

# STUDENT/PARENT HANDBOOK

2024-2025

**Mission: Working together to ensure all students, staff, and parents learn**

*Snoqualmie Valley Schools*

**Vision: To become the best school district in Washington State by any measure.**

**Mission: Educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.**

## **STUDENT INFORMATION RELEASE**

### **Use of Directory Information and Photos**

#### **Use of Directory Information and Photos**

Federal law (see FERPA above) 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 this information as the following: name, address, telephone number, date and place of birth, grade level, major field of study, participation in activities and sport, weight and height of athletic team members, dates of enrollment, diploma and awards received, schools attended, and parent/guardian(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 use.

Parents who DO NOT want directory information or photographic images released must submit an Opt-Out request via Skyward Family Access.

***A note about School Portrait Photography: The school portrait photographer, regardless of whether a parent/guardian plans to purchase a photo package, will take photographs of all students. The student photograph (digital and physical) will be provided to the school district and to classroom teachers for internal use related to the student's education. Student photographs are uploaded into the district's student information system, library system, lunch system, transportation system and other systems for operational efficiencies, and to enhance student safety and security.***

## **Table of Contents**

### **Schedules and Calendars**

- 1. District Calendar & NBE Schedules**
- 2. Curriculum Night**
- 3. Parent-Teacher Conferences**
- 4. Concert Schedule**

### **Student Safety & Records**

- 1. Security**
- 2. Secure Campus**
- 3. Visitors**
- 4. Volunteers & Chaperones**
- 5. Transportation**
- 6. Emergency Procedures**
- 7. Mandatory Reporting**
- 8. Student Records**

### **Student Guidelines**

- 1. Appearance and Dress Code**
- 2. Attendance**
- 3. Behavior Supports**
- 4. Breakfast/Lunch Program**
- 5. Field Trips**
- 6. Homework Policy**
- 7. Library Procedures**
- 8. Lost and Found**
- 9. Respect to the Flag**
- 10. Technology and Internet Guidelines**

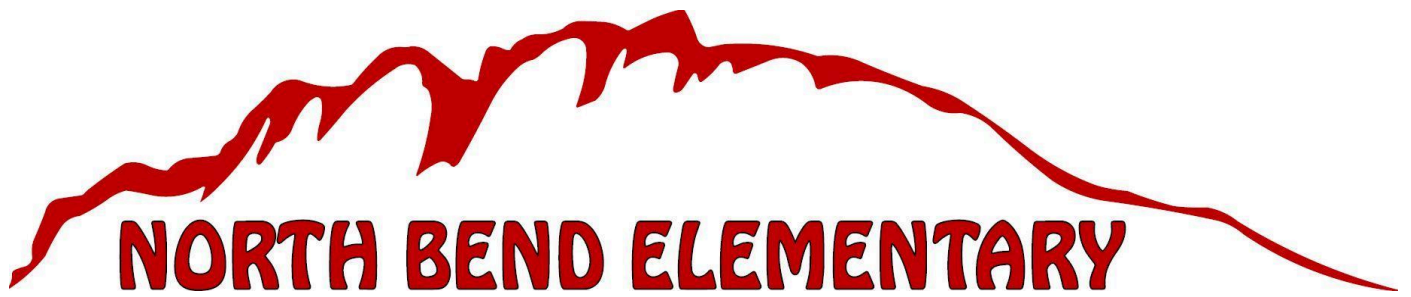
### **Health and Safety**

- 1. Accidents**
- 2. Nurse's Office**
- 3. Illnesses**
- 4. Immunizations**
- 5. Medication in School**
- 6. Allergy Guidelines**
- 7. Classroom Parties**
- 8. Pets**
- 9. Gum**
- 10. Language Hearing Assistance**

### **Communication Guidelines**

### **Student Services**

### **District Policies**



Dear Parents,

Welcome to North Bend Elementary School. This handbook is intended to inform you about school practices, district policy, and state laws that will help you know what to expect. Our expectations for student behaviors exist so we can provide clear expectations for students and how we can partner to support the growth and development of your whole child (academically, socially, and emotionally). We are in this together! Children progress best when they experience the combined support of school and home working together to ensure a high-quality education.

Please review the enclosed information with your child(ren). Discuss together the importance of creating a safe and supportive learning environment for everyone in our school. The majority of North Bend students may never experience any of the progressive levels of behavior support. However, it is important for all of us to understand the expectations for responsible behavior as well as the support we provide for unsafe or unexpected behaviors.

Please feel free to call if you have any questions, now or in the future.

Thank you.

