

# TWIN FALLS

## MIDDLE SCHOOL



TWIN FALLS MIDDLE SCHOOL  
46910 SE MIDDLE FORK ROAD

# 2025



# STUDENT HANDBOOK



SNOQUALMIE VALLEY  
SCHOOL DISTRICT



**TFMS**

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# MISSION STATEMENT



Twin Falls Middle School is a safe, accepting learning community that prepares middle school students to be respectful, resourceful, educated citizens.

It is based on...Relationships, Relevance and Rigor

## Student Handbook 2023-2024

### TFMS Vision Statement

Twin Falls Middle School is an inclusive learning environment based on academic rigor, collaboration, and the belief that all students learn as they become active participants in their own education. Indicators of vision implementation are:

- Positive Partnerships between students, teachers and parents
- Everyone feels safe and accepted
- A variety of learning opportunities is evident
- A belief and message that all can achieve their potential in words and actions
- High level of success/competence and every student is challenged

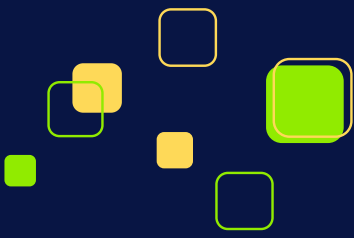
### Snoqualmie Valley School District

**VISION STATEMENT:** Our vision is to become the best School District in Washington State by any measure.

**MISSION STATEMENT:** Our mission is to educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

### Twin Falls Legend:

Twin Falls Middle School was the final name selected from a list of over 500 submitted names. Twin Falls is one of the famous waterfalls of the Pacific Northwest. It is located near Twin Falls Middle School in Twin Falls State Park. Our school colors are Forest Green representing our surrounding green belt, Black representing our Raven mascot, and Silver for the mighty Twin Falls.



# CONTACT INFORMATION

[HTTP://TFMS.SVSD410.ORG](http://TFMS.SVSD410.ORG) ~ CALENDAR

## Attendance line

- If your student will be absent, please call the attendance line and leave a message. Line is available 24hrs a day **425-8314151**
- Please leave clear message with the student's name and your call back number in case of any questions.
- Contact information is available on our school and district websites.

## To contact a teacher:

- Leave a brief message on the teacher's voicemail. Be sure to leave your name, your child's full name, your phone number and the reason for the call.
- Email the teacher; be sure to include your child's full name

## To set up a meeting with a teacher or counselor:

- Contact the staff member directly.
- Please make an appointment to ensure the teacher or counselor is able to give their full attention to your concern.

## To set up a meeting with an administrator email directly:

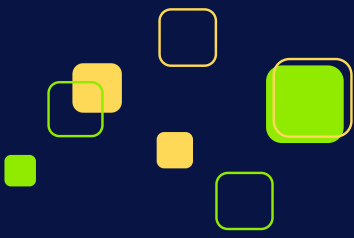
- Jeff D'Ambrosio Principal: [dambrosioj@svsd410.org](mailto:dambrosioj@svsd410.org)
- Andre' Glover Vice Principal: [glovera@svsd410.org](mailto:glovera@svsd410.org)

## To ensure a safe and orderly school environment, the TFMS staff will:

- Teach the policies and expectations as outlined in the handbook.
- Enforce the school policies.
- Establish and support communications between parents, students and staff

**CONTINUED...**





TFMS

# CONTACT INFORMATION

Messages and Phone Use (also see Electronic Devices below)

- TFMS discourages parents from calling or texting a student's cell phone
- If an emergency arises, please contact the office.
- Students should use the school's phone, not their cell phone, for emergency situations.

School Cancellation:

Please consult the district website, radio or television for cancellations or late start times.

Please be aware that the school district and transportation department will be unavailable to take calls. Instead, you may call the 24-Hour School Emergency Information Line (425) 831-8494 for recorded information

## Parent Square

Keeping your family informed and connected to our schools and district is important to a positive school experience. We are excited to continue using the communication tool, Parent Square, introduced last year. Parent Square simplifies communication by consolidating information such as district updates, school news, attendance notifications, closures/delay notifications, and much more into a one-stop, user-friendly platform.

To make the most of Parent Square, we recommend downloading the mobile app onto your smartphone for a seamless experience that allows you to utilize all the fantastic features.

## DOWNLOAD THE APP

iOS App - [Apple Store](#) | Android App - [Google Play Store](#)



# TWIN FALLS

## MIDDLE SCHOOL EXPECTATIONS


At TFMS we implement a school-wide system called Positive Behavioral Interventions and Supports (PBIS). Our focus is to teach and reinforce positive behaviors to students. Through PBIS, we will work to create and maintain a safe, accepting learning environment in which all school community members have clear expectations and understanding of their role in TFMS' educational process.

