoing, unwanted behavior, a pattern of behavior rather than random incidents of meanness or hurtful behavior.

Harassment/Bullying can include (but is not limited to):

- Verbal– name calling, slurs, harassment, teasing, derogatory remarks, rumors, etc.;
- Non-verbal– threatening tones, gestures, inappropriate touching, or actions that intentionally humiliate or threaten a student’s sense of safety;
- Violating personal space– (ex. Bouncing a ball on the back of your bus seat to bug you constantly);
- Physical– hitting, kicking, etc.;
- Exclusion– leaving people out on purpose, cliques, exclusive clubs, telling friends not to be friends with you;
- Threats– communicating to cause fear or anxiety in another person(s), trying to control another with a threat of harm;
- Gender/sexual based or individuality– harassment about gender/sexual orientation or physical appearance;
- Cyber– using technology to bully: social network sites, webpages, text messages, instant messaging, hate blogs, pictures, prank phone calls, etc.;
- Indifferent– being a bystander and not reporting, or laughing and going along with it.

"HIB" HARASSMENT, INTIMIDATION & BULLYING Continued ~SVSD 4 10 Policy #3207

- Sexual Harassment, defined as "unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when: (SVSD Policy # 6590)
 - o Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's participation.
 - o Submission to or rejection of such conduct by an individual is used as the basis for the student's participation or decision affecting the student.
 - o Such conduct has the purpose or effect of unreasonably interfering with the student's school performance or creating an intimidating, hostile or offensive environment."

At TRES, our practice for handling harassment and bullying is for students to report to their teacher, the school counselor, assistant principal or the principal if they are being bullied and/or harassed or if they have witnessed bullying/harassment. We work with students, parents, and teachers in a cooperative, problem-solving manner, which typically results in a positive outcome for all parties. We continue to monitor the situation and take all necessary actions to remedy any ongoing problems.
(RCW OA.36.080)

H O M E W O R K

District Policy No. 2430

The Board of Directors of the Snoqualmie Valley School District believes that education should be a process of creating lifelong learners. Homework has a specific place in helping students to recognize that learning opportunities exist in the home and community. The Board adopts a broad definition of homework which includes not only written work but also related activities such as viewing specific television programs, news reporting, recreational reading, and other activities.

Homework should be supportive of one or more of the following purposes:

- To complete work started in class
- To expand or enrich regular class work
- To build interest in reading and learning
- To make up work missed due to absence
- To promote parent awareness of student learning
- To provide opportunity to pursue special interests or skill areas
- To increase learning time
- To increase the amount of time in class available for direct instruction
- To reinforce independent study skills
- To pursue projects for extra credit
- To enhance retention of skills

Detailed guidelines for homework will be explained by each grade level at Curriculum Night.

ILLNESS / ACCIDENTS / IMMUNIZATIONS / MEDICATION AT SCHOOL

Illness &/or Accidents

The Health Room is available to students should they become ill or have an accident during the day. Students should report to the secretary prior to entering the Health Room. The school nurse will administer all necessary treatments and/or first aid. If it is determined that your child needs to go home due to illness and/or injury, you or someone on your emergency contact sheet will be called (please make sure your phone numbers and emergency contact information is updated and current). Please arrange for your child to be picked up as soon as possible.

Illness: When Your Child Should Stay Home

Specific symptoms for which a child should remain at home are:

FEVER: A child, who has had a fever of 100 degrees F. or over, should stay home for at least 24 hours after fever has passed without the use of fever-reducing medications.

VOMITING: Students who have vomited should remain home for at least 12-24 hours from the last episode and have been hungry for and kept down 2 normal meals.

DIARRHEA: Students who have loose/liquid stool should remain home until normal bowel patterns return.

SECRETIONS: Children with significant runny noses and/or profuse cough need to remain home until the secretions have diminished to a controllable/containable level.

GENERAL ACHES/PAINS: If your child has any physical discomforts (i.e.: stomach ache, headache, sore throat, etc.), carefully assess your child. Your child should stay home if they have any of the above accompanying symptoms or are too uncomfortable to be able to concentrate in class.

This is a brief sampling of common reasons children should be kept home. There are many more contagious conditions which would merit exclusion.

