

Welcome to Snoqualmie Middle School

Student Handbook 2024 - 2025



SMS VISION

Creating a positive learning environment that empowers all students to be courageous lifelong learners.

SMS MISSION

Supporting all students in their academic and personal growth.

SMS SCHOOL COLORS

Our school colors are blue, white, and red.

SMS MASCOT

Our school mascot is the eagle. The eagle has the longest life span among birds. It can live up to 70 years. In order to survive such a long time, however, the Eagle must endure a months-long process of change in mid-life. Many times, in order to survive, we have to start a process of change. Only when we accept change, can we take advantage of the present. Middle school is a time of great change. May you spread your wings and soar like an eagle!

Snoqualmie Valley Middle Schools

Empowered Students ~ Engaged Families ~ Safe Schools

Inspiring academic and social growth through collaboration, exploration, and innovation to prepare all students for life.

SVSD Vision

To become the best school district in Washington state by any measure.

SVSD Mission

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

Snoqualmie Middle School Information

To call the school or report attendance:

- To reach the main office, please call **425-831-8450**
- To leave a message regarding attendance, please call **425-831-8450**

To contact a teacher:

- Email the teacher; be sure to include your student's full name
- Leave a brief message on the teacher's voicemail. Please include your name, your student's full name, your phone number, and the reason for the call
- We are committed to responding to your email or phone call within 24 hours
- Contact information is available on the school and district websites

To set up a meeting with a teacher:

- Contact the teacher directly
- Please make an appointment to ensure the teacher is able to give their full attention to your concern

To set up a meeting with an administrator email directly:

- Megan Botulinski, Principal: botulinskim@svsd410.org
- Josh Young, Vice Principal: youngj@svsd410.org
- Schedule an appointment with the secretary in the office

To contact your student (see also Technology Guidelines below):

- SMS discourages parents from calling or texting their student's cell phone, except during the student's lunch hours.
- If an emergency arises and you need to speak to your student, 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 of the fantastic features.

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

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

Snoqualmie Middle School Expectations

At SMS, we implement a school-wide system of Positive Behavioral Interventions and Supports (PBIS). Through PBIS, we work to create and maintain a safe, accepting learning environment in which all students will be engaged and empowered as learners.

At SMS, we have high expectations for all students, and we focus on three rules:

Take care of yourself

Take care of each other

Take care of this place

To support students as they develop self-awareness, self-regulation, relationship skills, and responsible decision-making we:

- Acknowledge positive behavior
- Teach students to take ownership of their behavior
- Help students learn to resolve problems and disagreements
- Intervene and address behaviors not consistent with expectations

Student Recognition

We celebrate to inspire Eagle Pride in ourselves, in each other, in our school, and in our community.

We celebrate because celebration is a natural consequence of making positive choices.

We celebrate to recognize our individual and collective academic, artistic, and athletic achievements.

We celebrate every individual because we are each unique, valued, and important members of our community.

We celebrate character growth, as reflected in our attitudes and actions.

Academic Expectations

Our fundamental purpose is to ensure that all students learn at high levels. We expect students to commit to their own learning and to practice responsible academic behaviors, including:

- Record daily assignments in your planner (paper or online)
- Check Schoology for calendar, classroom updates, and assignments
- Bring your charged device to school each day
- Plan a consistent time and space for homework and study
- Complete and turn in assignments
- Break large projects into smaller parts
- Take and review notes in class
- Prepare for tests and other assessments
- Organize binder, backpack, and locker on a regular basis
- Check Schoology or Skyward for grades and missing assignments
- Ask for help when needed

“I need help,”

Ask for help during class. If you need more time/help, arrange to meet with your teacher before school, after school, during lunch, or office hours.

“How do I ask for help?”

Please ask your teacher, *“When would be a good time that I could get more help?”*

Approach the teacher before class, after class, or during your breaks.

Email your teacher or send a message in Schoology.

“I need more help.”

Talk to the counselors for study tips, organizational help, and resources. Talk with peers, or ask family members for help.

Some textbooks offer online help and study supports ... check it out!

