

Fall City Elementary School

Home of the Falcons



**STUDENT – PARENT
HANDBOOK**
2024 - 2025

Fall City Elementary School

“Soaring with Knowledge on Wings of Learning”

Our Mission

To inspire a community of life-long learners

Our Motto

“Caring, Sharing, Learning, Growing”

Our School Philosophy

To promote educational partnerships involving students, staff, parents and the community;

To provide a safe and nurturing learning environment;

To celebrate innovation and creativity; and

To respect everyone’s right to learn.

* * * *

Snoqualmie Valley School District No. 410

“Expect the Best: From our Students, of our Staff, for our Community.”

Mission Statement:

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

Vision Statement:

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

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STAFF ROSTER

Assignment	Room #	Name	Phone
Kindergarten	19	Jenni Samms	831 - 4044
Kindergarten	18	Melanie Schlotfeldt	831 - 4041
Kindergarten	20	Kaeli Scourey	831 - 4043
First Grade	10	Lindsey Allen	831 - 4034
First Grade	7	Emily Lazenby	831 - 4031
First Grade	8	Kelli Marek	831 - 4032
First Grade	9	Danielle Ploegman	831 - 4033
Second Grade	14	Annie Collet	831 - 4038
Second Grade	2	Geri Flanagan	831 - 4023
Second Grade	1	Haley Geissel	831 - 4024
Third Grade	6	Matthew Klemsz	831 - 4029
Third Grade	5	Jolene Newland	831 - 4030
Third Grade	3	Jillian Rosendale	831 - 4028
Third Grade	4	Lucy Coffey	831 - 4027
Fourth Grade	Portable 32	Daionda Davis	831 - 3892
Fourth Grade	Portable 33	Cassidi Laramore	831 - 3879
Fourth Grade	Portable 34	Sierra Segueineau	831 - 3880
Fifth Grade	Portable 28	Bonnie Beck	831 - 4053
Fifth Grade	Portable 29	Tiffani Nicholson	831 - 4046
Fifth Grade	Portable 30	Amy Stumph	831 - 4049
School Counselor	Counseling Office	Carrie Hubert	831 - 4026
Physical Education	Gym	Sue Frederick	831 - 4017
Library/Media	Library	Meg Handy/Laurie Shepherd	831 - 4015
Music	Music Room	Natalie Houle	831 - 4018
Coding/Technology (K-1)	Portable 25	Dana Verhoff	831 - 4051
Coding/Technology (3-5)	Portable 26	Dana Verhoff	831 - 4050
Behavior Specialist	13	Amy Jones	831 - 4037
Special Education	15	Katie Coley	831 - 4040
Special Education	15	Aspen Myers	831 - 4040
Multi-Language Specialist	11	Brianne Egbert	831 - 4035
WIN Math Specialist	Portable 31	Megan Berry	831 - 3891
WIN Reading Specialist	12	Megan Lamprecht	831 - 4036
Speech Language Pathologist	Portable 22	Michaela Calhoun	831 - 4020
Occupational Therapist	Portable 22	Kurt Calhoun	831 - 4020
Psychologist	107	Erin Taylor	831 - 4021
Nurse/Health Room	Health Room	Katie Kieffer	831 - 4004
Computer Technician	Network MDF	Dennis Lee	831 - 4025
Head Cook	Kitchen	Troy Mai	831 - 4008
Custodians	Custodial Room	Jose Bustamante	831 - 4013
Principal	Main Office	Jamie Warner	831 - 4001
Assistant Principal	109	Jennifer Mitchell	831 - 4045
Principal's Secretary	Main Office	Jennie Uhles	831 - 4001
Attendance Secretary/Registrar	Main Office	Joanna Jimenez	831 - 4000

SCHOOL INFORMATION AND FREQUENTLY CALLED PHONE NUMBERS

**FALL CITY ELEMENTARY SCHOOL
33314 SE 42ND STREET
FALL CITY, WA 98024**

**Phone: (425) 831-4000
Attendance Line: (425) 831-4003
FAX: (425) 831-4010**

District Office	831-8000	Transportation Department	831-8020
Cascade View Elem. School	831-4100	Chief Kanim Middle School	831-8225
North Bend Elem. School	831-8400	Twin Falls Middle School	831-4150
Opstad Elem. School	831-8300	Two Rivers Alternative H.S.	888-4200
Snoqualmie Elem. School	831-8050	Mount Si High School	831-8100
Timber Ridge Elem. School	831-3825	Mount Si Freshman Campus	831-8450

On the next pages are answers to frequently asked questions. Please call our school office if you have further questions or need clarification.