Sincerely,

*Rebekah Westra*

Rebekah Westra  
Principal

*Katy Gibson*

Katy Gibson  
Assistant Principal

# Schedules & Calendars

- [District 2024-2025 School Calendar](#)
- [NBE Schedule website](#)

## NBES Curriculum Night

Curriculum Night gives teachers and parents an opportunity to meet each other. Teachers provide an outline of the curriculum and expectations for the school year. Following the administrator welcome for new parents, two identical sessions will be offered so that parents with more than one child at North Bend Elementary may attend multiple classroom sessions. Parents need only attend one session per teacher, the multiple sessions are intended for families with more than one student to attend multiple sessions. Counseling, library, coding, music, and PE staff will share curriculum information during both sessions in the MPR. **Curriculum Night is Thursday, September 19, 2024 from 6:00-7:30pm.**

### **SAMPLE SCHEDULE:**

#### Parent Welcome

School Administrator Greeting & Overview 6:00-6:20, MPR

#### Session #1

Classroom Teachers Grades K-5 6:25-6:55, classrooms

Counseling, Music, P.E., Technology, and Library 6:25-6:55, MPR

Specialty & Special Education Classrooms 6:25-6:55, classrooms

#### Session #2

Classroom Teachers Grades K-5 7:00-7:30, classrooms

Music, P.E., Technology, and Library 7:00-7:30, MPR

Specialty & Special Education Classrooms 7:00-7:30, classrooms

## Parent-Teacher Conferences

Fall Parent-Teacher Conferences will be held in November. Additional conferences are appropriate, at teacher discretion, whenever a student falls below expected standards. Report cards or progress reports are prepared for grades K-5 and will be issued at the end of 2nd and 3rd trimester to inform students and parents of academic progress. Report cards are available online through Family Access.

- **Fall Parent-Teacher Conferences** will be held in the afternoons from **11/22/24 through 11/26/24**. School will dismiss early on these dates, at 12:15pm.
- Parents will schedule their conference(s) with teachers online. Detailed information on this process will be sent out in the Fall.
- **Kindergarten** can sometimes have a different conference/report schedule. If that occurs, we will communicate that timeline/process well in advance with all Kinder families.

# Concert Schedule

- Music Club Concert: 12/12/2024 @ 6:30pm
- K/1st Grade Concert: 5/21/2025 @ 6:00pm
- 2nd/3rd Grade Concert: 5/8/2025 @ 6:00pm
- 4th/5th Grade Concert: 4/10/2025 @ 6:00pm
- District Choir Concert - TBD

## **STUDENT SAFETY & RECORDS**

### Security (SVSD Policy #6610)

The board authorizes the use of video surveillance on district property for the purpose of maintaining the health, welfare, and safety of students, staff, and visitors, and to protect district equipment and facilities. The board authorizes video surveillance in common areas on district property and further authorizes the superintendent or designee to determine exact locations for cameras. The board further authorizes the superintendent or designee to install cameras to address specific incidents or need. However, the district will not install or use cameras in restrooms and locker rooms.

In general, only those individuals with a legitimate administrative or educational purpose may be permitted to view the video recordings. In most instances, those persons will be the superintendent, principals, supervisors, and other administrators.

The district will notify staff and students through [insert method of notification, for example, website, collective agreements, handbooks, etc.] that video surveillance may occur on district property. The district may use footage from video surveillance for student disciplinary action or criminal actions. In addition, the district reserves the right to use footage from video surveillance for staff discipline or discharge, although this is not the primary purpose of video surveillance.

In certain instances, video recordings may become a part of a student's educational record or a staff member's personnel record. The district will comply with all applicable state and federal laws related to record maintenance, retention, and disclosure.

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 of property.

## Secure Campus

Once students arrive at school in the morning, they may not leave the school grounds without permission. A guardian must sign their child out at the school's front office. The school campus is closed to students who do not attend North Bend Elementary School. **All visitors must sign in at the main office.**

## Visitors

The information outlined below is what visitors can expect during a typical school year.

If you plan to step onto school grounds, either in the playground area or inside the front doors, a visitor's badge must be obtained from the electronic sign-in system in the office. You will need your driver's license to sign into the system. North Bend Elementary utilizes a high-tech camera system at the school's main entry to monitor and grant access to visitors. Visitors will need to use the camera entry system to be allowed into the building. This safety feature will enable NBES to keep the front doors in a locked position and monitor who is granted access to the building from 9:05am-3:35pm. The camera console includes a built-in doorbell.

