



Cascade View Elementary School Student & Parent Handbook

2024-2025

School Motto:

We challenge every student to think, to learn, to care, and to succeed

Snoqualmie Valley School District No. 410

Vision Statement: *To cultivate confident, creative, and compassionate students who are fully equipped with the necessary skills, knowledge, and resilience to thrive in a global society.*

Mission Statement: *Together we will educate every student in a challenging, innovative, and inclusive environment, empowering them to reach their full potential.*

We are working to reduce paper use; if you wish to receive a hard copy of this handbook, please contact the front office.

By signing off on the RSVP Process, you are acknowledging that you have read and reviewed this handbook with your child.

I understand the importance of parent involvement, and I am committed to being involved in my child's education.

STUDENT INFORMATION RELEASE

Use of Directory Information and Photos

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Snoqualmie Valley School District identifies 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 yearbooks, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, emails, 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. If families do not submit an opt-out request, the school will assume that there is no objection to releasing such information.

More information regarding FERPA is available on SVSD's Legal and Official Notices page, linked [here](#).

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.

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ABSENCES / ATTENDANCE

The school district expects regular and punctual student attendance, which is extremely important for your child's educational progress. **Our office must receive a call when your child is going to be tardy or absent. Please ensure that the front office is notified, not only the student's classroom teacher.**

To report your child's absence or tardiness, please call our 24-hour Absence Hotline **at 425-831-4108, before 9:15 a.m.** If we don't hear from you prior to 10:15 a.m., ParentSquare will automatically generate a message asking about your student. Please reply to that message to excuse your student. If your student is arriving late to school, please park in the front lot and walk your student into the office to sign them in.

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 cause the student to get behind in academic standards and may result in a reduction of the student's grade.

ANIMALS

Dogs and other pets are NOT allowed on school grounds due to concerns about possible injuries, student allergies, and overall safety reasons.

BEVERAGES ON CAMPUS

Students are encouraged to bring a reusable water bottle to school each day. Unless previously arranged with the teacher for a classroom celebration or event, beverages other than water will not be permitted in classrooms. Students who come to school with other beverages, such as drinks from Starbucks, will be asked to throw them away or finish in the main office before going to class.

BICYCLES AND WHEELED TRANSPORTATION DEVICES

Bikes, scooters, and other wheeled transportation devices must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bikes and scooters

must be parked and left in the bike racks until the end of the school day. Locks are strongly advised.

***Students riding bicycles/scooters will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety. Failure to follow the rules may result in losing biking privileges.**

Wheeled transportation devices, such as Heelys, roller blades, hoverboards and skateboards, **are not permitted** on school grounds.

CLOSED CAMPUS

Once students arrive at school in the morning, they may not leave the school grounds without a parent/guardian signing them out. The school campus is closed to students who do not attend Cascade View Elementary. Visitors **MUST** sign in at the main office.

DISCIPLINE PROCESS

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

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

All staff members focus on teaching, modeling, and reinforcing these expected behaviors across the school settings; we feel it is more important to prevent rather than remediate problems.

Sustained use of essential PBIS features has been found to enhance the social and academic outcomes of students.

Minor behavior infractions are handled in the classroom by the teacher, who will inform you if deemed necessary. Some behaviors (including but not limited to: hitting, kicking, unsafe

physical behavior, bullying/harassment) are infractions and may result in a conference with the Principal, Assistant Principal, loss of recess, parent-school conference, or other, more serious behavior interventions and consequences.

DRESS CODE – STUDENT

Acceptable dress and appearance are those that do not endanger health or safety, are not offensive to others, and are nondisruptive to the educational process. Students need to pay proper attention to personal cleanliness and wear clothes suitable for the school activities in which they participate.

Please make sure your child is appropriately dressed for our wet northwest weather conditions. Daily recess almost always occurs outside, unless the air quality is at an unhealthy level or other extreme weather conditions are present that would be unsafe.

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

- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- No perfume or cologne. This can cause respiratory difficulties and allergic reactions.
- Shoes must be worn at all times. They should be durable and appropriate for running, playing and climbing at recess. For safety purposes, flip-flops or platform shoes are not allowed in P.E.
- Undergarments must be covered.
- No wallet/pocket chains.
- Wheeled shoes should not be worn to school.

Please label all coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" area is located in the front hallway near the Multipurpose Room. Lost and found items not claimed will be donated at the end of each month.