The TFMS PBIS system consists of the below features:

- Defining behavioral expectations within our S.W.A.G. Behavior Expectations
  - Service
  - Work ethic
  - Act with dignity
  - Grit
- Acknowledging positive behavior
- Arranging consistent consequences for behaviors not consistent with our
- expectations (see next page )
- Decisions about behavior management are data based using the SWIS database resource.
- 

Remember, the goal for TFMS is to promote positive behaviors for all students.

# TFMS FLOWCHART

	Arrival & Dismissal	Hallway & Transition	Bathroom	Commons	Classroom
<b>Service</b>	Help others in need Keep grounds free from litter	Accept your place in line Help others in need	Keep facility clean Report vandalism Demonstrate self control	Maintain clean space and conversation Keep food on tray or in mouth	Encourage others Clean up after yourself Work together to keep classroom clean and organized
<b>Work Ethic</b>	Keep your school clean Wear clothing that meets dress code	Wear clothing that meets dress code Keep hands off the walls and the items on the wall	Keep floors and walls dry and clean Throw trash in trash can	Clean up after yourself	Be ready to learn Be present and focused Actively participate in class
<b>Act with Dignity</b>	Acknowledge those around you	Use appropriate and non offensive language No profanity Respect posters and displays report bullying or vandalism Depersonalize conflicts	Give privacy to others Wait your turn Use appropriate words and actions Depersonalize conflict	Use appropriate and non offensive language No profanity	Be honest Speak up for yourself and others Take responsibility for your actions Depersonalize conflict
<b>Grit</b>	Aim for 95% or better attendance	Be on time Solve problems using good decision making skills	Use equipment responsibly	Don't allow others setbacks to discourage you Solve problems using good decision making skills	learn beyond classroom Challenge yourself Strive to be your best Persevere over obstacle



# TWIN FALLS MIDDLE SCHOOL DRESS CODE



Our goal is that all students dress in a way that shows respect for themselves and for their school. Dress code applies to all school events. Consequences may include being asked to change clothing, cover up, or go home if necessary.

- **Head:** Students may wear hats in the building. Headwear in classrooms at the teacher's discretion.
- **Neckline:** Tank tops must consistently cover chest
- **Clothing** that promotes drugs, alcohol, tobacco, and violence, or displays inappropriate pictures/writing is prohibited.
- Undergarments must be covered.

Further guidelines/clarifications:

Headwear exceptions will be made for medical, religious and other approved reasons.

**Following items are not permitted:**

- Capes (anything worn as a cape)
- Costumes of any kind
- Blankets of any kind
- Toys/Pillows of any kind
- Pants that reveal undergarments or sag excessively
- Clothes that are pornographic, contain threats, promote illegal or violent conduct such as the unlawful use of weapons, drugs, alcohol, tobacco, or drug paraphernalia;

Attire worn in observance of a student's religion are not subject to this policy.

PE or school activities may be exceptions to dress code standards (i.e. dress up days, dances, etc.) which will be clearly communicated to the TFMS community.

Principals are required to ensure that all staff are aware of and understand the guidelines of this policy.

Staff will use reasonable efforts to avoid discussing possible infractions with students in front of their peers.

Students shall not be disciplined or removed from class as a consequence for wearing attire in violation of this policy unless the attire creates a substantial disruption to the educational environment, poses a hazard to the health or safety of others, or factors into a student behavior rule violation such as malicious harassment or the prohibition on harassment, intimidation, and bullying. Further, no student shall be referred to as "a distraction" due to their appearance or attire.

Typical consequences for a violation of this policy include parent/guardian contact or conference and the directive to cover, change, or remove the non-complying attire. A student may be instructed to leave their classroom briefly to change clothes. The Principal or their designee should notify a student's parent/guardian of the school's response to violations of the student dress policy.



# BUILDING

## INFORMATION

Twin Falls Middle School (TFMS) offers a safe, supportive learning environment for North Bend students in grades 6-8. Twin Falls supports a collaborative teaching model, uses engaging technology, and benefits from active parent involvement.

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13 Campus Policies & Procedures

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23 Standards of Student & Staff  
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# ATTENDANCE POLICY

Regular and punctual attendance is important to your student's progress. According to Washington State law, enrolled students eight years of age and above and their parents are responsible for ensuring the student's daily attendance. Please help your student develop good attendance habits.

Absences that are excused include: illness/health, religious observances, school approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior principal and superintendent permission. In case of absences, please notify the school as soon as possible and provide your child's name, grade and reason for the absence.

Students will receive 1 day per excused absence to make up their work. The student is responsible for getting assignments and completing missed work.