ARRIVAL AND DISMISSAL PROCEDURES

The school building does not officially open to students until **9:00 am**. Adult supervision of the school grounds begins at **9:00 am**. Children should not be on the school property prior to that time.

Bicycles: When a child rides a bicycle to school, the bicycle must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bicycles are to be parked and left in the bicycle rack until the end of the school day. Bicycle locks are strongly advised. ****Students riding bicycles will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety.***

Students Walkers: It is **imperative for** children who walk to school use one of the three crosswalks near the school. Our Student Safety Patrol members monitor these. For the safety of your child, please remind them to stay on a sidewalk whenever possible or walk in a designated walking path. The crosswalk at 333rd leading to the bus lane will not be supervised and **should not** be used. See the Arrival/Dismissal Map for appropriate, safe routes to take when walking to school.

Cars: The safety of all students is very important to us. You can help to ensure their safety by dropping off and picking up your child from the car loop in front of the school between 9:00-9:15 am and at 3:36 pm. Please see "Parking Lot Expectations" on page 14 for more information.

PRIVATE VEHICLES ARE PROHIBITED FROM USING THE SCHOOL BUS LANE LOCATED OFF OF SE 42ND STREET.

Picking Up Children Before School Is Dismissed (Policy #3124): If it is necessary to remove your child from school prior to the end of the school day, please send a note to the classroom teacher. When you arrive at school, come to the office to sign her/him out. Students will be called out of class

for early dismissal by the main office once parents are on campus. Parents/guardians may NOT pick up a child directly from class or playground. This is a precautionary measure to protect our students. **After School Messages or Pick-Up Changes:** Please notify the office as soon as possible of a change in your student's after-school plan or picking up. Change in after-school messages should be received by 2:00 pm.

Playground and Grounds Usage After Dismissal: To help ensure all students are safe and released to appropriate transportation after school is dismissed, the playground is closed to all students and families until the final bus leaves the school grounds. If you pick your child(ren) up from school and want to play, please wait away from the bus lines, playground and pick-up area so we may help all students successfully board their designated transportation to get home in a timely manner. We appreciate your support.

ATTENDANCE (SVSD Policy #3122 and #3124)

The Snoqualmie Valley School District expects regular and punctual student attendance. Regular attendance is extremely important for your child's educational progress. **Our office must receive a call or email when your child is going to be tardy or absent.** If a student is going to be absent, please call the school attendance line at **425-831-4003** before 9:00 am. Students are required to bring a written excuse after each absence and for a late arrival (unless the parent has had previous contact with the office). All notes should be submitted to the office.

Late Arrival or Early Dismissal

You must come into the office to sign in/out your student. If your student is tardy, **a parent or guardian should walk the child to the front door upon arrival.** Students also may not leave unaccompanied. Students will be called out of class for early dismissal by the main office once parents are on campus.

Attendance Time Frame

Tardy: 9:15-10:25 am, Morning Absence: 10:26 am-Lunch, Afternoon Absence: Lunch-2:40 pm, Friday Absence: Leaving before 12:10 pm.

Friday Early Release

Your student's attendance is important. Students will be released each Friday at 1:36 pm. Please do not schedule appointments or early dismissals during school hours on Friday.

BECCA Law

Daily student attendance in school is one of the cornerstones of academic success. Fall City Elementary will comply with the Washington State Attendance BECCA Law. Any student with 5 absences within any month or 10 absences during the current school year may be referred to the school district, which may file a petition with the juvenile court alleging a violation of the State Compulsory Attendance Law by the parent, by the child, or by the parent and the child.

Unexcused Absences and Truancy

Any student arriving late to school, after 9:15 am, is considered tardy. If you are tardy to school in the morning you must report to the office to check in with the attendance secretary. Tardy students must have a pass from the office to be admitted to the classroom. We will emphasize to all students

the importance of punctuality. The first bell is at 9:00 am, and students should be in their seats and ready for learning by 9:15 am.

Vacations

We ask that parents/families strongly consider planning vacations around our school calendar to have the least academic impact on your child. Consecutive absences of more than five days require building administrator approval to be excused. Please contact Joanna Jimenez, Registrar, for all requests.