Progress Reporting:

- Schoology Gradebook
- Teacher Skyward Updates (Family Access log-in)
- Semester Online Report Cards

Disruption of the Academic 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

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is behaving dishonestly in order to gain an advantage over others on an assessment or assignment. Examples include, but are not limited to, looking at another student's assessment, using notes when not allowed, copying another student's classwork or homework, or altering grades. An example of plagiarism is copying and pasting text directly from the internet without citations or turning in another student's work and claiming it as your own.

Students who cheat or plagiarize papers or projects may be required to redo the test/assignment/project and/or face appropriate consequences. Students who allow others to copy their work are also committing academic dishonesty and will face similar consequences.

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/guardians, are responsible for ensuring the student's daily attendance. Please help your student develop good attendance habits.

Absences that are **excused** include those due to 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 before 7:20 a.m. and provide your child's name, grade, and reason for the absence. **To report and excuse an absence, email the registrar, [Angela Krpata](#), or call 425.831.8450 and press 0 for the office or 1 for the attendance hotline.**

Consistent attendance is a top indicator of student success!

It is the responsibility of students to:

- Attend all classes promptly and regularly
- Make arrangements with each teacher for make-up work after an absence
 - Students are allowed one day per day of excused absence to make up work
 - Check Schoology as frequently as possible while absent

It is the responsibility of parents/guardians to:

- Emphasize to your child that school attendance is a priority
- Call the school before 7:20 each day your child is absent or will be tardy
- Check Schoology frequently when your child is absent

Early Dismissals/Late Arrivals**For early dismissals:**

- Send a parent/guardian note or call the attendance hotline before the start of the school day to arrange the early dismissal
- 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 registrar prior to returning to class

For late arrival:

- Send a parent/guardian note to the office with your student upon their arrival
 - Students will sign in at the Tardy Kiosk outside the main office

Unexcused Absences:

For Unexcused Absences, the administrative office will:

- After 1st unexcused absence, notify the parent/guardian.
- After 3 unexcused absences within a month, request a conference.
- After 7 unexcused absences in a month, or 15 in a school year, SMS could file a truancy petition with the King County Juvenile Court (copy sent to parent/guardian).
- Consequences for unexcused absences will follow SMS progressive discipline model.
- Students not in attendance for more than 20 consecutive days will be withdrawn.
- Excessive excused absences may result in a petition to King County Juvenile Court.
- Additional data driven steps apply and can be referenced [here](#) per OSPI.

Tardy Policy and Procedures

Regular and punctual attendance to class is important to your student's academic progress. If a student demonstrates a difficult time attending class on time, the student will participate in action steps to identify, address, and solve the problem.

Once students have been documented as tardy to class **three times within a week** (defined as any given seven-day period of school days), they can be subject to restorative practices and progressive discipline, including, but not limited to:

- A classroom attendance meeting to identify barriers and action steps with a counselor or administrator, aka “Tardy School”
- Contact adults at home
- Lunch detention or other restorative options

Bus Procedures

Students are expected to follow all school and district behavior expectations while on the school bus and at bus stops. The safety of students and bus drivers depends on the safe conduct of bus riders. Student misconduct on the bus may result in consequences from the transportation department and a follow-up with SMS administration.

Basic expectations of acceptable bus behavior include:

- Following the bus driver’s directions the first time they are given
- Making safe choices, including sitting in your seat and speaking in a quiet voice
- Respecting yourself and others’ space and property
- Keeping your hands and feet to yourself
- Talk in a quiet voice

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.

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, you can request a new one by visiting the Replacement [SMART Tag Request](#) on the SVSD Transportation Webpage.

Closed Campus

SMS 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.