Guests to the school can expect and should follow this procedure:

- Visitors to the building should depress the doorbell and look into the camera.
- Once the doorbell is rung, the main office is notified that someone is at the door. The console allows the school office staff to speak with visitors. The school's secretaries might ask guests to state the purpose of their visit and possibly additional probing questions before visitors will be "buzzed in" to the school.
- When guests are "buzzed in" there is an audible clicking sound, and the card reader turns green, which indicates that visitors can pull the doors on the far right and enter the building.
- Enter the building and go straight to the office on your right.
- Anyone coming onto school grounds will still need to sign in at the office with a driver's license.

**ALL VISITORS need to sign in at the office upon arrival, and wear a Visitor Badge throughout their stay.** Visitor's badges are generated by our electronic sign in system. A driver's license is necessary in order to sign in with our system.

We make every effort not to disturb classes in progress. Items being dropped off (lunches, lunch money, books, food for the class, etc.) for individual students or a class can be left at the office. Your child's teacher will be notified of the delivery at their next class break or recess.

## Volunteers & Chaperones (SVSD Policy #4200)

North Bend Elementary keeps a list of pre-approved volunteers and chaperones who have successfully passed a background check. To be added to this list, please fill out the district's [Volunteer Background Form](#) online. Please allow up to two weeks for background checks to be processed. Field trip chaperones are selected based upon:

1. A completed and cleared background check.
2. Classroom or grade level lottery.

Parents are welcome to join their children in the lunchroom for lunch on Fridays and during PTA's Rad Recess events. Please see the visitor guidelines above for the check-in process.

### **Sibling Guidelines**

To support participation and to ensure both teachers and parent volunteers can focus entirely on the children in the classroom, the following guidelines have been adopted.

Siblings may accompany parents for:

- Assemblies and concerts during school hours
- After-school events

Siblings are not allowed:

- In the workroom/staff lounge
- At recess
- When parents chaperone field trips
- When parent volunteers are in the classroom or attending classroom events

## Transportation

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

The school's supervision team is on duty beginning at 8:55am. Students and/or parents should not arrive on campus before **9:00am**, unless an appointment has been made with a staff member, or if they are signed up for a morning activity/club. Students eating breakfast may go directly to the lunchroom at **9:00am**. The first bell will ring at 9:10am, and then a second bell rings at 9:15am, by which time all students are expected to be in their classroom for attendance.

- The dismissal bell will ring at 3:36 Monday -Thursday.
- The early dismissal bell will ring at 1:36 Friday.

### **Bus Riders (SVSD Procedure #6605P)**

Students provided with transportation are responsible for complying with the district's rules of conduct for students riding buses. Failure to adhere to these rules, or abusive behavior towards the public, driver, fellow passengers or the vehicle constitutes justification for initiating corrective action against a student.

### **Walkers**

Students who walk should leave immediately for home once school is dismissed; there is no after school supervision provided.

### **Car Safety: Pick-Up and Drop-Off Procedures**

When picking up your student, please use the pick-up/drop-off lanes (NO IDLING PLEASE) or park your car and walk up to the front of the school.

Please plan on plenty of extra time to get in and out of the parking lot if you are bringing students to school or coming to pick them up. The lane closest to the curb in front of the school is for loading and unloading only. When picking up or dropping off from the loading/unloading lane,



please stay in your car and have your child(ren) load or unload from the passenger side of the vehicle. If you elect to park your car in our school's parking lot, please walk your child across the parking lot and loading/unloading lane to ensure their safety.

Any parents wishing to meet their child on the playground at pickup may park in a designated space and walk across the pickup lane to meet them. Please do not park your car in the loading area and leave your car unattended; this creates a backup of traffic and does not allow the traffic to move forward.

Bus lanes and the entry and exit for the bus loop needs to remain clear at all times. We ask that parents picking up their child from school enter the school's parking lot via Third Street. Downing Street is to be kept clear so that our buses can easily enter the bus loop and ensure students are loaded onto the buses in a timely manner. Please do not drive in or drop off students in the bus loading zone.

Unless you have a permit, parking is prohibited in the handicapped parking spaces.

## **Safety Patrol**

School Safety Patrol is made up of 5th-grade students. Students and parents are required to follow directions from patrols. The patrols' job is to ensure student safety on our campus.

# Emergency Procedures

## **Dismissal Procedures**

Should we have any type of emergency which requires us to dismiss students, we ask parents to help us use the following procedure:

1. First and foremost, remain calm.
2. Parents will be notified through ParentSquare. Look out for communication about where the student reunification area will be located as this area will be determined based on the type of emergency.
3. Parents or designated adults must report to the Student Reunification Area designated based on the type of evacuation or emergency. Any parents entering the school grounds from other areas will be directed to the Student Reunification Area and will not be allowed to take their child until they have signed their student(s) out through proper procedures. This is in the best interest and safety of all of our students.
4. Parents/designated adults provide photo identification to the secretary and indicate student(s) to be picked up. **Only 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. Parents/designated adults and student(s) will then leave the school grounds immediately for the remainder of the day.