Withdrawal from School

Please notify the office if a student will be withdrawing from school. The office will issue the withdrawal form and all books and outstanding fees or deposits must be resolved. Records will not be sent to another school until all fees, or fines, have been paid.

BEHAVIOR PHILOSOPHY, EXPECTATIONS AND CONSEQUENCES

At Fall City Elementary, we follow a Multi-Tiered System of Supports for Behavior (MTSS-B) approach for supporting and helping students be successful in schools. MTSS-B was developed from research in the fields of behavior theory and effective instruction.

MTSS-B supports *all* students through proactive teaching and interventions ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide MTSSB focuses on the development and implementation of proactive procedures and practices to help prevent problem behavior and improve school climate.

When you enter Fall City Elementary School, you will see students who exhibit expected behavior. Expected behaviors are referred to as our SOAR Expectations. Fall City Falcons SOAR by being: **respectful, responsible** and **safe**. We believe the following statements and expectations can be learned and followed by all children at Fall City Elementary School:

- *Students have a **right** and a **responsibility** to learn.*
- *Teachers have a **right** and a **responsibility** to teach.*
- ***EVERY** student and teacher has a right to be treated with **courtesy and respect**.*
- *No student has the right to interfere with teachers when they are teaching or with students when they are learning.*
- *All personal and school property will be treated with respect.*

From time to time, students display unexpected behaviors that require teachers and administrators to provide redirection and potentially a consequence. Teachers and administrators apply consequences that naturally follow the behavior as much as possible. The severity of the consequence depends on the intensity and frequency of the problem behavior. All consequences are intended to help students learn from their choices and are accompanied by opportunities for students to reflect on their behavior and make a plan to move forward positively.

In the event that students need to visit the office regarding a behavior concern or have witnessed something that has been reported, students are always given the chance to share what took place in their own words. We strive to understand all accounts. Should we need to work further with your

student regarding a higher-level consequence, we will include you in that conversation, prior to any discipline measures being decided.

BIRTHDAY TREATS AND CLASSROOM CELEBRATIONS

Classroom celebrations may be scheduled during the school year. The intent of classroom celebrations is for students to have an opportunity to have fun together in a socially acceptable manner that includes all students. Please work through your classroom teacher for appropriate arrangements. Please remember to keep parties simple and expenses at a minimum. Siblings are not allowed at classroom functions; please make childcare arrangements for younger siblings.

Due to food safety issues, allergies and an increased focus on healthy lifestyle, classroom birthday celebrations will not be celebrated with food-related items. Please check with your classroom teacher for specific routines and procedures around birthday celebrations. In general, food offered at school should meet District Nutritional Guidelines and avoid foods of minimal nutritional value.

FCES administration also recognizes occasional deviation from these expectations will occur. Prior to these special events, parents will be notified by the classroom teacher and have the opportunity to opt their child out and/or make alternative arrangements. Deviations such as these should occur no more than quarterly and will be scheduled at the discretion of the teacher.

CELL PHONES AND ELECTRONIC DEVICES

Cell Phones, Smart Watches, and Electronic Devices: Student cell phones and other electronic devices are to be left in backpacks and **shut off** during the school day. If a smart watch is worn, it **MUST** be in “school mode” during school hours. During state testing, all devices must be powered off and left in backpacks. If a disruption occurs during class time, the device will be taken and held in the school office until a parent or guardian picks up the device.

Cameras/Recording: Students are prohibited from using cameras/phones to document, instigate, or support undesirable behaviors; any student using photographic equipment/apps for inappropriate purposes may receive disciplinary consequences. Students should obtain permission from their teacher before using a school-issued electronic device to make recordings and/or take pictures.

CLUBS AND ORGANIZATIONS

PTSA: The **Parent Teacher Student Association** is an active organization in our school. The following members serve on the Board of Directors for the 2024-2025 School Year:

Name	Position/Committee
School Representatives	
Jamie Warner	Principal
Jennifer Mitchell	Assistant Principal
PTSA Executive Officers	
Danielle Bothwell	President
Mindy Leonardi	Vice President
Alanna Glastetter	Secretary
Marcie Scott	Treasurer

Brittany Dansereau	VP of Communications
Mandy Reichmuth	VP of Communications
Beth Beckman	VP of Fundraising
Morgan Leahy	VP of Fundraising
Ashley Etechells	VP of Events

School Safety Patrol: A school safety patrol team assists children at three (3) main crosswalks near the school. Children who walk or bike to school must use one of these crosswalks. Our patrol advisor is Ms. Stumph.