Dress Code

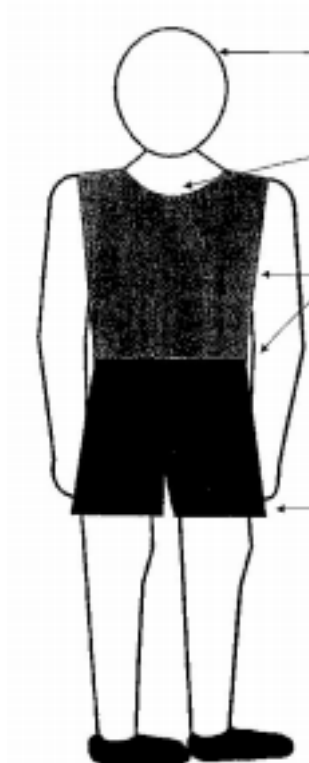
Our goal is that all students dress in a way that shows pride in themselves and respect for the learning environment. Students will learn to be life-ready by wearing appropriate attire for the school setting. The dress code applies to all school events.

Head: SMS students may wear hats/headwear in classrooms - at the teacher's discretion.

Neckline: All tops must consistently cover chest, side of body and below armpit area.

Torso: Clothing that promotes drugs, alcohol, tobacco, and violence, or displays inappropriate pictures/writing is prohibited. Stomachs/midriiffs must be completely covered by clothing.

Legs: Undergarments must be covered when sitting, standing, bending, or reaching.



If you have questions or concerns, please make an appointment with SMS administration.

Emergency Procedures

In case of a fire drill:

- Proceed immediately, silently, and calmly to the assigned location and line up in alphabetical order with your teacher
- Remain silent in assigned lines and follow teachers' directions, especially 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

Reunification Procedure

Should any type of emergency require us to evacuate the building for an extended period of time, administrators 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, including Emergency Contacts, through the online RSVP process in Family Access
- A “Reception/Reunion Area” will be established near the school’s main entrance or in another safe location as necessary
- 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” before picking up their student
- A runner will locate the student and escort them to the Reception/Reunion Area
- Staff at the Reception/Reunion Area will re-verify the identification of the adult and receipt of the release form
- We respectfully ask that once reunited with your student, you exit the area immediately

Field Trips

- Field trips are an enrichment opportunity afforded to students
- Students may be denied participation if they fail to meet academic or behavioral expectations
- When fees are required for a field trip, the cost is non-refundable unless the student is denied participation due to school-imposed discipline

Fines

Fines or replacement fees will be charged when a student loses or damages school equipment or property. Students are responsible for any school property that is issued to them.

- Examples may include but not be limited to textbooks, library books, tech equipment, and sports uniforms and/or equipment
- Items 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 items will be assessed fines on the due date
- Fines must be cleared in order for students to participate in school activities, including sports, field trips, and end-of-year activities

Hall Passes

Students are required to sign out of their classroom and use a hall pass when leaving the classroom for any reason. The hall pass must be returned to the classroom from which it was taken.

Lockers

As part of taking care of our school, students who have lockers are expected to treat them with respect: to keep lockers clean, to care for them, and to report any damage or problems with their locker to the custodian or the office.

- Inappropriate care, including kicking, yanking, slamming, or defacing lockers, may result in monetary restitution
- Students should never use, change, or share lockers without explicit permission from the staff
- The shelf on top of the lockers surrounding the courtyard is not a space for sitting or storing belongings

Lost and Found

Lost and found items will be held for a limited time in a marked cupboard in the commons. All lost and unclaimed items will be donated to local charitable organizations at the end of each quarter. As a courtesy, an electronic notice may be issued in the SMS newsletter prior to each donation.

Lunch and Cafeteria Expectations

Students are expected to treat one another and the eating spaces with respect and courtesy at all times.

- Breakfast is available between 7:05 and 7:25 a.m.
- Lunch is available at designated times; each lunch is 30 minutes
 - Students will remain seated for the first 15 minutes of lunch, and leave their tables only after being dismissed by a supervising adult

- Students will clean up after themselves during breakfast and/or lunch
- Students will give prompt attention to announcements in the courtyard or commons
- Open areas during lunch include the commons and courtyard
 - Designated outside areas behind the school/near the athletic field and gaga ball pit are also open for students during the second part of lunch
- The hallways surrounding the courtyard are **not** open during lunch

Medication and Illness at School

If your student is ill in the morning, please keep them at home. If a student feels too ill to be in the classroom, they should notify the teacher.