EMERGENCY SITUATIONS

Early Dismissal & Lockdown Procedures

Emergency Reunification Procedures - Early Dismissal

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

1. Parents/guardians will be notified through the district messaging system.
2. Parents/guardians/designated emergency contact adults are to park at Snoqualmie Community Park to allow school driveways and streets surrounding the school to remain free for any necessary vehicles to access the school grounds.
3. Parents/guardians/designated adults must report to the Student Reunification Area designated below, based on the type of evacuation or emergency.
 - a. Building evacuation (earthquake, fire): The reception table is located at the school's entrance gate from the Snoqualmie Community Park parking lot.
 - b. Other situations not requiring evacuation (snow, wind, power): The reception table is located in the Multipurpose Room (MPR).
 - i. 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.
4. Parents/guardians/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/guardian/designated adult.
6. Parents/guardians/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, a suspicious person in the vicinity, or an unsafe person in the building. An order to lockdown will be issued by local authorities or determined by building staff.

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 the early student dismissal process. If directed to resume normal activities, the 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 Emergency Reunification Early Dismissal procedures (see

above) 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.

EMERGENCY SCHOOL CLOSURES

Emergencies, such as snow, ice, power outages, and floods can alter school schedules and impact bus transportation for students. The district will communicate in a variety of ways, including:

- Direct Communication - All staff and families will receive a text and email about school delays and closures via ParentSquare.
- Website - On-screen alerts will appear on all pages.
- Emergency Hotline (425) 831-8494 - Audio recording.
- Social Media - [District Facebook](#) and [Twitter](#).
- News Outlets and Other Media - Information sent via Flash Alert

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
"Schools Open, Two Hours Late":	Students arrive two hours late
"School Open, Limited Transportation":	Limited transportation due to road or flood conditions.

In the event we have early dismissal due to an emergency situation, parents/guardians will be notified via ParentSquare. If we do not reach anyone on your call list, we will hold your child here at school until you or someone on the emergency contact list signs them out of the office.

FIELD TRIPS

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

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

GRADES/PARENT-TEACHER CONFERENCES

Kindergarten through fifth-grade students will receive a standards-based report card at the end of each semester. Standard domains will be graded using the following marking system.

Semester 1	Semester 2
OT - On Track Student is on track to meet expectations for grade level standard by the end of the year.	4 - Exceeding Standard Student exceeds expectations for grade level standard.
	3 - Meeting Standard Student meets expectations for grade level standard.
PT - Progressing Towards Student requires extra time, instruction assistance, and/or practice to meet expectations for the grade-level standard by the end of the year.	2 - Working Towards Standard Student meets some expectations for grade level standard.
AR - Academic Risk Student is at academic risk of finishing the year below grade level standard. Requires an extended amount of time, instruction, assistance, and/or practice.	1 - Below Standard Student is not meeting expectations for grade level standard.
X – Not Taught to a Level to be Assessed Appropriately	
NB – No Basis for Grade Due to Attendance	
AS – Alternate Services	
NS – Non-Standard Grading	

Parent-Teacher Conferences

Parent-Teacher conferences will be held in November. Additional conferences are appropriate, at the teacher's discretion, whenever a student falls below expected standards. At the end of each semester, report cards are prepared and are available online through Family Access.

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

HOMEWORK

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

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

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

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

ILLNESS/ACCIDENTS/IMMUNIZATIONS/MEDICATION AT SCHOOL

Illness and/or Accidents

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

possible.

Illness: When Your Child Should Stay Home

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

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

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

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

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

GENERAL ACHES/PAINS: If your child has any physical discomforts (i.e. stomach ache, headache, sore throat, etc.), carefully assess them.

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. Many more contagious conditions would merit exclusion.

Immunizations

Washington State Immunization Law (RCW 28A.210.080) requires parents to give schools a Certificate of Immunization Status before a child can attend school. Children entering elementary school are required to have had the following immunizations: DTP, Polio, Measles, Mumps, and Rubella. In addition, as of September 1997, all children entering kindergarten are required to have the Hepatitis B vaccination. Parents may opt out of the vaccine requirements through the medical or religious exemption form.

Medication at School (District Policy #3416)

If a student must take medication at school, either prescription or over the counter, the medication must be kept and administered through the office. According to Washington State Law and District policy, we CANNOT dispense any medication at school without a completed "Physician Orders for Medication at School." [Click here](#) to access the medication form.

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

LOST AND FOUND

A "Lost & Found" area is located in the front hallway near the Multipurpose Room. Lost and found items not claimed will be donated at the end of each month.

MENU AND MEAL PRICES

Snoqualmie Valley School District offers breakfast and lunch to students on school days. The cost of each meal is outlined below. Students qualifying for free or reduced meals are eligible for one breakfast and lunch at no cost. Menus are posted monthly and available to view online [here](#).