## **Lockdown Procedures**

Building lockdowns can be issued for a variety of reasons: an environmental hazard, hazardous material or gas leak, or suspicious person in the vicinity. An order to lock-down will be issued by local authorities. 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 above) will be put into place.

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

### **Emergency School Closures**

Emergencies, such as snow, ice, power outages, and floods can alter school schedules and affect bus transportation for students. If you are in doubt about conditions, you may listen to one of nineteen area radio stations, or watch the news between 5 and 8:30 a.m. on TV: Channels 4, 5, 7, 11 for school closure information. You may also check for information on the district's website under [Emergency Information](#).

If there is no message about Snoqualmie Valley School District No. 410, schools are open on a normal schedule. If an announcement is made, it will say:

"Schools Closed"	All scheduled activities canceled
"Schools Open, One Hour Late"	Students arrive one hour late; No Before School Activities Staff comes at regular time – as safe travel allows
"Schools Open, Two Hours Late"	Students arrive two hours late; No Before School Activities Staff comes at regular time – as safe travel allows
"School Open, Limited Transportation"	Limited transportation due to road or flood conditions. No Before School Activities

### **Emergency Transportation Information**

- Direct Communication - All staff and families will receive a text and email about school transportation information or changes
- Check District Website: [www.svsd410.org](http://www.svsd410.org)
- Call Emergency Hotline: 425-831-8494
- Listen to Radio and TV news

Parents can also sign up for Bus Bulletin notifications, for texts or emails regarding their student's specific school bus route in the event of an unexpected delay (of 10 minutes or more). Parents must register each year through the district website to access this free service.

### **ParentSquare District Communication Information**

ParentSquare is an easy-to-use communication tool that combines multiple communication streams into one convenient interface for families and staff. ParentSquare automatically generates an account for each parent/guardian, using the primary email address and phone number you gave your school office (also the email used by Family Access). If you do not remember the email address, please contact your school office, and they can provide it. We encourage parents to access

their accounts to download the mobile app and update their preferences for when and how they want to be notified. To subscribe:

- Go to ParentSquare Communications on [SVSD's website](#)
- Click on Parent/Guardian [Registration link](#) at top of page and follow step-by-step instructions

How is my communication managed?

You can receive communication from the district, school, and classroom by email, text, mobile app, or the ParentSquare website. To reduce and streamline the amount of messaging you get each day, we have set the ParentSquare default to the digest option, which will collect all of your student's communication from the district, school, and classroom into one message a day. We have also turned on text as a feature for all parents. You can change your notification preferences, including your preferred language of communication, on your ParentSquare account page.

## Mandatory Reporting

Any person who has cause to believe that a child has suffered abuse or neglect should report such incidents.

All NBES staff are legally required to report child abuse or neglect.

The following links provide more information on mandatory reporting:

- [Who is required to report child abuse?](#) (DSHS)
- [Know your rights](#) (Washington State Coalition Against Domestic Violence)

## Student Records

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

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

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

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

Parents have the right to request an amendment of the student's education records if they believe information is inaccurate or misleading. Parents may ask the district to amend the record by writing

a request to the principal, specifying the part of the record they want changed and why it is inaccurate or misleading. If the district decides not to amend the record, they will notify the parent of the decision and advise them of their right to a hearing.

Parents have the right to consent to disclosure of personally identifiable information contained in their student's education records, except to the extent that FERPA authorizes disclosure without consent. Exceptions include school officials who have legitimate educational interests. Parents have the right to file a complaint with the US Department of Education concerning alleged failures by the District to comply with requirements of FERPA:

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

## **STUDENT GUIDELINES**

### Appearance & Dress Code (SVSD Policy #[3224](#))

Preserving a beneficial learning environment and assuring the safety and well-being of all students are primary concerns of the Board of Directors.

Students choices in matters of dress should be made in consultation with their parents.

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

1. A health or safety hazard will be presented by the student's dress or appearance including possible membership in a gang or hate groups;
2. Damage to school property will result from the student's dress; or
3. A material and substantial disruption of the educational process will result from the students' dress or appearance.

For the purpose of this policy, a material and substantial disruption of the educational process may be found to exist when a student's conduct is inconsistent with any part of the educational mission of the school district. Prohibited conduct includes the use of lewd, sexual, drug, tobacco or alcohol-related messages, or gang-related apparel.

The uniforms of nationally recognized youth organizations, and clothing worn in observance of a student's religion, are not subject to this policy.