- Report to the Health Room; if there is not a nurse in the Health Room, report the health concern to office staff.
- 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.
- If a student has a temperature of 100 degrees or higher, parents/guardians will be asked to pick the student up from school. Please ensure that current phone numbers, including home, work, and cell, are up to date.
- “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. Medication must be in the original container and clearly labeled with the student’s name, dosage, mode of administration, and physician.
- 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

The main office is open Monday through Friday from 7 a.m. until 2:45 p.m.* during the school year. (*The office closes at 1:00 for staff training on some Fridays; please call to check hours on Friday afternoons.)

- All school business should be conducted during this time. The school telephone number is 425-831-8450
- Messages may be left at this number after office hours

Passing Time

During passing time, students will:

- Walk safely at all times
- Follow the “rules of the road” by walking on the right side of hallways, sidewalks, stairs, and ramps
- Stick to the paved sidewalks, stairs, and ramps

Student Council (ASB)

The Associated Student Body is involved in many activities, such as helping plan school fundraisers, operating the student store, and sponsoring school events, including daytime socials, night events, school spirit days, assemblies, and celebration activities.

- Elections are held for board positions in the fall. Application procedures will be given at the beginning of election time.
- Students in ASB are expected to maintain a 2.0 GPA and must display appropriate behavior to hold an office.

Student Services

Counseling Services: The counselors at SMS are:

- Mr. Coulon (A-M)
- Mrs. Antone (N-Z)

Our counselors are here to help young people who are experiencing personal, social, or emotional difficulties in reaching success at school and in their lives. Counselors provide counseling and guidance services to all students.

Your counselors welcome student drop-in contacts before and after school and during lunchtime. Students are also able to schedule conversations at other times during the school day by making an appointment. Release time during class is subject to the discretion of the teacher.

Services provided by school counselors are related to personal, social, educational, and career development throughout the middle years at SMS and include:

Individual Counseling support

- Crisis intervention
- Confidential and private
- Career exploration

- Social guidance (i.e., peer mediation)
- Special topics (i.e., harassment)
- Targeted small group counseling
- Divorce
- Grief and Loss
- Substance Abuse
- Abuse
- Others as needed
- Study skills
- Anger management
- Social skills

Friends of Youth support

- Mental health counseling

Coordination of Services

- Management of various services and liaison between school and community resources
- Collection of data and dissemination to parents, students and guardians.

Your school counselor works to create an atmosphere of confidence, understanding, and respect for all students. The student-counselor relationship is one based on mutual respect and confidentiality. They work with parents or guardians, teachers, and administrators to enhance your social, emotional, and educational growth. School counselors work in accordance with ethical standards identified by state and national organizations.

If you need to or would like to talk about...

- Getting along with friends and family members
- Handling peer pressure
- Developing relationships
- Working well with teachers
- Creating goals and decision-making skills
- Improving study habits
- Developing high school plans
- Dealing with problems related to alcohol or other drugs
- Dealing with questions concerning abuse
- Coping with a divorce or separation in your family
- Developing self-confidence
- Understanding, accepting, and liking yourself
- Expressing your feelings to others?

Stop in and say hi to your school counselors today!

Extracurricular Programming

Extracurricular programs are determined by student interest and resources available. They may include:

September-October	October-January	January-March	April-May
<ul style="list-style-type: none">● Cross Country● Boys Soccer● Girls Volleyball	<ul style="list-style-type: none">● Girls Basketball● Wrestling	<ul style="list-style-type: none">● Boys Basketball● Girls Soccer	<ul style="list-style-type: none">● Track and Field

Possible Club Options

- | | | |
|---|--|---|
| <ul style="list-style-type: none">● Art Club● Drama Club● Cooking Club● Science Club | <ul style="list-style-type: none">● Yearbook Club● Digital Media Club● Green Team● Rainbow Eagles | <ul style="list-style-type: none">● Key Club● Jazz Band● Jazz Choir● Newspaper |
|---|--|---|

All students are invited to join the team/activity at the beginning of each season. Please note that some extracurricular 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 SMS extracurricular activities, a student must meet the following requirements:

- | | |
|---|--|
| <ul style="list-style-type: none">● Have an ASB membership● Complete participation and parental approval, release of liability, and emergency information form● Pay any required participation fees● Submit a physical exam/clearance card signed by a physician (athletes only) | <ul style="list-style-type: none">● Maintain academic eligibility standard of a 2.0 GPA with no Fs● Maintain a high level of appropriate behavior● Attend school regularly● Complete the required number of practices per sport in accordance with WIAA and league rules (athletics only) |
|---|--|

Note: Managers need to meet all eligibility requirements with the exception of the physical form.