Students can enter school on their own and use their student ID to check in if they are late. Parents are not required to enter with the students. If the student is excused please call and leave a message on the attendance line to excuse the tardy or late arrival

Student interaction and participation in class activities are important parts of middle school curriculum. Absences negatively impact student learning. Participation is required to attain full credit. Excessive tardies may result in lunch detention or other appropriately deemed consequence.

It is the responsibility of students to:

- Attend all classes promptly and regularly.
- Bring a note and sign in with the attendance secretary for all late arrivals and early dismissals.
- Students must make arrangements with each teacher for make-up work upon return to school.
- Students are allowed one day per day missed to make up work. Please meet with each teacher about assignments, make-up work, missed tests or quizzes.
- Check Schoology while absent for assignments.
- Students can enter school

It is the responsibility of parents/guardians to:

- Emphasize to your child that school attendance is a priority.
- Call the school each day your child is absent or will be tardy. [425-831-4151](tel:425-831-4151)
- Check Schoology and Skyward frequently, especially when your child is absent.

# EARLY DISMISSALS & LATE ARRIVALS

For early dismissals:

- Send a parent/guardian note to the office before the start of the school day or call the school office. This will minimize classroom disruptions.
- A parent or emergency contact must sign the student out in the office before leaving.
  - The parent/emergency contact person may be asked to show ID and must be listed on the student's Emergency Notification Information Card.
- Upon returning the same day, the student must sign in with the Attendance Secretary prior to returning to class.

For late arrival:

- Send a parent/guardian note to the office upon arrival, or call the attendance line at (425) 831-4151
- Students can enter school on their own and use their student ID to check in if they are late using the tardy kiosk. Parents are not required to enter with the students.

Excused Absences:

- Absences that are excused include: illness/health, religious observances, school-approved activities, family emergencies, disciplinary actions as required by law, and family trips with prior approval from the TFMS office.

Unexcused Absences, the administrative office will:

- On 1st unexcused absence, notify parent/guardian.
- On 2nd unexcused absence, request conference.
- On 3rd unexcused absence in a month, or 10 in a school year, TFMS will file a truancy petition with the King County Juvenile Court (copy sent to parent/guardian).
- Consequences for unexcused absences will follow TFMS progressive discipline model.
- Students not in attendance more than 20 consecutive days will be withdrawn.
- Excessive excused absences may result in petition to King County Juvenile Court.

# TRANSPORTATION



## Bikes and Boards

- Students must walk their bicycles on campus and secure them in the bike racks.
- The school assumes no responsibility for loss of or damage to bicycles.
- The law requires that bicycle helmets be worn at all times.
- Skateboards, roller-blades, and scooters are not to be used on school grounds.

## Bus Procedures

Students are expected to follow district expectations while on the school bus and at bus stops. Student misconduct may result in a follow up with TFMS administration.

- Follow the bus driver's directions the first time they are given.
- Respect yourself and others' space and property
- Talk in a quiet voice.
- Keep your hands and feet to yourself.
- Make safe choices for yourself and the safety of others.

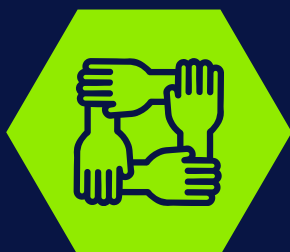
Students are to ride only their regularly assigned bus and exit at their regular stop. We are unable to approve any changes to a student's assigned route. Please refer any questions or concerns to our transportation department at [\(425\) 831-8020](tel:4258318020).

## Bus SMART Tag

- Distribution of SMART Tags will be done during the first two weeks of school
- In the event a SMART Tag is lost please you can Request a new one by visiting SVSD and heading over to transportation and choosing "Replacement SMART Tag request"



# CAMPUS POLICIES AND PROCEDURES



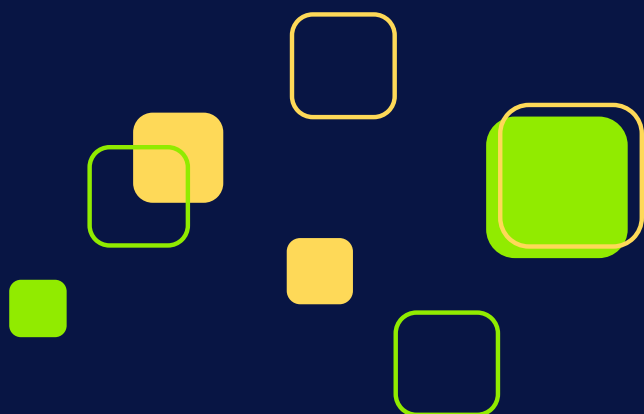
## CASCADE COMMONS DINING

Breakfast and lunch are served daily in our commons. During dining:

- Walk in Cascade Commons
- Go to the choice station line of your food preferences
- Take food for yourself only
- Be responsible for cleaning up your own mess and bussing your own tables using recycle containers.
- Give your attention quickly during announcements.
- 15/5: During the first 15min of lunch students are to eat lunch without the use of a computer. The last 5min All student must use wall seating for cleaning.