Immunizations

Washington State Immunization Law (RCW 28A.210) requires parents to give schools a Certificate of Immunization Status before a child can attend school. Children entering elementary school are required to have had the following immunizations: DTP, Polio, Measles, Mumps, and Rubella. In addition, as of September 1997, all children entering kindergarten are required to have the Hepatitis B vaccination. Parents may opt out of the vaccine requirements through the medical or personal exemption form.

Medication at School (District Policy #3416)

If a student must take medication at school, either prescription or over the counter, the medication must be kept and administered through the office. According to Washington State Law and District policy, we CANNOT dispense any medication at school without a completed "Physician Orders for Medication at School" form which is available in the school office.

All medications must be labeled by the pharmacy and must be in their original container. The prescription label and the physician's orders must match. Please do not send medications, either over the counter or prescription, to school with your child to take on his or her own. This includes cough drops. If you have questions, please call the school.

If your child has any allergies, asthma or any other health conditions, please call the school office and ask for the school nurse.



INTERNET USE

All students will use the Internet and the many valuable technological resources available to them as they progress with their education at Timber Ridge Elementary. We have a security and filtering system that very effectively controls access to inappropriate material by students. In addition, teachers and instructors are present whenever students are working on computers at school. With this educational opportunity also comes responsibility.

LIBRARY PROCEDURES

When does my child get to check-out books?

All TRES students will be checking-out books when they come for library specialist time on their assigned rotation day. Starting mid-September the library will also be open in the morning before school (9:00-9:15) for book business. The library is **NOT** open after school.

How many books can my child check out?

Kinders check out one book every time they visit and take it back to their classroom until the next library visit (*Kinders do **NOT** take library books home*). First grade also checks out one book but with the added responsibility of taking library books home...and remembering when to bring them back. Second through fifth grades can check out two books (and may periodically earn a 3rd 'bonus' book).

My child said they put a book on hold today. What does that mean?

If a student has an overdue book or has reached their check-out limit they will not be able to check out a new book. We understand that the multi-day rotation can be challenging so we will hold *ONE* book for them until the following day. Students should bring their overdue/forgotten books into the LC first thing the next morning so they can swap for the new book. We find this hold policy is an added incentive to get students to bring their books the next day.

When are books due?

Books are due the next Library check-out day. We understand that things happen, so a book only will become 'overdue' if it has not been returned for two rotation cycles. If students haven't finished a book yet they can always renew a book just by bringing it in and checking it out again. Overdue notices will be sent out periodically. If your child receives a notice, please have him/her check at home, in the car, in their school desk/book box, in their classroom book collection and we will double check the library shelves.

Do you charge fines for overdue books?

No

What happens if my child loses or damages a book?

If a library book is ever damaged, please remind your child to bring the book to us so we can try to repair it. *Majority of the books in our collection are specially designed for library use and may not be available commercially, so **our goal is to find/repair books before trying to replace them.*** If a book is beyond repair or is lost, it will need to be replaced. In these cases, a fine will be assessed to the student which can be paid via Family Access or we will work together to come up with a solution to replacing the title if there is a hardship. Just let us know so we can come up with a solution!

Are you open during recess time for students to check out?

The Library is open before school (9:00-9:15) but we are NOT able to be open during recesses since we will be teaching classes at those times.

What will happen if I don't pay for a lost or damaged book?

After a book has been checked out for 90 days a fine will automatically be assessed. Once a fine has been assessed it will stay on the student's account until it is paid. The fine will follow them to any school they attend in the district. Some schools may require a fine to be paid before participating in a school activity.

What if I pay a fine for a lost book and then I find the book?

Return the book to the library, and if it has been less than 30 days a refund will be issued. After 30 days, or if the book is found after school closes in June, you can no longer get a refund.

After 30 days, refunds will NOT be issued for paid library fines.

LOST AND FOUND

Please label all lunch bags, water bottles, coats, hats, boots, backpacks, and any other personal belongings with your child's name. Parents and/or students should check for lost items before the end of each trimester. Unclaimed items will be donated to charity at that time.

LUNCH PROGRAM

The hot lunch program is run on a cash or online payment process.

Lunch: \$4.25

Breakfast: \$2.50

Students who bring a lunch may purchase a milk for \$0.50

Breakfast is served from 9:00 to 9:15

If you plan to have your child have breakfast with us, please plan on dropping them off as close to 9:00 as possible.