Extracurricular Fees:

- ASB - \$20 (one-time ASB membership fee)
- Sports - \$80 per sport
- Clubs - \$35 per club

Technology Guidelines

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.
- *No cell phone use in the classroom (see policy below).
- Students are issued district laptops. Please see the [SVSD One-to-One Handbook](#) for more information and district expectations.

Camera and Recording Restrictions and 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.
- Teacher permission is required for the use of any camera or recording device in the classroom. Students should obtain permission from individuals before making recordings or taking pictures of them. Violating the confidentiality or privacy rights of another individual by taking unauthorized photos or video/audio recordings is subject to consequences that follow SVSD policies and procedures.

No Cell Phone Policy for Middle School Students:

- Cell phones and earbuds (including headphones [wired or Bluetooth], AirPods, headsets, etc. are not allowed to be used or visible during school hours, including class time and passing periods. Smart Watches may be visible but are only used for telling time — not for texting or communicating during class time and passing periods.
- Students may use their cell phones/earbuds/smartwatches only during lunch.
- Students must keep their cell phones turned off and stored in their lockers. *8th graders who do not have lockers must keep their cell phones stored in their backpacks OR an identified location in the classroom by the teacher.

- 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/earbuds/smartwatches 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 cell phones/earbuds/smartwatches will be picked up at the end of the day in the front office by the student
 - **Step 2** - Confiscated phones/earbuds/smartwatches will be picked up by the student at the end of the day in the front office and parents will be notified
 - **Step 3** - Confiscated cell phones/earbuds/smartwatches 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.

Withdrawal from School

The office must process a withdrawal from school when a student is leaving. The following must be completed in order to process a withdrawal and forward records to a student's new school.

Student and parent/guardian 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 SMS
- Return all textbooks, library books, equipment, uniforms, etc.
- Pay all outstanding fines
- 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.

Snoqualmie Valley School District #410

District Level Policy Information

All District Policies are located online:

<https://go.boarddocs.com/wa/svsd410/Board.nsf/goto?open&id=BEFKMC528542>

Arson and False Alarms

Any student involved in activities such as arson, false fire alarms, false 911 calls, or possession of and/or igniting fireworks or explosive devices will be subject to disciplinary action which could result in emergency removal from school. The law considers arson and false fire alarms felonies. The school will contact the legal authorities.

Assault/Battery

A student shall not attempt to cause or behave in a way that purposely, knowingly, negligently, or recklessly causes bodily injury to another person. Students acting with such behavior will receive school consequences, which may include the legal authorities.

Internet Guidelines

- Return the Internet User Agreement Form with the parent/guardian's signature to the office.
- Computer settings are not to be changed.
- Precisely follow the teacher's directions when researching on the Internet.
- Gaming is not permitted. The only exception is for those games (i.e. Solitaire) that are included with the Windows Operating System and only with staff permission.
- Downloading games, jokes, memes, sound clips, music, images, and executable files not related directly to classroom assignments is not permitted.

Student Passwords

Student passwords are to be CONFIDENTIAL and not shared with others. Misuse of student passwords will result in disciplinary action.

Inappropriate Material

Any use that is considered sexually inappropriate or violent or that may disrupt 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 SMS. The consequences will be restricted access and/or possible criminal charges.

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 threefold:

- 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 usage harms individual student's health and the health of our learning environment. Snoqualmie Middle School will institute the district's drug and alcohol policy.

Discipline for drug/alcohol offenses may include suspension/expulsion, referral for a substance use assessment with a chemical dependency counselor resulting in intervention recommendations, and/or referral to law enforcement.

The 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 and/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.