## CLOSED CAMPUS

TFMS is a closed campus. When students come on campus, they must stay until the end of the school day unless signed out by a parent. Students leaving campus without permission will be given school consequences. Students staying for after school activities may not leave campus until parents pick them up/activity bus or the event is over.



## DISRUPTION OF SCHOOL/DISRUPTION OF THE EDUCATIONAL PROCESS

A student shall not use, or threaten to use, violence, force, coercion, threat, intimidation, fear, passive resistance, or any other conduct which is reasonably certain to result in the substantial and material disruption or obstruction of any lawful mission, process or function of the school.

## ACADEMIC DISHONESTY

Cheating undermines the values of honesty, fairness, and responsibility that our school upholds. To ensure a fair learning environment, the following policy applies to all students:

Steps to Address Cheating:

1. Immediate Action:

- If a student is caught cheating, the teacher will immediately stop the test or activity and confiscate any unauthorized materials.

2. Documentation:

- The teacher will document the incident, including details of the cheating, and inform the student of the violation.

3. Notification of Parents/Guardians:

- The teacher will notify the student's parents or guardians of the incident and the consequences that will follow.

4. Reflection Assignment:

- The student will be required to complete a reflection assignment on the importance of academic integrity.

5. Follow Up meeting

- A meeting will be held with the teacher or school counselor.

Cheating is a serious violation of our school's values. By following these steps, we aim to educate students on the importance of integrity while enforcing appropriate consequences to maintain a fair academic environment.



## FINES

Fines (or replacement fees) will be charged when a student loses or damages school equipment, school property, materials, or sports uniforms/equipment; and for library materials returned 30 days overdue.

- Students are responsible for textbooks issued to them. Each numbered textbook is issued to an individual student.
- Students are responsible for any sports uniform or equipment checked out to them.
- Item(s) are considered 'lost' if not returned within 30 days of the due date. At this time, students will be assessed a fine to cover the replacement cost of the item(s).
- Damaged materials will be assessed fines.
- Fines must be cleared in order to participate in the end of the year activities, receive yearbooks, and receive final report cards.
- Fines are paid in the front office; keep all your receipts as proof of purchase/payment.

## FIELD TRIPS

- Field trips are privileges afforded to students.
- Students can be denied participation if they fail to meet academic or behavioral expectations.
- When the purchase of a ticket is required for the field trip, the ticket cost is NON-REFUNDABLE. (e.g. Theater, End-of-Year Trips) unless the student is denied participation due to school imposed discipline.

## GAMBLING

Students who gamble on school grounds will face disciplinary action.

## GUM

To maintain a clean and respectful learning environment, gum chewing is not permitted on school premises. This policy helps prevent distractions, potential damage to school property, and maintains overall cleanliness.

Students found chewing gum will be given a warning. Repeated violations may result in disciplinary action or other appropriate consequences as determined by school administration.

## GUESTS

- Student visitors during the school day are not allowed unless given prior approval from the Principal. Approval must be received 24-hrs in advance.
- Please check with the administration regarding Covid-19 procedures.
- Adult visitors and volunteers are welcome, but must first check-in at the office to get a visitor's badge
- Adult visitors to the classroom will be allowed only with the prior knowledge and arrangements of staff or administration.

## LIBRARY

Students are expected to be timely with all materials checked out; late fees/fines may apply to materials 30 days overdue.



## HOMEWORK CLUB

- Students meet in the designated classrooms right after school two days/week (days to be announced).
- All students are welcome.
- Students work on homework and study with a teacher who is available to provide help with assignments.
- Transportation is generally available on the after-school Activity Bus

## LOCKERS

- Lockers are given for your convenience and are the property of Twin Falls Middle School.
- Keep clean and ready for possible inspection at all times.
- It is the student's responsibility to make sure your hall locker/PE locker is LOCKED (don't leave the lock on the last number in the combination).
- Students should never change lockers without getting permission from office staff.
- Report any problems that you have with your locker to 1.) your teacher, 2.) the custodian or 3.) the office.
- Inappropriate care (may include kicking, jamming, stickers, etc,) could result in monetary restitution or ability to have a locker.