Make Payments Online for Food Service

Adding money to a student's lunch account at any Snoqualmie Valley public school is now more convenient with online payments. The district has contracted with [RevTrak](#), a national credit card payment processor, to provide parents a secure site for making online payments.

Parents will be able to pay student food service fees, view account balances, and see their transaction history online. Online payments will immediately be posted to a student's food service account. Parents who choose this option will be charged a \$1.50 service fee per use.

To access the convenience of making an online payment, you simply need:

- Internet access
- A VISA or MasterCard debit or credit card
- A Skyward/Family Access Login and Password (school office can give you your password if forgotten)

For more information or to put money on an account, click on the [Family Access](#) icon located on the homepage of the district website.

Free/Reduced Cost Lunch Program

If you would like more information about the free/reduced lunch program, please visit:

www.svsd410/Page/191.

Non-Discrimination Policy

Nondiscrimination Statement:

Snoqualmie Valley School District complies with all applicable federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, including gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. The Snoqualmie Valley School District will also take steps to assure that national origin persons who lack English language skills can participate in all educational programs, services and activities.

[Nondiscrimination Policy](#) - [Nondiscrimination Procedure](#)

Inquiries regarding compliance and/or grievance procedures may be directed to the school district's compliance coordinators:

ADA/Civil Rights Coordinator:

Ryan Vidos
Associate Director of
Behavior Health
P.O. Box 400
Snoqualmie, WA 98065

Section 504 Coordinator:

Salina Fassler
Associate Director of
MTSS and Assessment
P.O. Box 400
Snoqualmie, WA 98065

Title IX/RCW 28A.640/HIB Coordinator:

Kelsey Carr
Associate Director of Compliance
and Categorical
P.O. Box 400
Snoqualmie, WA 98065

Parking Lot Procedures

Our goal is to provide a safe, efficient system of dropping off and picking up your/our children at TRES. Our drive-through loop gets very busy during drop off and pick up. More than 100 cars enter and exit our parking lot during a very short period of time. Please review this document carefully to learn how to keep the traffic flow moving to get students on and off school grounds in a timely and safe manner and please pack extra patience if you choose to drop off or pick up your child to keep everyone safe.

Drop Off/Pick Up Area Guidelines

- Use only the **circular loop indicated** on the map below. Picking up and dropping off in any other area is unsafe and creates more disruptions to the traffic flow.
- **No Parking is ever permitted in the drop off/pick up lane**
- Drivers **MUST** remain with their vehicles.
- Stay in the right lane and pull as far forward as possible. Do not stop in front of your child when picking up. Your child will be directed to your car.
- Students must enter and exit the vehicle on the *passenger side only*.
- Students may not be dropped off until 9:00. **Adult supervision is not available until 9:00am.**
- Once dropped off, students will go directly to their classrooms.
- If your child needs assistance getting into or out of the car, please park in a designated space.
- The Left Lane is for traffic flow. Students cannot be loaded or unloaded in the left lane.



Parking Lot Procedures continued...

Words of Wisdom:

If you choose to pick up your child or children after school, there are some critical things to remember to keep your child, and other children safe.

- Keep in mind that dropping off children is a continuous flow.
- Please be respectful of others.
- Never leave your vehicle unattended. We have several staff members outside at pick up time with radios. They are happy to help you. It is easiest to connect you with your child if you remain in one place.
- Stay in the right lane for pick up, the left lane is for through traffic only.
- Please be patient and wait until you get to the designated, staffed drop-off/pick up zone. It is NOT okay to pass parked cars until you find an opening to pull in and pick up your child(ren).
- Do the loop. Just like the airport, if your child is not yet ready to load, we will ask that you continue through and "do the loop" around the parking area. We will make sure that your child is kept safe until you come back around.
- Never cut lanes in front of other vehicles to save time. We have had several "near misses" and some fender benders. This puts children loading and unloading vehicles at severe risk.
- Do not attempt to call children over to your vehicle in the left lane. This is extremely dangerous and does not enable us to maximize student safety.
- Avoid shortcuts to the process. The more we have people trying to come up with ideas to help make their own situation faster, the more backed up the process becomes. An example is dropping kids off at the stairway in front of the school. This places kids at risk. Please never do this.
- Please work with us! We welcome feedback. We love to hear praises and concerns as we continually strive to make Timber Ridge Elementary School the best place for kids. Your input is appreciated.