Breakfast is available for all students from 9:00 to 9:15 in the cafeteria. Students who are eating breakfast should report directly to the cafeteria upon arrival. Once students finish eating, they will be excused to their classrooms. Please have your students arrive in plenty of time to eat, as breakfast is not an excuse for being late to class.

Lunch periods are outlined on our master schedule and occur between 11:35 AM - 1:00 PM.

Breakfast Prices

Breakfast	
Elementary	\$2.50
Secondary	\$2.75
Adult	\$3.75
Milk (sold separately)	\$0.50

Lunch Prices

Lunch	
Elementary	\$4.25
Middle School	\$4.50
High School	\$4.75
Adult	\$5.75
Milk (sold separately)	\$0.50

Payments:

Families are encouraged to pay online via **Online Payments**. The online payment portal is not compatible with cell phones. Please use a computer or iPad to complete the transaction.

(Families will need their Skyward Family Access username.) Another option for payment is to send money with your student to their school cafeteria.

PARTIES & CLASSROOM CELEBRATIONS

At the teacher's discretion, classroom celebrations may be scheduled during the school year. The intent of classroom parties is for the students to have an opportunity to have fun together in a socially acceptable manner and must include all students.

In accordance with District Policy & Procedure No. 6700 classroom celebrations and birthdays should be celebrated with healthy snacks that meet or exceed USDA Smart Snack standards, or are non-food items or activities. If contributing any healthy snacks for classroom use, please check with your classroom teacher(s) for any classroom allergies.

Personalized items, such as party invitations, goody bags/gifts, balloons, and thank-you notes may not be distributed at school.

Latex balloons are not permitted on school property.

PLAYGROUND EQUIPMENT & RULES

Playground equipment will be provided for the students to use during recess time. The only personal equipment students are permitted to bring are balls (excluding hard baseballs). Other items may be allowed with approval by the principal. Students are expected to follow the expectations put in place when bringing personal equipment (i.e. hold the ball while walking to/from recess; all students must be included in play). If these expectations are not followed, the personal equipment will be held in the front office for pick-up by the student at the end of the day and/or the student will be asked to leave the personal equipment at home.

Devices such as Kindles/e-readers, Game Boys, Switch, etc., are not permitted as alternative recess entertainment.

We believe that an enjoyable recess experience requires students/staff to interact in a *respectful, responsible, and safe* manner.

RESPECTFUL MANNER

- Cooperate, make good decisions, and use self-control.
- Be a good sport! Remember to say "I'm sorry!"
- Give personal space; keep hands and feet to self.

- Choose to use appropriate language and tone of voice at all times.
- Settle differences peacefully (i.e. Use Rock, Paper, Scissors).
- Follow Directions: Stop all activity when a whistle blows or verbal instruction has been given.
- Games are open to everyone, but, in most cases, are separated by grade level.

RESPONSIBLE MANNER

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

SAFE MANNER

- Play in designated areas only; orange safety cones mean CAUTION! and/or the space is closed.
- Blacktop/Covered area: No running, chase or tag games in these areas. No ball kicking of any kind in these areas.
- Field area: Must be supervised by an adult. Soccer, two-finger touch football, and tag/running games may be played on the field.
- Play within sight of the recess supervisors at all times.
- Proper outdoor clothing attire is very important for safety and comfort.
- Keep hands/feet to yourself at all times.

UNSAFE MANNER

- Do not play on/in rock areas, flower gardens or on hill areas along the field.
- Do not play near classroom windows, bike rack areas, around portable classrooms or in the bathroom/sink area.
- Do not enter parking lot areas or re-enter buildings without adult permission.
- Avoid tripping, pushing, kicking and grabbing.

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

- No jump ropes or balls in these areas.
- No pushing, rough-housing, or cutting in line.
- One student at a time on the slides and climbing equipment.

SLIDES: Walk up steps, slide down facing forward, with feet first and stay seated at all times. Keep the area clear at the bottom of the slide. Do not climb up the slide.

MONKEY BARS: No climbing/sitting on top of bars or hanging from bars upside down. Swing in one direction.

CLIMBERS: One person at a time on any climbing piece of equipment. PLEASE NOTE: In order to help with congestion in Big Toy areas, recess supervisors may close off certain structures for particular reasons when necessary. The “Green Toy” has been designated mainly for primary grades at different times during the day. The “Blue Toy” is open to all grade levels for the majority of the day. The “Big Dome” is designated for grades 1-5 only.

Consequences for Disregarding Playground Rules

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

- Verbal reminder/warning
- Redirect students to a better choice of activity
- A break to reset
- Think Sheet
- Loss of recess time
- Problem-solving discussions between students, practicing the art of apologizing
- Follow up with teacher, parent or principal, when necessary

For more serious violations, students will be immediately referred to the principal.