Student Council: The FCES student council is facilitated by Ms. Laramore, Ms. Stumph, and Mrs. Scourey. Each individual classroom will elect a classroom representative at the start of the year. The officers for the 2024-2025 school year are as follows:

Student Council Officers	
Amishi Waghay	President
Paisley Coley	Vice President
Lily Sullivan	Secretary
Molly Ploegman	Spirit Officer

COMMUNICATIONS

Phones: Teachers can be reached at school by phone outside their class time (8:30-9:00 am and 3:40-4:00 pm). It is most convenient to call during those hours, so classes will not be disrupted. Messages may be left on voicemail. Please refer to the staff roster for individual phone numbers. The school will not give out the home phone numbers of employees.

Student Phone Use: Students will only be called from class to the phone in the event of an emergency. *Students will not be allowed to use the office phone to ask permission to ride another bus, play with other children after school, or to have articles brought to school. A student's cell phone must remain in his/her backpack during the school day. Any phone being used during the school day will be confiscated.*

COMMUNITY SERVICES

Family Help Line	1-800-932 HOPE	Teenline	1-800-562-1240
Child Protection Services	425-649-4110	Poison Center	206-526-2121
Children's Response Center	425-688-5130	Domestic Violence	1-800-827-8840
Crisis Clinic	1-800-244-5767		

COMPUTER USAGE

All students will have the opportunity to use the internet and the many valuable technological resources available to them as they progress with their education at Fall City Elementary. Students complete digital citizenship lessons with our Coding Specialist, Dana Verhoff, and will receive a technology usage contract to sign at the start of the year. With the educational opportunity to use technology also comes responsibility.

CONFERENCES

Conferences are scheduled in November for every student. Because of the high value of the conferences, we hope for 100% participation. Conferences are by appointment and scheduled in collaboration with the classroom teacher. Information on how to sign up will be sent home by the school in October. **Fall Parent-Teacher Conferences** will be held **November 22, 25, and 26**. Report cards are available online at the end of each semester.

DRESS CODE - CLOTHING

Acceptable dress and appearance do not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process. Students need to give proper attention to personal cleanliness and wear clothes that are suitable for the school activities in which they participate. Please make sure your child is appropriately dressed for our wet northwest weather conditions.

Students who are wearing clothing that is deemed inappropriate by administrators may be asked to change.

- Should hats, hoods, caps or other accessories prove to be a distraction or interfere with student communication or learning, the student will be asked to place the item in their backpack and/or keep it at home.
- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- No excessive amounts of perfume or cologne. This can cause respiratory difficulties and allergic reactions.
- Shoes should be durable and appropriate for running, playing and climbing at recess, and for P.E.
- Shoes must be worn at all times. Wheelie shoes are NOT to be worn at school.
- Undergarments must be covered.
- Clothing must be free from large holes.

Please label all coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" closet is in the multipurpose room. Items not claimed by the end of each semester will be donated to a local clothing bank.

EARLY RELEASE DAYS

Fridays are early release days - school will be dismissed at 1:36 pm.

November conferences and some days prior to breaks have early release days.

EMERGENCY/CRISIS PROCEDURES

Please read below for some key points of our Emergency Procedures.

1. The district or school will notify you of an emergency via Parent Square.
2. Students will either be sheltered in place at FCES; or if necessary evacuated to Chief Kanim Middle School or by bus to Mt. Si High School.
3. In the event students must be held at our school for an extended stay, the district will provide supplies to shelter in place (emergency shelter, food, water etc.)
4. Students will be directed to use their personal electronic devices to send you a message via text that they are safe and where they are located. However, they will be discouraged from texting or calling outside of this message.

Lockdown Procedures

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

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

Parent Reunification Information

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

1. When you come to pick up your student, you **MUST** come to the front of the school (pick up turn around area) to notify staff at the check-in table that you are picking up a student.
2. Staff members have been directed not to release students directly to a parent. Any adults entering the school grounds from other areas will be directed to the Student Reunification Area and will not be allowed to take their child until they have signed their student(s) out through proper procedures. This is in the best interest and safety of all our students.
3. The parking lot will be closed off to personal vehicles so emergency response vehicles may have access. It is suggested that you park your car on outlying streets and walk to the reception post at the school.
4. Parents/designated adults provide photo identification to the secretary and indicate student(s) to be picked up. **ONLY THOSE PEOPLE LISTED AS EMERGENCY CONTACTS WILL BE ABLE TO TAKE A STUDENT HOME.**
5. The secretary will complete a form and give it to a runner who will take the form to the appropriate teacher. The teacher keeps the form when releasing the student. The runner will

then take the student(s) indicated to the Student Reunification Area to their parent/designated adult.