PARTIES/CLASSROOM CELEBRATIONS

At the teacher's discretion, classroom celebrations may be scheduled during the school year. The intent of classroom parties is for the students to have an opportunity to have fun together in a socially acceptable manner and needs to include all students. We are promoting healthy minds and bodies at TRES; as such, here are some healthy classroom party suggestions:

- Special classroom game or activity
- Low-fat yogurt
- Fresh fruits

Please check with your child's teacher before bringing any food items to ensure the safety and well-being of all students. He/she can tell you of any allergies within that classroom. For more info see SNACKS section.

Party invitations, goody bags, gifts, balloons, and thank you notes may not be distributed at school.

PETS



Due to concern for possible injuries, student allergies, and overall safety reasons, dogs and other pets are not allowed on school grounds.

PLAYGROUND EQUIPMENT & RULES

Playground equipment will be provided for the students to use during recess time. Students may not bring personal equipment for use on the playground. Electronic devices –such as cell phones, iPods, Kindles/e readers, Game-boys, etc. –will not be allowed for use on school grounds. If you have questions or concerns regarding the use of playground equipment, please check with the playground supervisors.

We believe that an enjoyable recess experience requires students/staff to interact in a **RESPECTFUL, SAFE and RESPONSIBLE manner.**

RESPECTFUL MANNER

- Cooperate, make good decisions, and use self-control.
- Be a good sport! Remember to say "I'm sorry!"
- Give personal space; keep hands and feet to self.
- Choose to use appropriate language and tone of voice at all times.
- Settle differences peacefully (Use Rock, Paper, Scissors Game).
- Follow Directions: Stop all activity when a whistle blows or verbal instruction has been given.
- Games are open to everyone, but, in most cases, are separated by grade level.

SAFE "Expected" MANNER

- Play in designated areas only; orange safety cones mean CAUTION!
- Field area: Must be supervised by an adult. Soccer, two-finger touch football, and tag/running games may be played on the field.
- Play within sight of the recess supervisors at all times.
- Proper outdoor clothing attire is very important for safety and comfort.
- Keep hands/feet to self at all times.

UNSAFE "Unexpected" MANNER

- Do not play close to classroom windows or in the bathroom/sink area.
- Do not enter parking lot areas or re-enter buildings without adult permission.
- Avoid tripping, pushing, kicking and grabbing.

RESPONSIBLE MANNER

- Use play equipment the way it was designed to be used.
- Jump ropes are for jumping, not "horsy", "helicopter" or "tying up"; jump ropes should be used on the black-top area. Hula hoops are for one person at a time and should be used on the black-top area.
- Play equipment must be returned to the gray containers after use....this also means picking something up that you may not have played with! Gray containers are not toys and should not be used for hide/seek.

FOR BIG TOYS: Take turns, watch for other students around you and leave enough space between each other to prevent accidents

- No jump ropes or balls in these areas
- No pushing, rough-housing, or cutting in line
- One student at a time on the slides and climbing equipment
- Follow arrows in one direction on all sections of the toy



SLIDES: Walk up steps, slide down facing forward, with feet first and staying seated at all times. Keep the area clear at the bottom of the slide. Do not climb up the slide. Monkey Bars: No climbing/sitting on top of bars or hanging from bars upside down. Swing in one direction.

CLIMBERS: One person at a time on any climbing piece of equipment.

Consequences for Disregarding Playground Rules

For minor issues, all or some of these consequences may be used for teaching appropriate recess behavior.

- Verbal reminder/warning
- Redirect student to a better choice of activity
- Time out for "Stop and Think"
- Loss of recess time
- Problem-solving discussions between students, practicing the art of apologizing

- Follow up with teacher, parent or principal, when necessary
- For more serious violations, students will be immediately referred to the principal or assistant principal.

Positive reinforcement of respectful, safe and responsible behavior will be given in the form of praise and school award programs.

RESPECT TO THE FLAG

State law requires that appropriate flag exercises be held in each classroom at the beginning of the school day. Students not reciting the Pledge of Allegiance are asked to maintain a respectful silence.

SAFETY PATROL

School Safety Patrol is made up 5th grade students.

Students are required to follow directions from patrols. The patrol's job is to ensure student safety on our campus.