## LOST & FOUND

- Remember the school is not responsible for items brought to school
- Lost and found locations: Commons, Office, Gym.
- Students turn in textbooks, wallets, watches and other valuable items to the office so the rightful owner can retrieve them.
- Failure to turn in a found item will constitute theft.
- All lost and unclaimed items will be donated to local charitable organizations. As a courtesy, an electronic notice may be given in the newsletter prior to each donation.

## MEDICATION & ILLNESS AT SCHOOL

- If you feel too ill to be in the classroom, notify your teacher, who will send you to the office. Please contact your parents/guardians after you have spoken with our nurse.
- Check-in with a member of the office staff.
- Report to the Health Room, if there is not a Nurse in the Health Room, the student will tell one of the secretaries the health concern.
- After a short time of rest, a decision will be made whether to have the student return to class or call parent/guardian to pick them up.
- All accidents must be reported promptly to the teacher in charge and to the office staff.
- Parents will be notified if an injury occurs.
- "Medication at School" order form signed by a doctor and parent/guardian is required in order for office staff to provide either over the counter or prescription medication to a student.
- No medication, prescription or over-the-counter, should be brought to school until parents/guardians have received approval from the school nurse. Once medication is approved, it must be brought to the school by a parent.





## OFFICE

- Students may come to the office to make an appointment with a principal or leave a message, materials provided on your school counselor's door.
- The main office is open 7:10am until 3:00pm daily\* during the school year (\*the office closes at 1:00 on some Fridays, please call first). All school business should be conducted during this time. The school telephone number is 425-831-4150. Messages may be left at this number after office hours.

## PHYSICAL EDUCATION DRESS

- Students' names must be permanently written on tags
- In cooler weather, students may choose to wear sweats.
- Students need to wear socks and athletic shoes.
- PE clothes should be taken home at the end of each week to be laundered.
- PE lockers are provided for clothes, it is your responsibility to secure your personal items with the lock provided.
- Left items on benches, floors may end up lost or stolen.

## STUDENT COUNCIL (ASB)

- The student council is involved in many activities such as helping plan the school fundraisers, operating the student store and sponsoring school time socials, night events, school spirit days, assemblies and helping with celebration activities.
- Elections are held for the board positions for the 7th & 8th grades in the spring and for the 6th grade in the fall. Application procedures will be given at the beginning of election time.
- Students are expected to maintain a 2.0 GPA minimum, cannot have any D's or F's, and must display appropriate behavior to hold an office.

## WITHDRAWAL FROM SCHOOL

- The office must process a withdrawal from school. The student must:
- Provide a written or verbal notice of withdrawal from parent/guardian at least two days prior to leaving.
- Complete a "Withdrawal Form" and return it to the office at the end of their last day at TFMS.
- Return all textbooks, library books, equipment, uniforms, etc.
- Empty PE and regular lockers.
- Once all fines have been paid, the student's school record will be released to the new school.
- 
- NOTE: Most Washington schools will not allow a student to register unless a withdrawal from the previous school is obtained.

**EXTRA-CURRICULAR PROGRAMS MAY INCLUDE THE FOLLOWING:**



**SEPT - OCT**

Cross Country  
Soccer  
Volleyball

**OCT - JAN**

Basketball  
Wrestling

**JAN - MARCH**

Basketball  
Soccer

**APRIL - MAY**

Track and Field

**ACTIVITY BUS**

Departure Time: 4:45PM

Drop off locations: Opstad Elementary & North Bend Elementary

**CLUBS**

(Determined by student interest and resources available)

Current Clubs; Art Club, Rainbow Club, Key Club, Rocket Club, Archery Club

All students are invited to join the team/activity at the beginning of each season. Please note that some extra-curricular events are grade specific. Completion of the athletic clearance process is required to meet the eligibility standards.

Clearance Process Required:

To be eligible for participation in TFMS extra-curricular activities, a student must meet the following requirements:

- Have an annual ASB Membership (\$20)
- Complete participation and parental approval/release of liability card/emergency information form
- Pay required “pay to participate” fee (Sports \$88/Clubs \$20)
- Physical exam/clearance card signed by physician (athletes only)
- Maintain eligibility academic standard of a 2.0 GPA and with no D’s or F’s
- Maintain a high level of acceptable behavior
- Maintain regular school attendance
- Number of practices required per sport in accordance with WIAA and league requirements (athletics only)

Note: Managers need to meet all eligibility requirements with exception of the Physical Form.



## ANNUAL FEES AND EXPENSES

### Annual Fees and Expenses

Some common fees and expenses are listed below. Please keep all your receipts when you pay fees as proof of purchase. Fees are subject to change on a yearly basis.