6. In the event that your child has been injured, a staff member will privately share this information with you. At that time, they will notify you of what medical care facility your child has been transported to. In the event your child has been transported, a staff member will accompany them.
7. We are aware that during an emergency, emotions will run very high, it is very important that you follow this procedure so that we can ensure the safety and security of all students.

EMERGENCY CLOSURE INFORMATION

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

- Sign up for Parent Square notifications
- Check District Website (www.svsd410.org)
- Call Emergency Hotline (425) 831-8494
- Listen to Radio and TV news

FIELD TRIPS

(Policy #2320) Your child may go on at least one field trip during the school year. The individual teachers send permission slips home. Sometimes there are fees involved, but no child will be denied an opportunity to participate due to financial challenges.

The school will make every effort to use only School District transportation whenever possible. In the event that parent drivers are needed, and you wish to participate by being a parent driver, you must have a valid driver's license, auto liability insurance coverage of at least \$100,000, and working seat belts for all passengers. Driver information forms will be sent home by the classroom teacher and must be completed, signed, and returned before the field trip date. Children under the age of 12 are not allowed to sit in the front seat of a car equipped with a passenger-side air bag.

Attendance is at the principal/teacher's discretion. Students not attending will be placed in another classroom with prearranged teacher assignments.

All field trip chaperones must complete a background check through the front office no later than one week before the field trip.

All FCES and SVSD rules and policies apply to field trips.

FOOD

Free & Reduced Meals: We encourage parents to apply for free or reduced-priced meals for their children. Forms are available online or through the school office and can be completed at any time during the school year.

Breakfast: We are offering breakfast at school. It is usually cereal or roll, fruit or juice, and milk. **Free and reduced applications will be honored for breakfast and lunch.** Prices are:

Full price	\$2.50 (K-5)
Reduced price	No Charge (K-5)
Milk	50¢
Adult	\$3.75

Breakfast will be served from 8:55-9:10 am

Lunch: Hot lunches (which include milk) are available daily. **Lunches may not be charged.** It is preferred that a 10 or 20 meal ticket is purchased; this eliminates the necessity for the children to carry money to school every day. Prices are:

Full price	\$4.25 (K-5)
Reduced price	No Charge (K-5)
Milk	50¢
Adult lunch	\$5.75 daily

*Ala carte items will be priced according to the item purchased.

HEALTH

Health Room: When a child becomes ill at school, he/she will be in the office or health room until the parent (or designated adult) arrives. While we encourage daily school attendance, please keep your child home if they are running a fever or are vomiting. Our school nurse is available by phone daily to assist parents with health concerns.

Head Lice: Measures for safeguarding the school community from head lice are based on the Infectious Disease Control Guide for School Staff from the State of Washington Department of Health & the Office of the Superintendent of Public Instruction in conjunction with current best evidence-based practice. The Snoqualmie Valley School District Health Services Department is responsible for carrying out these measures and follows operating guidelines to address the actions needed to support this procedure. The following link provides specific information regarding head lice procedures: <https://www.svsd410.org/Page/6626>. Please call the school nurse for more information.

Medicine at School: Some parents want to send medication to school for their child. We ***cannot*** administer any medication (prescription ***or*** over the counter) without proper signatures of **both parent and physician on file**. The proper form is available in the school health room. Please contact the school nurse if additional forms are needed.

****In addition, school personnel cannot administer topical medication, eye drops, and injectables (with the exception of an EpiPen).** Please arrange to administer the above types of medication either yourself or another designated adult. Please contact the District Office with any questions at (425) 831-8000.

NONDISCRIMINATION

Nondiscrimination Statement:

The Snoqualmie Valley School District complies with all applicable federal and state statutes and regulations and does not discriminate in any program or activity 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
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2597

PARKING LOT EXPECTATIONS

**TIPS FOR KEEPING TRAFFIC MOVING, MINIMIZING CONGESTION
AND ENSURING THE SAFETY OF OUR CHILDREN**

We are trying our best to be proactive with traffic congestion at FCES. Please read and become familiar with the traffic guidelines for a SAFE drop-off/pick-up of *all* students. PLAN AHEAD, LEAVE EARLY.