The superintendent will establish procedures providing guidance to students, parents, and staff regarding appropriate student dress in school or while engaging in extracurricular

activities. Such procedures will ensure that any student wearing, carrying, or displaying gang-related apparel, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student will be asked, with notice to his or her parents, to make appropriate corrections and be subject to discipline if the corrections are not undertaken.

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

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

## Attendance (SVSD Policy #3122 and #3124)

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

To report your child's absence, please call our **24-hour. Absence Hotline at 425-831-8401**, before 9:15 am. If you make this call, writing a note after the absence will not be necessary. We will call all parents regarding absences if the office has not heard from you by 10:15 a.m.

Students who have been absent have the right to make up the assigned work upon their return to school. It is the student's responsibility to obtain the assigned work from their teacher upon returning. Failure to make up the missed assignments within the designated time may result in a reduction of the student's grade. We ask that parents/families strongly consider planning vacations around our school calendar to have the least academic impact on your child.

### **Late Arrival or Early Dismissal**

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

### **Attendance Time Frame**

Tardy: 9:15a.m. to 10:15a.m., AM Absence: 10:16a.m. to Lunch, PM Absence: lunch to 2:15p.m.  
Friday PM Absence: Leaving before 12:00p.m.

### **Friday Early Release**

Your student's attendance is important. Students will be released each Friday at 1:36 p.m. This is not a half day. Please do not schedule any appointments or early dismissals during school hours on Friday.

### **After-School Messages or Pick-Up Changes**

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

### **BECCA Law**

Daily student attendance in school is one of the cornerstones of academic success. North Bend Elementary will comply with the Washington State Attendance BECCA Law. Any student with 5

unexcused absences within any month or 10 unexcused absences during the current school year is referred to the school district, which must 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. We urge everyone to be in attendance 180 days per year.

### **Unexcused Absences and Truancy**

After 3 unexcused absences in a 30-day period a conference will be scheduled with you and your student to identify the barriers and supports available to ensure regular attendance.

After 7 unexcused absences in a 30-day period the school will enter into an attendance agreement with the student and parent establishing attendance requirements. The school may refer the student to a Community Engagement Board.

If above actions are not successful, the district will file a truancy petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The parent and student will be required to appear in the King County Juvenile Court.

### **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 Support (SVSD Policy #3240)

At NBES, our students work hard in class and follow established expected behaviors to be safe, respectful, and responsible. From time to time, students display unsafe and/or unexpected behaviors that require teachers and administrators to provide redirection and behavior support. This chart provides an overview of various forms of problem behaviors. Teachers and administrators use their best discretion in responding to problem behavior in order to help students learn from their choices.

<b>Problem Behavior Definition</b>	<b>Examples</b>
<b>Learning Opportunity:</b> Common misbehaviors that are brief and do not interfere with learning. It may be attributed to age or normal human needs.	<ul style="list-style-type: none"> <li>● Brief inattention/lack of focus</li> <li>● Talking during transitions</li> </ul>
<b>Level I. Minor Behaviors:</b> Infrequent behaviors that run counter to expectations or class procedures but do not seriously interfere with learning. If left unattended, might increase in intensity or frequency.	<ul style="list-style-type: none"> <li>● Calling out without raising hand</li> <li>● Leaving seat</li> <li>● Off task/doing unrelated activity</li> <li>● Passing notes</li> <li>● Excessive social talking</li> </ul>

<p><b>Level II. Moderate or Repeated Minor Behaviors:</b> Behaviors that disrupt an activity or interfere with learning for self or small group or minor problems that occur so frequently that they constitute a threat to learning.</p>	<ul style="list-style-type: none"> <li>● Not following reasonable instructions</li> <li>● Arguing/disrespectful with teacher; not accepting feedback/directions etc.</li> <li>● Repeatedly off-task</li> <li>● Roaming around room at will</li> <li>● Not completing assignments</li> </ul>
<p><b>Level III. Major Behaviors:</b> Behaviors that present a threat to safety and learning environment. Student is out of instructional control and unable to respond to adult direction.</p>	<ul style="list-style-type: none"> <li>● Illegal behavior or infraction of major school rule, board policy</li> <li>● Refusal to follow instructions or accept criticism</li> <li>● Intentional misbehavior that leads to harm of self or others</li> <li>● Level II behaviors that have not responded to strategies and plans to redirect misbehavior</li> </ul>

## Consequences (SVSD Policy #3241)

Teachers and administrators apply behavior interventions that naturally follow the behavior as much as possible. For example, if a student draws on a desk, they might be asked to clean it off. Or if a student is off-task and is unable to complete their work, they might need to continue working while their peers move on to free play or the next activity. The behavior interventions depend on the intensity and frequency of the 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.