ASB Membership  
Yearbook

### ASB membership fees provide for:

- Activity periods
- Socials
- Clubs
- Co-curricular sports
- Equipment
- Awards
- In School Activities
- Grade level activities
- Assemblies
- Music events
- Co-curricular transportation
- Uniforms
- Officials' fees
- Other student activities

### Waivers and Reductions

Participation fees are waived for students enrolled in Free and Reduced-priced meals and/or the College Bound Scholarship program. Complete the required [Financial Assistance Release Form](#) to give consent and receive financial assistance for extracurricular activities.

**Addendum: Twin Falls Middle School reserves the right to amend this handbook (dates, prices and policies) at any time with advance notice if it is deemed necessary.**

# ELECTRONIC DEVICES

Technology and Electronic Devices: Students are encouraged to keep in mind that expensive, personal electronic devices are at risk for theft. Students who choose to bring such devices to school do so at their own risk. Students should use the school’s phone, not their cell phone, for emergency situations.

Technology use in the classroom is at the discretion of the teacher or staff member. Inappropriate use of electronic devices during the school day may result in their confiscation and/or disciplinary action.

## Printing

- Print only with the permission of the teacher.
- Immediately report printing errors/failures (a lot of times the printer is just out of paper). Do not click print again until the problem is fixed.
- Clean up your area and push in your chair before leaving.
- 

## Student Passwords

- Student passwords are to be CONFIDENTIAL and not shared with others.
- Students are 100% responsible for the content of the Network User Share Account.
- Misuse of student passwords will result in disciplinary action

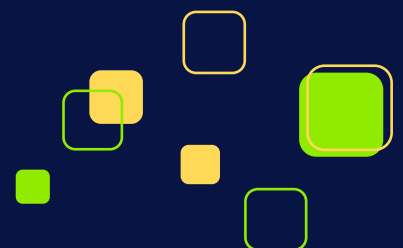
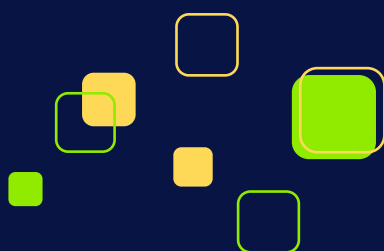
## Inappropriate Material

Any use that is considered sexually inappropriate, violent, or that may cause disruption of the network services is absolutely prohibited! This includes, but is not limited to all server management, remote access, “hacking type” applications, and all other software that is not legally licensed to TFMS. Consequences will be a locked out network account and/or possible criminal charges.

## Schoology

Parents can see their student's classes in Schoology- all they have to do is, create an account and Add their Student. From there, parents are able to look at student assignments, grades, feedback, and overdue/missing assignments. They will also see class updates, and can message the teacher. Visit [Schoology for parents](#) for a step by step guide on how to set up.

Schoogy Parent Code: Parents can call the office to get their students schoology parent code by calling the office or emailing Jen Moore at [moorej@svsd410.org](mailto:moorej@svsd410.org)



# CELL PHONE POLICY

## No Cell Phone Policy for Middle School Students:

- Cell phones/ear buds\* are not allowed to be used or visible during school hours, including class time, and passing periods.
- Students may use their cell phones/ear buds\* only during lunch.
- Students must keep their cell phones turned off and stored in their lockers.
- In case of an emergency, students may use the school office or designated phone to make necessary calls.
- Use of cell phones during class time is strictly prohibited unless specifically allowed by the teacher for educational purposes.
- The school shall not be responsible for the loss, damage, or theft of students' cell phones and or ear buds\* brought to the school premises.
- Parents and guardians are encouraged to communicate with their children using the school office or official communication channels rather than contacting them directly on their cell phones during school hours.
- Students are responsible for adhering to this policy and for cooperating with school staff in its enforcement.
- Any violation of the cell phone policy will result in appropriate disciplinary actions:
  - Step 1 - Confiscated cellphone will be picked up at the end of the day in the front office by the student
  - Step 2 - Confiscated cellphone will be picked up by the student at the end of the day in the front office & parents will be notified
  - Step 3 - Confiscated cellphone will need to be picked up by the parents/guardian only at the end of the day
  - Multiple infractions or uncooperating behavior will result in a scheduled meeting with the administration.

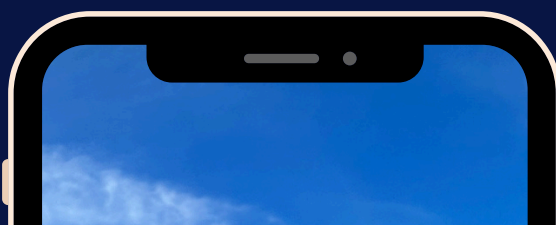
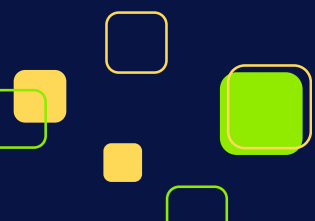
This policy aims to create a focused and distraction-free learning environment while promoting responsible cell phone usage among middle school students.