If bus service is available, we encourage you to use it. We also encourage all those able to walk to and from school to do so. It cuts down on congestion, allows for healthy exercise, and is a nice way to start and end the day with your children.

Anticipate that traffic may be backed up along SE 42nd at the beginning and end of each day. **Do not pass vehicles that are waiting in line to get into the parking lot.** The parking lot passing lane does not begin until you are past the entrance. Pulling to the front and bypassing the turn lane may cause an accident with another vehicle preparing to exit.

Prior to entering the parking lot, please be organized so your children can quickly exit the vehicle once you have come to a complete stop in the drop-off lane. Do not enter the drop-off lane if students are not ready to exit. Instead, pull into a parking space and have them exit from there. Once they exit the car, do not wait and watch them walk down the path to the school's entrance. Immediately enter the travel lane to make room for others.

While in the drop-off lane, drivers should **never open the driver-side doors or get out of their vehicle to assist students.** This causes a dangerous situation by placing the driver or student in the way of passing traffic in the travel lane and creates delays for others. If your children need additional help exiting the vehicle, please park in a parking spot and use the sidewalks to reach the building.

Below are a series of **Questions & Answers** that might help clarify the expectations for picking up or dropping off your child before or after school.

Q: Is it OK if I signal my child to come to my vehicle even if I haven't reached the designated pick-up/drop-off area?

A: NO: Have your child wait at the designated Pick-Up/Drop-Off area. Asking your child to cross this busy part of our parking lot is very dangerous because drivers may not be able to see them.

Q: If I am parked in the main parking lot, is it OK for me to walk my child through the Pick-Up/Drop-Off area to get back to my vehicle?

A: NO: *For your safety, parents and their children need to use the sidewalks around this area even if it appears to be more inconvenient! Always model safe choices.*

Q: If I am waiting to pick up my child and one or two cars pull out from in front of me, am I expected to pull forward?

A. YES: *If all vehicles pull forward to the next available space, more vehicles will be able to move through this area. By not moving forward, it encourages other vehicles further back in line to cut in front which creates a dangerous environment for all vehicles and pedestrians. It is also very inconsiderate of others who are waiting patiently.*

Q: If there is space between cars in the pick-up zone, may I drive ahead and pull in (similar to the airport drop-off/pick-up lanes)?

A: NO. *Wait in line until the cars in front of you pull ahead. Do not use the travel lane to cut in front of other cars, even if there is an empty space, as this creates a dangerous situation due to the sharp curve of the zone, causes confusion for the other drivers, and creates further delays.*

Q: Where should I pick up my child after school?

A: *There are several areas around our school campus where you can pick up your child after school safely. Many parents are parking on the side streets and walking to the “Walking Pick-Up” area to get their students. If you have arranged to meet your child at the main entrance, they should wait under the front entry pavilion and remain there until you drive up to the designated pick-up/drop-off area.*

Q: Can I park in the designated pick up/drop-off area, get out of my car and run into the building to pick up my child at the end of the school day? It will only take me a few minutes.

A: NO: *Never leave your vehicle unattended, even for a quick check in at the office. It is imperative that you remain in your car and wait for your child to find you. If you want to meet your child at the front entry, you should park in the main parking lot.*

Q: The parking lot is pretty full, and I want to quickly run into the office to ask a question and meet my child. May I park in disabled parking if it is just for a few minutes?

A: NO: *There are limited disabled parking spaces in our lot, and we have families and visitors that use them. Unless you have a disabled parking placard, plate, decal or tab, you may not park in these spaces; it is illegal. Also, do not idle in front of these spaces, blocking others from accessing them. Either wait in the pick-up lane or park in an appropriate spot and wait for your child.*

Q: Is it okay to idle in the parking lot rather than wait in the pick-up lane for my child?

A: NO: *Idling in the parking lot blocks parking spaces and prevents others from accessing our limited parking. Please wait in the pick-up lane or park in an appropriate spot and wait for your child. Idling in the parking lot often blocks our disabled parking spaces. We have families that use these spaces and need immediate access to them. It is inconsiderate for you to block them.*

Q: Can I get out of my car to help my child into the car and buckle them in? It will only take me a few minutes.