SCHEDULE

<u>Monday - Thursday</u>	<u>Fridays</u>
<u>Arrival:</u> 9:00-9:15	<u>Arrival:</u> 9:00-9:15
<u>Learning Begins:</u> 9:15	<u>Learning Begins:</u> 9:15
<u>Dismissal:</u> 3:36	<u>Dismissal:</u> 1:36

SCHOOL SUPPLIES

Please refer to the district website regarding needed school supplies.

If your family needs assistance with school supplies, please contact the office.



SEARCH AND SEIZURES

Student's possessions shall be secure from unreasonable searches and seizures; however, general searches of school property may be conducted at any time provided there is reasonable cause for school authorities to believe that the item sought constitutes a crime, rule violation, or health or safety hazard. Illegal items (firearms, weapons, or other possessions reasonably determined to be a threat to the safety/security of others) are not permitted and will be seized by school authorities.

SEXUAL HARASSMENT AND GENDER INCLUSIVE POLICIES

Sexual Harassment Policy and Procedure:

The Snoqualmie Valley School District is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students and staff involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

SVSD policy [3205](#) prohibits sexual harassment of students by other students, employees, or third parties involved in school district activities. The grievance/ prescriptive complaint process is outlined in [3205P](#). For staff SVSD policy [5011](#) prohibits sexual harassment and [5011P](#) outlines the grievance/ prescriptive complaint process.

Gender Inclusive Policy and Procedures

In compliance with RCW 28a.642.080 the SVSD is committed to fostering an educational environment that is safe and free of discrimination for all students, regardless of gender expression, gender identity, or sex. To that end, the district recognizes the importance of an inclusive approach toward transgender and gender-expansive students with regard to key terms, communication and the use of names and pronouns, student records, confidential health and education information, communication, restroom and locker room use and accessibility, sports and physical education, dress codes, and other school activities, in order to provide these students with an equal opportunity for learning and achievement.

This policy is a component of the district's responsibility to create and maintain a safe, civil, respectful and inclusive learning community and will be implemented in conjunction with comprehensive training of staff and volunteers. See policy ([3211](#)) and procedure ([3211P](#))

SIBLING GUIDELINES

Timber Ridge Elementary sibling policy is one that considers the needs of students, faculty, and families. To support participation and to ensure both teachers and parent volunteers can focus entirely on the children in the classroom, the following policy has been adopted.

Siblings may accompany parents:

- To after-school events and assemblies.
- In the lunchroom for special occasions. Make arrangements ahead of time with the teacher.
- Other activities as directed by the teacher or principal

Siblings are **not** allowed:

- When a parent volunteers in a classroom.
- In the workroom/staff lounge.
- At recess.
- When parents chaperone field trips.

SPECIAL SERVICES

The Snoqualmie Valley School District offers a full range of services to support each and every student.

Counseling: A school counselor provides academic, social, and emotional support to students.

STREAM: Is our Gifted Program which Services the Top 1.5% of students as determined through a battery of assessments.

Occupational/Physical Therapy: Qualified students receive services to address gross & fine motor needs.

Multi-Disciplinary MTSS Team: A multidisciplinary team that supports students who encounter academic, motor, social, emotional, or behavioral difficulties that persist in spite of regular classroom interventions.

Psychologist: A district psychologist provides Special Education assessment and other services for referred students.

Resource Room/Specialty: Special Education teachers and paraeducators provide Resource Room services to qualified Kindergarten through 5th grade students in the areas of Reading, Math, and Written Language and Social Skills.

Speech and Language Services: Qualified students receive support with/for communication disorders, language, speech and/or hearing impairments.

"ELL" English Language Learner: Qualified students receive extra academic and English-language assistance.

STUDENT RECORDS

The district and the school will not release any records concerning a student without written parental consent. The district may, however, release the following information without written consent: student's name, address and phone number; date and place of birth; field of study; participation in sports and activities; height and weight of players on teams; dates of attendance, degrees and awards; most recent educational agency attended; and photographs for public information purposes.

If you do not want any information released, you may submit a written request that information not be released.

Review of Records

Under the Family Educational Rights and Privacy Act (FERPA), parents have certain rights regarding their student's educational records:

Parents have the right to inspect and review their student's education records; to do so, parents should submit a written request to the principal. The principal will make arrangements for access and review of their child's records. According to state law, a response must be made within five business days.