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

RESPECT TO THE FLAG

State law (RCW 28A.23.140) requires appropriate flag exercises in each classroom at the beginning of the school day. Students who do not recite the Pledge of Allegiance are required to maintain respectful silence.

SAFETY PATROL

School Safety Patrol is made up of fifth-grade students and must be at least 10 years old. Students are required to follow directions from Patrols. The patrol's job is to ensure student safety near common intersections around our campus as students walk to and from school,

as well as inside the building at high-traffic areas during lunch-recess times. If you have questions about Safety Patrol and/or want to share celebrations or concerns regarding the service our Safety Patrol is providing, please contact CVES Safety Patrol Advisor, Bryan Norgard (norgardb@svsd410.org).

SCHEDULE

Your student's attendance is important. School starts promptly at 9:15 AM Monday through Friday. Students are dismissed at 3:36 p.m. Monday through Thursday; Fridays are 'early release', with a dismissal time of 1:36 p.m. Fridays are not a 'half day' and are still important instructional days.

Please plan to drop your child off between 9:00-9:10 AM and pick-up promptly at 3:36 p.m. (M-Th) and 1:36 p.m. (Fri). Drop-off before 9:00 AM is not permitted and supervision is not provided on the grounds until 9:00 AM. Students are expected to be in their seats at 9:15 AM; any student walking in the building after 9:14 AM will check in at the office before walking to class and will be marked tardy.

SCHOOL SUPPLY LIST

School supply lists for grades K-5 for the 2024-25 school year are available [online](#).

Family-supplied lists have been minimized, with the district providing the majority of needed items. If you find it difficult to purchase the necessary supplies for your student, please contact the school for assistance. We will ensure all students have the necessary school supplies for the school year.

SEARCH AND SEIZURES

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

SIBLING GUIDELINES

Cascade View Elementary's "non-student" sibling policy considers the needs of students, faculty, and families. To support participation and ensure both teachers and parent volunteers can focus entirely on the children in the classroom, the following policy has been adopted.

Siblings may accompany parents:

- To after-school events and assemblies
- Other activities as directed by the teacher or principal

Siblings are not allowed:

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

SPECIAL SERVICES

The Snoqualmie Valley School District offers a full range of services for students, including:

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

Occupational Therapy: Qualified students receive services to address gross and fine motor needs.

Multi-Language Learner: Qualified students who may receive extra academic and English-language assistance.

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

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

SEBS: Social-Emotional-Behavioral Support classroom for students who qualify, located at Fall City Elementary,

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

STREAM: Gifted program for students who qualify in both quantitative and verbal

domains, located at Snoqualmie Elementary.

STAT - Student-Teacher Assistance Team: A multi-disciplinary team that supports students who encounter academic, motor, speech, social, emotional, or behavioral difficulties that persist in spite of regular classroom interventions.

STUDENT RECORDS

The district and the school will not release any records concerning a student without written parental/custodial 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 annually that information not be released. (Please refer to the Student Information Release section at the beginning of this Handbook for more information.)

REVIEW OF RECORDS

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

The right to inspect and review the student’s education records within 45 days of the day the District received a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask the Snoqualmie Valley School District to amend a record that they believe is inaccurate. They should write the school principal (or appropriate school official,) clearly identify the part of the record they want changed, and specify why it is inaccurate. If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosure of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One such exception is disclosure to school officials who have legitimate educational interests. Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the student of the records request.

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

Family Policy Compliance Office, U.S. Department of Education

400 Maryland Avenue, SW

Washington, DC 20202-5901

STUDENT RIGHTS

Students are guaranteed certain rights under the Constitution of the United States. No

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

SUBSTANCE ABUSE

Drug-Free Schools, Community and Workplace

Because the use of alcohol, tobacco, and other drugs by children and adolescents is harmful and illegal, we will not allow their use. We support chemical abstinence for all adolescents and children so that they can reach their full intellectual, emotional, social, and physical potential. All school personnel will enforce the prohibition of alcohol, tobacco, and other drugs. Alcohol and drugs are not permitted on campus, including in gift bags. Prevention services and other resources are available through community agencies and consultation with school staff. (District Policy No. 5201)

TECHNOLOGY AND INTERNET USE

All students will use the Internet and the many valuable technological resources available to them as they progress with their education at Cascade View Elementary. We have a security and filtering system that very effectively controls access to inappropriate material by students. In addition, teachers and instructors are present whenever students are working on computers at school. With this educational opportunity also comes responsibility. (District Policy No. 2022)