## Breakfast/Lunch Program

Families can find school menus and prices on the [Food Services website](#).

## Field Trips and Online Payments

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

- Permission forms will be sent home- parental permission, in writing, is required for attendance.
- If there is a fee involved, it can be paid online. Steps for online payment are the same as listed in the Breakfast/Lunch section above. Fees need to be paid before the day of the trip. No child will be denied the opportunity to attend due to financial challenges; if you need assistance with the fee, please inform the teacher.
- Attendance is at principal/teacher discretion. Students not attending will be placed in another classroom with prior teacher arrangements.
- All field trip chaperones must complete a background check through the front office no later than one week before the field trip.
- District transportation (school buses) will be used. Chaperones must ride the bus.

- School sack lunches need to be brought from home OR arranged with the kitchen beforehand.
- All NBES and SVSD rules and policies apply to field trips.

## **Online Payments**

To make online payments:

- Log into the [Online Payment System](#). Parents will need their Login and Password – the same that they use for Skyward Family Access (contact your child’s school if you do not have a login/password).
- Select the student name.
- Select Items at Student’s School.
- Verify information for accuracy.
- Payment will be submitted for processing, and a receipt will be viewed and printed.
- Visitors can also check a student’s account history.
- Logout.

# Library Procedures

## **When does my child get to check-out books?**

Students can check-out books on their assigned check-out day or they may stop by in the morning if given approval from their homeroom teacher (9:15-9:25).

## **How many books can my child check out?**

Kindergarten & first grade can both check out one book. However, Kindergarten students leave their books at school, while first-grade students may take their books home. Second grade can check out two books; third through fifth grades can check out three books.

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

If a book is not available (i.e. checked-out by another student), then a hold can be placed. When the book is returned, the requested book will be held for your child and his or her teacher will be informed that the book is now available. If a student is interested in a particular book that is available in the library, but has fulfilled their check-out limit, then a book can be held for 24 hours for them.

## **When are books due?**

Books are due two weeks from the check-out date. We understand that things happen so books become overdue if has been checked out for more than two rotation cycles. If students haven’t finished a book yet they can always renew a book just by bringing it in and checking it out again. Overdue notices will be sent out periodically, either by paper notices or email. If your child receives a notice, please have him/her check at home, in the car, in the school desk and in the classroom book collection.

## **What happens if my child loses or damages a book?**

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

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



Due to the specialist schedule, the library is NOT open during recess.

**Are there fines for lost, damaged, or overdue books?**

A book will be considered overdue after it has been checked out for 30 days, at which point a fine will be automatically assessed. This also applies to lost or damaged books. Once a fine has been assessed it will stay on the student's account until it is paid. The fine will follow them to any school they attend in the district. Some schools may require a fine to be paid before participating in a school activity.

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

Return the book to the library, and if it has been less than 30 days a refund will be issued. After 30 days, or if the book is found after school closes in June, refunds will not be issued for paid library fines.

## Lost and Found

Please label all lunch bags, water bottles, coats, hats, boots, backpacks, and any other personal belongings with your child's name. Parents and/or students should check for lost items before the end of each trimester. Unclaimed items will be donated to charity throughout the year. Notices will be sent out through Enews at least two weeks prior to the donation.

## Respect to the Flag (SVSD Policy #2333)

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

## Technology and Internet Use (SVSD Procedure #2022P)

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

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

Cell phones may be used outside the buildings before school arrival and after school dismissal times. They must be turned off and stored out of sight at all other times.

**Personal electronic devices** In accordance with all district policies and procedures, students and staff may use personal electronic devices (e.g. laptops, mobile devices and smart watches, e-readers) to further the educational and research mission of the district. School staff will retain the final authority in deciding when and how students may use personal electronic devices on school grounds and during the school

day. Absent a specific and articulated need (e.g. assistive technology), students do not have an absolute right to possess or use personal electronic devices at school.

**Camera / 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 must obtain permission from their teacher before making recordings and/or taking pictures.

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

# Health and Safety

## Accidents

Students who are injured at school will be sent to the office for examination by the school nurse. In case of an injury or emergency, it is important that phone numbers and emergency information are up to date. Please inform the office of any changes as soon as possible.

## Nurse's Office

The nurse's room is available if students become ill during the day. Students reporting to the office should first check-in with a secretary prior to entering the nurse's room.