A: NO: *If you use the pick-up lane, your child needs to be independent in using the safety buckle. Getting out to assist will cause a backup. If you need to help your child, then you should park in the main parking lot, meet your child in the pick-up area, and then walk them to your car. It is important that you use the sidewalk when going between the parking lot and the pick-up area.*

Q: If I see my child waiting by the front entrance, is it OK to stop in the passing lane, parallel to the Pick-Up/Drop-Off area, to pick up my child?

A: *NO: This is dangerous for your child because they are crossing between other vehicles whose drivers may not be able to see them. It only takes between 10–12 minutes for the line of cars to pull through the parking lot once the students have been dismissed. Everyone needs to be patient.*

Q: What is the speed of the cars as they drive through the main parking lot?

A: *Slow, Slow and Slower!*

Our primary goal is to ensure all students are safe during this segment of the school day. It will take everyone working together, sharing this responsibility, to ensure all students are safe during these busy periods. Thank you for your help and patience with this issue.

PAYMENTS TO SCHOOL AND SCHOOL DISTRICT

The face amount of all checks made payable to school or district offices, if returned for non-payment, will be recovered electronically along with the state-allowed fee.

SCHOOL DAY SCHEDULE

School Day: The first bell of each day rings at 9:00 am. A student is considered tardy if he/she is not seated and ready for school instruction by 9:15 am. The day ends at 3:36 pm Monday through Thursday and 1:36 pm on Friday for all grades.

Recesses: In addition to the regular lunch break, we will have scheduled recesses. All recesses are scheduled for specific grade levels.

SCHOOL PICTURES AND YEARBOOK

As a service to students and parents, individual and class pictures are taken each year. Individual photos will be taken on **Sept. 19**. Class photos and optional individual photos will be taken on **March 20**. Information regarding ordering will be included in the Falcon Folder, including reminding you of the specific date and costs. Please return the order form to your student's teacher. Students that qualify for the Free/Reduced lunch program may receive a free photo by contacting the school office.

We hope to offer students a yearbook again this year. This service is sponsored by the PTSA.

SCHOOL POLICIES AND PROCEDURES

Anti-Discrimination:

The Snoqualmie Valley School District complies with all 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, gender expression or identity, disability, or the use of a trained guide dog 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. Inquiries regarding compliance and /or grievance procedures, may be directed to the

school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, or phone (425) 831-8015.

Attendance (Policy #3122): 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 before 9:00 am and provide your child's name, grade and reason for the reason.

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. Students will receive 1 day per excused absence to make up their work. The student is responsible for getting assignments and completing missed work.

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

Computer Use and Internet Guidelines:

When using technology at Fall City Elementary School, students are expected to:

General Expectations

- Have an adult supervisor present at all times.
- Work at assigned computer.
- 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.

Printing

- Print only with the permission of the teacher.
- Immediately report printing errors/failures to supervisor (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.

User-Share Folders

- Student User-Share folders are limited to files that relate directly to classroom assignments.
- Unauthorized folders will be deleted from folders.
- No downloading of games, jokes, sound clips, music, images and executable files not related directly to classroom assignments.

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 FCES. The consequences will be a locked-out network account and/or possible criminal charges.

Internet Misuse

Failure to follow internet rules and regulations will result in school consequences.

Conduct: Civility (Policy #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.

Confidentiality: No student information will be released to individuals other than parents or a parent designee. Student records may be transferred to other educational institutions without parent consent. (*Family Education Rights and Privacy Act, 1974*)

Drugs, Alcohol, Tobacco and/or Paraphernalia (Policy #5201): Fall City Elementary School is a drug-free school that adheres to the Washington State guidelines for a safe school environment. The Snoqualmie Valley School District’s drug & alcohol policy can be found on the district website at <http://svsd410.org/districtinfo/>.

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 Bullying (Policy #3207, #6590):

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

Valley School District's harassment, intimidation and bullying policies can be found on the district website at <http://svsd410.org/districtinfo/>.

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

- Physically harms another student or damages another student's property;
- Substantially interferes with a student's education;
- Is so severe, persistent, or pervasive 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))

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. It is crucial that all instances of bullying and harassment are reported to school staff immediately.

At Fall City Elementary School, 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 work with students, parents and teachers in a cooperative, problem-solving manner which typically results in a positive outcome for all parties. We may use mediation as a method to resolve conflicts between students and teach students the social skill of assertiveness. We continue to monitor the situation and take all necessary actions to remedy any ongoing problems.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness following District Procedure #3207.