Standards of Student and Staff Safety and Security

The Board of Education has set forth rules and expectations addressing student and

staff safety and security and the consequences for violation of these standards. Violations of the Standards of Student and Staff Safety and 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)

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

Weapons and Dangerous Instruments

Firearms/weapons are not allowed in school, at school-sponsored activities, on school grounds, facilities, or on 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 and RCW 9.41.270).

LEGAL AND OFFICIAL NOTICES

Prohibition of Harassment, Intimidation, and Bullying

“Harassment, intimidation, and bullying” means any intentional written, verbal, or physical act, including but not limited to, one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristic.

Acts of harassment, intimidation and bullying that cause physical harm to a person or damage to a person’s property, substantially interfere with a student’s education, is so severe or persistent that it creates an intimidating or threatening educational or work environment, or substantially disrupt the orderly operation of the school or work place are not tolerated and will be dealt with as serious offenses.

Depending upon the frequency and severity of the conduct, intervention, counseling, correction, discipline (suspension, expulsion, etc.) and/or referral to law enforcement may be used to remediate the impact on the victim and the climate and change the behavior of the perpetrator. This includes appropriate intervention, restoration of a positive climate, and support for victims and others impacted by the violation. False reports or retaliation for anyone thought to have reported harassment, intimidation or bullying is prohibited and will be treated as a serious violation, subject to disciplinary actions. Policy 3207 is a component of the district’s responsibility to create and maintain a safe, civil, respectful and inclusive learning community for all students and employees.

Policy 3207 - Prohibition of Harassment, Intimidation and Bullying

Procedure 3207 - Prohibition of Harassment, Intimidation and Bullying

HIB Incident Reporting Form

[RCW 28A.600.477](#) defines harassment, intimidation, or bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics when an act:

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student's education.
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment.
- Has the effect of substantially disrupting the orderly operation of the school.

Harassment and bullying behaviors can be viewed in two categories:

- Harassment: Serious, unwanted conduct, such as threats or physical actions;

- Bullying: Ongoing, unwanted behavior, a pattern of behavior rather than random incidents of meanness or hurtful behavior.

The core goal of harassment/bullying behavior is power over the victim which is satisfied based on how the victim reacts or responds.

To report an instance of harassment, intimidation, or bullying please contact your school administrator or fill out the incident reporting form.

[HIB Incident Reporting Form](#)

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about [HIB \(Incident Reporting Form\)](#) but reports can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer [Kelsey Carr](#) who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

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

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

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

To review the district's Nondiscrimination [Policy 3210](#) and [Procedure 3210P](#).

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment [Policy 3205](#) and [Procedure 3205P](#).

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

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

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

Civil Rights Coordinator: [Ryan Vidos](#), Associate Director of Behavioral Health | PO Box 400, Snoqualmie, WA 98065 | 425-831-3869

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: [Kelsey Carr](#), Associate Director of Compliance and Categorical | PO Box 400, Snoqualmie, WA 98065 | 425-831-8407

Concerns about disability discrimination:

Section 504 Coordinator: [Salina Fassler](#), Associate Director of MTSS and Assessment | PO Box 400, Snoqualmie, WA 98065 | 425-831-8312

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: [Ryan Vidos](#), Associate Director of Behavioral Health | PO Box 400, Snoqualmie, WA 98065 | 425-831-3869

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

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

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

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

If you do not agree with the outcome of your complaint, you may appeal the decision to [Kelsey Carr](#), the HIB Officer, and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

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

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools [Policy 3211](#) and [Procedure 3211P](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

[Ryan Vidos](#), Associate Director of Behavioral Health | PO Box 400, Snoqualmie, WA 98065 | 425-831-3869

SMS Student Handbook 2024 - 2025

I read through the contents of this handbook with my teacher _____

Teacher's name

on _____. I have shared the information with my parents/guardians.

Date

I understand that at SMS, we:

Take care of ourselves

Take care of each other

Take care of this place

I understand that I am responsible for fulfilling the expectations presented in the handbook.

Failure to follow the guidelines may result in loss of privileges or other consequences.

Printed Student Name: _____

Student Signature: _____

Date: _____