## Illnesses

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

- **FEVER:** A child, who has had a fever of 100 degrees F. or over, should stay home for at least 24 hours beyond any doses of fever-reducing medications.
- **VOMITING:** Students who have vomited should remain home for at least 12-24 hours from the last episode and have been hungry for and kept down 2 normal meals.
- **DIARRHEA:** Students who have loose/liquid stool should remain home until eating and normal bowel patterns return.
- **SECRETIONS:** Children with significant runny noses and/or profuse cough need to remain home until the secretions have diminished to a controllable/containable level.
- **GENERAL ACHES/PAINS:** If your child has any physical discomforts (i.e.: stomach ache, headache, sore throat, etc.), carefully assess your child. Your child should stay home if they have any of the above accompanying symptoms or are too uncomfortable to be able to concentrate in class.

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

# Immunizations

Washington State Immunization Law (RCW 28A.210) requires parents to provide schools with medically-verifiable proof of immunization status or appropriate exemption(s). SVSD uses the Washington State Immunization database to monitor immunization compliance. If your student's immunizations have been completed in the state of Washington, or otherwise previously uploaded to the state database, the school RN can access those records. In some situations, however, additional documentation may be required.. Children entering elementary school are required to have had the following immunizations: DTP, Polio, Measles, Mumps, Rubella, Hepatitis B, and Varicella. Parents may opt out of vaccine requirements with a completed medical, religious, or personal/philosophical exemption, except in the case of MMR, which cannot be exempted for personal/philosophical reasons per RCW 28A.210.090.

# Language and Hearing Assistance

To access language and hearing interpreters, please contact the Snoqualmie Valley School District office at 425-831-8000 by 4:30 pm, three days prior to any public meeting.

# Medication in School (SVSD Policy #3416)

If medication must be taken at school, an AUTHORIZATION FOR ADMINISTRATION OF MEDICATION form must be completed by the attending physician and your parent/guardian, and turned into the school office. These forms are available in the office or on the district website at <https://www.svsd410.org/Page/200>.

All medication must remain in the office, this includes over the counter medication (except for Sunscreen – see below for more details). According to District policy, we CANNOT give medications at school without this form completed by both the physician and parent. Please do not send medications, over-the-counter (including cough drops) or prescription, to school for children to take on their own. This creates a danger to other students at school because of the lack of supervision in the dispensing of their medication.

## **New State Law Allows Rub-on Sunscreen at School**

As the weather improves, we are happy to share that Washington State recently passed a law that allows students to bring sunscreen to school and to self-apply it. Parents are welcomed to take advantage of this opportunity to better protect their child's health. Please see the important directions below before sending sunscreen with your student.

1. **Students will apply the sunscreen to themselves.** (School personnel are not required to assist students in applying sunscreen.)
2. Parents should instruct students not to share sunscreen with others, since many people are allergic to paba, a common ingredient.
3. Write the student's **name** on the sunscreen container with a permanent marker.
4. Send **ONLY rub-on sunscreen** to school.
  - o Many students do not have the coordination to effectively apply spray sunscreen only on themselves.
  - o Spray sunscreens in crowded school settings are a recipe for getting sunscreen in the eyes, mouths and noses of other students.

- Spray sunscreens are also particularly risky for students with asthma and other respiratory conditions.
5. Parents of younger children are encouraged to apply sunscreen to their students before school.

## Allergy Guidelines

### **Family's Responsibility**

- Notify school of child's allergies
- Provide written medical documentation, instructions, and current medications as directed by a physician
- Submit Dietary Prescription Request form if dietary alternatives are required
- Provide alternatives for student when needed (eg. class projects, parties, holidays with celebrations etc)
- Provide emergency contact information

### **School's Responsibility**

- Review health records submitted by parents and physicians
- Complete an individual health plan (IHP) and/or emergency care plan (ECP) for students diagnosed with severe or life-threatening food allergies prior to the student attending school.
- The school nurse will organize and train school staff, including classroom teachers and lunchroom staff, regarding their responsibilities and care under the guidance of the written care plan(s), including recognizing symptoms and knowing what to do in an emergency
- Coordinate with school nurse to ensure medications are available and properly stored and that all relevant staff know how to access medication and are trained to administer them
- Provide a nut-free table in the lunchroom. All students may sit at the table as long as their lunches are nut-free. Lunchroom staff will supervise the table to ensure that all students have nut-free lunches.
- Provide dietary alternatives for school lunch if a Dietary Prescription Request is filled out with physicians orders documenting student's food allergy
- Teachers will communicate with parents ahead of time to ensure alternatives are available for students when needed (eg. class projects, parties, holidays with celebrations etc)
- Teachers will discuss field trips with parents ahead of time to decide appropriate strategies for managing the food allergy
- Increase school-wide awareness amongst students about food allergies through whole-group teaching

### **Student's Responsibility**

- Eat only own food
- Notify an adult immediately if they eat something they believe they may be allergic to or if they feel an allergic reaction