Security Camera Use:

The Snoqualmie Valley School District supports the use of video cameras throughout the school district to preserve district assets, enhance school safety and security for students and staff, and allow visitors access to district buildings. Security cameras are installed in public areas throughout district buildings, grounds, and school buses. This supports the district's goals to foster a safe and secure teaching and learning environment, to ensure public safety for community members who visit or use school property, and to diminish the potential for personal or district loss or destruction or property. (Policy 6608)

Standards of Student and Staff Safety and Security:

The Board of Education has set forth rules and expectations addressing student, staff safety and security and the consequences of violation of these standards. Violations of the Standards of Student & Staff Safety, Security will warrant disciplinary consequences. The Snoqualmie Valley School District's standards of student & staff safety and security policies can be found on the district website.

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.

Use of Mass Automated Call-Out Notifications:

Snoqualmie Valley schools use an automated mass notification system (School Messenger) to contact families by phone regarding emergencies, unexcused absences, and other school-related information. The Federal Telephone Consumer Protection Act (TCPA) allows parents to opt out of receiving general information calls from the district and schools. **Families who DO NOT want to receive general automated phone calls need to let their school office know in writing, by September 15, each year.** Please note that families who choose to opt out from phone calls may miss important information about their student(s).

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).

SPECIAL SERVICES

Speech, Language Pathologist: **Michaela Calhoun** serves children with communication disorders or impairments, such as speech, language, and hearing.

Occupational Therapist: **Kurt Calhoun** is available to help children with large and small muscle development disabilities.

School Nurse: **Katie Kieffer** is available daily by phone. (425) 831-4000.

Psychologist: **Erin Taylor** is responsible for testing referred students for possible special education placement.

School Counselor: **Carrie Hubert** is available each day to assist students with a variety of concerns or issues they may have.

Special Education: **Katie Coley and Aspen Myers** are our Special Education teachers, who provide case management of educational services for students who are on Individualized Education Plans.

STUDENT INSURANCE

Student Accident Insurance is available through ExcelServ. Enrollment forms can be picked up in the school office.

STUDENT PROGRESS REPORTS

Our school district will use a standards-based reporting system for kindergarten-fifth grade. The standard-based reporting forms are aligned with Common Core State Standards and our school district's student learning expectations. The report card for each grade level is based on a continuum of skill development in the core subject areas: reading, math, and writing.

Grades K-5, using the Standards Based Reporting System

Semester 1	Semester 2	Behavior/Study Habits
OT – On Track	4 - Exceeding Standard	E - Exceeding Standard
PT – Progressing Towards	3 - Meeting Standard	M - Meets Standard
AR – Academic Risk	2 - Working Towards Standard	W - Working Towards
	1 - Below Standard	B - Below Expectations
X – Not taught to a Level to be Assessed Appropriately		
NB – No Basis for Grade Due to Attendance		

STUDENT RECORDS

District Policy #3231 describes parents' rights to access their child's school records. Please submit a written request to Jamie Warner, Principal, for an appointment if you choose to inspect your child's records for any reason. Student records may be released without parental consent to other educational institutions in which the child is enrolling.

TOYS AND VALUABLES

Electronic devices (i.e. Nintendo games, iPods), trading cards, toys, dolls, stuffed animals, etc. can be a classroom distraction. They are not allowed at school and will be confiscated and held in the school office for a parent to claim. Students should leave all valuables at home, including personal reading devices, electronics, money and other items. Buying, trading, and selling between students is not allowed.

TRANSPORTATION

Bus Rules: Information about Student Conduct on Busses can be found on the school district website's Transportation section. Conduct detrimental to the safety of any student either at the bus stop or on the bus may result in revocation of the bus riding privilege.

Bus Transfers: In order to ride another bus or get off at a different stop, a note from home needs to be brought into the school office where a "bus pass" will be issued.

USE OF DIRECTORY INFORMATION AND PHOTOS

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

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

Parents who DO NOT want directory information or photographic images released must submit an OPT-OUT request in writing to their student's school office ANNUALLY - by September 15 each year. More information regarding FERPA and the opt-out process is available online on the district website. If the school does not receive a written request by September 15, the school will assume that there is no objection to releasing such information.

VOLUNTEERS AND VISITORS

Our school is fortunate to have many parents serve as school volunteers during the year. All volunteers are required to have an approved background check. Please contact the school office regarding this procedure.