\*headphones (wired or Bluetooth), air pods, headsets, etc.

## Camera and Recording Restrictions & Cyberbullying:

Students are prohibited from using cameras to document, instigate, or support undesirable behaviors, especially fighting. Students who use cameras for those purposes will receive the same disciplinary action as the students engaging in undesirable behaviors, such as fighting. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students are also prohibited from engaging in online harassment of a student, or a group of students.

Violating confidentiality or privacy rights of another individual by taking unauthorized photos or video/audio recordings is subject to consequences ranging from student/parent conference, suspension, and notification to Children's Protective Services (CPS) and police.



# EMERGENCY PROCEDURES

In case of a fire drill:

- Proceed immediately, silently and calmly to the assigned location and get in alphabetical order.
- Remain silent in assigned lines and follow teachers' directions while attendance is taken.

In the event of an earthquake:

- Drop under the cover of the classroom furniture.
- Listen for directions from the office or teacher.
- Move away from the building, trees and other structures if outside.

In the process of leaving the school:

- Check out through the office or designated area.
- Students may be picked up by only those adults designated on the Emergency Notification Form other than your own parent/guardian.

Re-Uniting Procedure:

Should any type of emergency require us to evacuate the building for an extended period of time, the administration and staff will use the following steps to reunite parents/guardians with their child:

- At the beginning of the school year, all families will be asked to update their information on a Student Information Form.
- A "Reception/Reunion Area" will be established near the school's main entrance.
- The bus turn-around entrance will be closed to all vehicles, except emergency vehicles.
- Adults will be directed to the main parking area.
- Adults will be required to show identification and complete a "Student Release Form".
- A runner will locate the child and escort the child to the Reception/Reunion Area.
- Staff at the Reception/Reunion Area will re-verify identification of adult.
- Adult will complete the release form.
- We respectfully ask that once you have received your child, you exit the area immediately to relieve traffic congestion.

# STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY



## **CONDUCT: CIVILITY POLICY, SVSD #4011**

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, at school-sponsored activities, or online, 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.

The Snoqualmie Valley School District's civility policy can be found on the district website at <http://svsd410.org/districtinfo/>

### **Drugs, Alcohol, and Tobacco**

**Substance use harms individual student's health, & the health of our learning environment. Including:**

- Possession of drug paraphernalia on or adjacent to school grounds, school buses or stops, and at school-sponsored events or activities. The sale or purchase of drugs/alcohol/tobacco Discipline for drug/alcohol offenses may include suspension/expulsion, referral for a substance use assessment with a Chemical Dependency Counselor resulting in intervention recommendations, & or referral to law enforcement.
- Use of tobacco by minors is unhealthy and illegal. Possession or use of tobacco products or paraphernalia by students is prohibited on or adjacent to school grounds, school buses or stops and at school-sponsored events or activities. Students using or in the possession of tobacco products &/or paraphernalia will be assigned school consequences that may include suspension, referral for an educational intervention, or referral for a substance use assessment (multiple offenses). Law enforcement may be notified.



## EXTORTION, COERCION, AND BLACKMAIL

Obtaining money, property, or protection by violence or threats, or forcing someone to do something against his/her will using force, threats, or intimidation will result in school consequences.

## FORGERY

The forging of any signature on any letter to the school or on any school document will result in school consequences.

## HARASSMENT, INTIMIDATION, AND/OR BULLYING

- Twin Falls Middle School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidations, or bullying. The Snoqualmie Valley School District Bullying Policy can be found at <https://www.svsd410.org/site/Default.aspx?PageID=905>

“Harassment, intimidation, or bullying” means any intentional written, electronic, verbal, or physical act that:

- Physically harms another student
- Damages another student’s property
- Is so severe and persistent that it creates an intimidating or threatening educational environment, or
- Substantially disrupts the orderly operation of the school

Harassment or bullying can take many forms, including: jokes, rumors, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Harassment or bullying can be about many characteristics, such as: race, color, religion, gender, sexual orientation, mental/physical disability, clothing, appearance, physical appearance, and many more. (RCW OA.36.080(3))

At Twin Falls Middle School, our practice for handling harassment and bullying is for students to report to staff members if they are being bullied and/or harassed. We use teaching as a strategy for increasing student awareness about harassment. We attempt to work with students in a cooperative, problem-solving manner whenever possible. We may use mediation as a method to resolve conflicts between students, and teach students the social skill of assertiveness. Depending upon the specifics of the report, the following options may be considered: increased supervision, administrative warning, parent contact, official documentation, administrative discipline, and or referral to law enforcement.