## Classroom Parties (SVSD Policy #6700)

Several classroom celebrations may be scheduled during the school year. The intent of classroom parties is for the students to have an opportunity to have fun together in a socially acceptable manner that includes all students. Please work through your classroom teacher for appropriate arrangements. Please remember to keep parties simple and expenses at a minimum. We are promoting healthy minds and bodies at NBES. Due to food safety issues, allergies and the rise of childhood obesity, classroom celebrations and birthdays should be celebrated with healthy snacks or non-food items and activities. Please check with your classroom teachers for any classroom

allergies. Siblings are not allowed at classroom functions; please **make child care arrangements for young siblings.**

In general, food offered at school should meet District Nutritional Guidelines and avoid foods of minimal nutritional value. NBES administration also recognizes that occasional deviation from these stringent 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.

## Pets

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

## Gum

Gum will only be allowed if listed as an accommodation or medical necessity for a student.

# COMMUNICATION GUIDELINES

**\*For urgent matters or same-day changes to transportation, please call the school office at 425-831-8400**

## Setting Up Contact Information

Families of new students should enroll and provide important personal information through the [Online Enrollment](#) process accessible from the district website.

Parents/guardians can update personal information through [Family Access](#), which is also accessible from the district website.

## Telephone Calls

Teachers will not answer phone calls from parents while class is in session. For urgent communication, please call the front office instead.

Please keep your contact information (including emergency contacts) updated and inform the school immediately of any changes.

## Email

Certified staff (e.g. teachers, counselors, nurses etc.) will respond to emails no later than 2 school days after receiving the email, barring unexpected illness or other circumstances. **For urgent matters or same-day changes to transportation, call the school office instead of emailing.**

Parents/guardians should communicate with their classroom teacher if they would like emails sent to more than one email address per student.

### **In-Person Meetings and Classroom Visits**

Parents/guardians are requested to set up meetings and classroom visits with teachers at least 24 hours in advance of the visit, in order to respect classroom and teacher schedules.

All classroom visitors and volunteers must have background check clearance

- A **volunteer** is any non-employee who provides scheduled assistance in the school and may or may not have direct contact with children.
- A **visitor** is any non-employee who enters the school for a specific purpose such as a conference with a staff member, a brief visit with a class or student, or to provide a one-time service (such as a presentation to a class)

For more background clearance information, please see this handbook's Volunteers and Chaperones section.

## News Updates

### **Classroom News**

Teachers will communicate classroom news with parents through ParentSquare, Schoology, or emails. The frequency of communication will vary by teacher and grade but teachers will provide updates at least once a month.

### **What is ParentSquare?**

ParentSquare is an easy-to-use communication tool that combines multiple communication streams into one convenient interface for families and staff. This year, the Snoqualmie Valley School District will be transitioning from our current notification system, School Messenger, to a much more robust communication platform, ParentSquare. All families will receive an invite by the district to engage with ParentSquare. From there, they'll be able to set their preferred communication mode, interact with teachers and staff, and have a one-stop shop for all district and school communication.

### **Once fully implemented, ParentSquare features include:**

- Mass notifications and urgent alerts with two-way communication
- Consolidated, newsfeed-style contacts from multiple sources when and how they're wanted
- Mobile application for staff and parents (iOS and Android)
- Attendance notifications
- Teacher and classroom communication
- Direct messaging with two-way translation
- Social (Facebook and Twitter) and website share
- Appointment sign-ups (parent-teacher conferences, technology pick-ups)
- Calendar and RSVP
- Volunteering and classroom supply sign-ups
- And much more!

[Facebook](#)

[School Website](#)

## **District news**

Check the district website at [www.svsd410.org](http://www.svsd410.org) for district-wide information (e.g. information about emergency school closures, district calendar etc.).

## **Use of Mass 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 must let their school office know in writing (form) by September 15 each year.** Please note that families who opt out of phone calls may miss important information about their student(s).

# **STUDENT SERVICES**

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

**More information can be found on the district website about the following student services:**

- [Special Education](#)
- [Section 504](#)
- [Multilingual Learners](#)
- [Title 1/LAP](#)
- [McKinney-Vento](#) (McKinney-Vento Education of Homeless Children and Youth Assistance Act)

# **DISTRICT POLICIES**

NBES and SVSD operations are governed by board-approved district policies. The complete list of [policies](#) are available on the district website.

## **Nondiscrimination Statement:**

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

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

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

### **ADA/Civil Rights Coordinator:**

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

### **Section 504 Coordinator:**

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

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

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

### **Sexual Harassment Policy and Procedure:**

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

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

### **Gender Inclusive Policy and Procedures**

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

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

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

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict



resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

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