Parents have the right to request an amendment of the student's education records if they believe information is inaccurate or misleading. Parents may ask the district to amend the record by writing a request to the principal, specifying the part of the record they want changed and why it is inaccurate or misleading. If the district decides not to amend the record, they will notify the parent of the decision and advise them of their right to a hearing.

Parents have the right to consent to disclosure of personally identifiable information contained in their student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions include school officials who have legitimate educational interests.

Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with requirements of FERPA:

[Family Policy Compliance Office, U.S. Department of Education
600 Independence Avenue, SW; Washington, DC 20202-4605]

STUDENT RIGHTS

Students are guaranteed certain rights under the Constitution of the United States. No person, however, is guaranteed the right to commit acts which materially and substantially interfere with the appropriate discipline and operation of the school, or which interfere with the rights of others. No pupil shall be deprived of educational opportunity by the district without due process of the law.

SUBSTANCE ABUSE

District Policy No. 5201

Because the use of alcohol, tobacco, and other drugs by children and adolescents is harmful and illegal, we will not allow their use. We support chemical abstinence for all adolescents and children so that they can reach their full intellectual, emotional, social, and physical potential. All school personnel will enforce the prohibition of alcohol, tobacco, and other drugs. Prevention services and other resources are available through community agencies and consultation with school staff.

TELEPHONES & CELL PHONES & Electronic Devices

The office phone is a business phone and is not to be used by children for planning play-dates, parties, etc. A student is not to use the phone without a note from his teacher, and only then in EMERGENCIES. In case of illness of a child, school staff will make the call home. Children will be allowed to use the phone any time a teacher gives a child a note. Please remind your child to ALWAYS leave a message when they call home from school.

Cell phones and SMART watches may be used outside the buildings before school and after school. They must be turned off and stored in backpacks during the school day.

TOYS/ VALUABLES/ ELECTRONICS

Electronic devices (such as cell phones, iPods, cameras, Kindles/e-readers, electronic games) should be left at home. Students who choose to bring such devices to school do so at their own risk, and accept that they are to be used before/after school only. All electronic devices should be off and away during the school day. Inappropriate use of electronic devices during the school-day will result in confiscation of the item and potential disciplinary action.

Camera / Recording- Students are prohibited from using cameras/phones/Smartwatches to photograph or make video recordings of any other person in the school.

Buying, trading, and selling between students is not allowed. Any personal possession that becomes a classroom distraction will be confiscated and held until claimed by a parent.

TRANSPORTATION TO AND FROM SCHOOL

It is expected that students will travel to and from school in the same way each day. Should an emergency arise and a change is needed, please send a note to your child's teacher no later than the morning of the change.

The back area of the school is for bus loading and staff parking.

Crowded Hallways: Parents who are meeting their child(ren) after school are asked to meet them outside in front of the building. Adults who are waiting in the hallway will be asked to meet their child outside in the front of the school. Students will wait for their parents in the front plaza until they are picked up by their parent/designated adult. A consistent plan for pick-up ensures great student safety. Please do not wait for your child back by the bus loading or car pick up as this creates unsafe congestion.

Students who walk should leave immediately for home once school is dismissed; there is no after school supervision provided. ALL students must leave campus and not return without adult supervision until 3:35 to confirm that ALL students have been safely picked up. Students using the playground after 3:35pm MUST be supervised by an adult. Children are not permitted to walk through coned off areas and sidewalks. Your cooperation in following and obeying all safety patrol members and TRES staff is greatly appreciated.

VOLUNTEERS / VISITORS

For the safety and security of our students, **all visitors in the building must sign in** with the office and wear visitor badges while on the school premises. This includes all parent volunteers who must also complete volunteer training.

WEAPONS

District Policy Manual: Policy No. 3601

Firearms and other weapons are not allowed in school, at school sponsored activities, or on school grounds and other school district facilities including school provided transportation. If a student brings a firearm or other weapon to school it will result in an immediate Emergency Expulsion for no less than one calendar year, parents and law enforcement will also be notified. The expulsion may be modified by the school district on a case by case basis.

WA STATE OFFICE OF THE EDUCATION OMBUDS

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

Thank you for your careful review of these procedures. They help to ensure that all students are safe and have a positive school experience. If you have any questions, please give us a call at 425-831-3800.

Welcome to Timber Ridge!
We hope you and your child have a wonderful school year.

Sincerely,

Shawn Lawrence, Principal

Joe Weber, Assistant Principal