Any person who insults or abuses a staff member anywhere on the school grounds while the staff member is carrying out his/her official duties shall be guilty of a misdemeanor. This crime has a fine of not less than \$10.00 or more than \$100.00 (RCW 28A.635.010).



## SEXUAL HARASSMENT IS DEFINED AS “UNWELCOME SEXUAL ADVANCES, REQUESTS FOR SEXUAL FAVORS, AND OTHER VERBAL OR PHYSICAL CONDUCT OF A SEXUAL NATURE WHEN:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's participation.
- 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.
- Such conduct has the purpose or effect of unreasonably interfering with the student's school performance or creating an intimidating, hostile or offensive environment.

All schools and school districts are responsible for enforcing the state's Bullying law. The section below lists some, though not all forms of bullying and sexual harassment. All incidents of bullying and harassment will lead to disciplinary actions ranging from a warning (for first time and minor infractions) to detention, suspension or expulsion. It is crucial that all instances of bullying and harassment are reported to school staff immediately.

### Physical Aggression

Pushing, Shoving, Spitting, Kicking, Hitting

Defacing property Stealing

Physical acts that are demeaning and humiliating though not physically harmful (e.g. de-panting)

Locking in a closed or confined space

Gossiping

Embarrassing

Setting up to look foolish

Dirty looks

Taunting

Threatening to reveal personal information

Graffiti

Public challenge to do something

Telling jokes with racial or ethnic targets

Exclusion due to ethnic or cultural group membership

Howling, cat calls, whistles Leers and stares

Physical violence against family or friends

Social Aggression

Setting someone up to take blame

Public humiliation (e.g. revealing personal information)

Excluding from group

Social rejection

## Verbal Aggression

- Teasing about clothing or possessions
- Teasing about appearance Intimidation
- Spreading false rumors
- Racial or Ethnic slurs
- Slurs or speech targeted towards sexual/gender identity
- Mocking/Name-calling
- Telling sexual or “dirty” jokes
- Conversations that are too personal

## Intimidation

- Defacing property or clothing Playing a dirty trick
- Taking possessions (lunch, clothing, etc.)
- Extortion

## Harassment based on race or ethnicity

- Verbal accusations, insults Public humiliation
- Destroying or defacing property due to ethnic or cultural group membership

## Sexual Harassment

- Repeatedly asking someone out when he/she is not interested
- Spreading sexual rumors
- Pressure for sexual activity
- Threatening with a weapon
- Inflicting bodily harm
- Malicious exclusion
- Manipulating the social order to achieve rejection
- Malicious spreading of rumors
- Threatening with total isolation by peer group
- Verbal threats of aggressions against property or possessions
- Verbal threats of violence or inflicting bodily harm
- Threats of using coercion against family and friends
- Coercion
- Physical or verbal attacks due to group membership
- Coercing, blocking, standing too close, following
- Sexual assault and attempted sexual assault



## NON-DISCRIMINATION 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

## 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 [\(3211P\)](#)

## 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](http://www.oeo.wa.gov)
- Email: [oeoinfo@gov.wa.gov](mailto:oeoinfo@gov.wa.gov)
- Phone: 1-866-297-2597

## STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY

The Board of Education has set forth rules and expectations addressing student, staff safety and security and the consequences for violation of these standards. Violations of the Standards of Student & Staff Safety, Security will warrant disciplinary consequences.





## **THEFT**

Students involved in theft or in possession of stolen property will be subject to school consequences. The student will replace or pay for the stolen items. Finding a lost item and keeping it constitutes theft. Legal authorities may be contacted.

## **VANDALISM**

The school defines vandalism as the willful destruction or defacement of school district property and/or staff property. Any student or students found vandalizing will be assigned school consequences and will pay for the damage or loss. (RCW 28A.635.060)

## **WEAPONS AND DANGEROUS INSTRUMENTS**

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Any student found using, possessing, or carrying any weapon or object that could reasonably be considered a weapon, violates Washington state law. This will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis. (RCW 9.41.250 & RCW 9.41.270).

## **TWIN FALLS MIDDLE SCHOOL STUDENT SERVICES**

The Office provides many valuable services to students and their families.

Many services and programs are provided by the Office staff including:

- Registration/Withdrawal
- Counseling
- School Nurse
- Payment of fees
- Registration
  - The Twin Falls Registrar works closely with administration, counselors and teachers to establish the Twin Falls schedule and placement of students into teams and classes. Selection of teams and classes is done utilizing many criteria to assure a balance of students within each group.
  - All students participate in Math, Science, Social Studies and Language Arts classes each day. Additionally, each student participates in a P.E and health class and either Band, Choir or the elective wheel choices