When using technology, students are expected to be:

→ RESPECTFUL
<ul style="list-style-type: none">• I will respect everyone's privacy and work.• I will not allow technology to distract others or myself from learning.• I will not use technology tools to tease, harass, frighten or bully anyone.
→ RESPONSIBLE
<ul style="list-style-type: none">• I will treat my device and equipment with care and respect.• I will use technology responsibly to aid my learning.• I will sign out and close all apps daily. I will restart my device weekly.
→ SAFE
<ul style="list-style-type: none">• I will only use technology and the Internet for school assignments.• I will not damage hardware; I will keep food/drinks away from my device.• I will not change any settings nor add or remove apps.• I will not share information about others or myself on the Internet.

The purpose of using technology provided by the district is to support learning. If students choose not to follow the above expectations, they will lose the ability to use the technology and/or other consequences will be administered.

TELEPHONES/SMARTWATCHES

The office phone is a business phone and is not to be used by children for planning play dates, parties, checking in with parents/guardians, etc. A student is not to use the phone without a note from their teacher, and only then in *emergencies/special circumstances*. 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 so as to not cause concern. In the event of a child becoming ill, the health room and/or office staff will call home. If there is a time-sensitive message that needs to get to your student, please call the front office.

Personal cell phones, smartwatches and other electronic devices may not be worn or visible during the school day. They must be turned off and stored in backpacks unless instructed by staff for educational purposes. Students should not take video, audio, or pictures on any electronic device at school unless instructed to by staff for educational purposes. If a student violates these expectations, they will be asked to turn the device off and place it in their backpack and/or the device will be held at the Front Office for the parent/guardian to pick up. Depending on the circumstances, disciplinary action may also be appropriate. (Cell phones/smartwatches may be used outside the buildings once off campus.)

TOYS/VALUABLES/ELECTRONICS

Playground equipment brought from home (such as balls [excluding hard baseballs] or other equipment approved by the principal) is brought at the student's own risk. The student is entirely responsible for caring for the personal equipment.

Electronic devices (such as cell phones, smartwatches, iPods, cameras, Kindles/e-readers, electronic games, etc.) should be left at home. Students who choose to bring such devices to school do so at their own risk, understand that they must be turned off and stored away during the school day, and accept that they are to be used before/after school only.

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 should 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.

TRANSPORTATION TO AND FROM SCHOOL

Students are expected to 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. Cascade View Elementary is a walking-only school; buses only provide transportation between SVSD schools for programming purposes.

Student Drop-Off and Pick-Up:

Walking: For those who walk to/from school, entry/exit from the school building can be at the front doors (main entrance) or the back doors (through the playground).

Vehicle: For those who drop off/pick up by vehicle, the loop at the back of the school should be used (enter on Douglas Ave. SE). **Please note that the main parking lot of the school is not to be used for drop off/pick up, except for kindergarten students with parents parking and walking their students onto campus.**

If **kindergarteners are being dropped off/picked up by vehicle, parents/designated adults may park in the main lot and escort/pick up their student at the main entrance of the school.*

Students who walk should leave immediately for home once school is dismissed; there is no after-school supervision provided. Families dropping off/picking up students at the front of the school are kindly asked to depart promptly once drop-off/pick-up is complete to support a timely and safe dismissal process.

Parents who are meeting their child(ren) after school are asked to meet them outside the building. Students will wait for their parent/designated adult outside until they are picked up by their parent/designated adult. At 3:45, students waiting for their parent/designated adult will be brought to the main office. Front office staff will call home and/or to emergency contacts notated in Skyward.

CVES staff and student Safety Patrol are placed throughout the school grounds and at

crosswalks to support a safe and smooth arrival and dismissal process. Your cooperation in following and obeying all Safety Patrol members and CVES staff is greatly appreciated.

Please note that the playground is closed from 9:00 a.m. until all students are dismissed at the end of the day (typically around 3:45 p.m.). Once dismissal is complete, play on the playground by the community may resume. (Students playing on the playground before 9:00 a.m. or after dismissal is complete must be supervised by an adult. CVES does not provide supervision.)

Students, family, and friends are asked to refrain from climbing on the ledge and pillars in front of the school building during drop-off and pick-up.

Use of Security Cameras

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 (District Policy No. 6610).

Use of Mass Automated Call-out Notifications

Snoqualmie Valley schools use an automated mass notification system (ParentSquare) to contact families by phone regarding emergencies, unexcused absences, and other school-related information.

VOLUNTEERS / VISITORS

Our school is fortunate to have many parents serve as school volunteers during the year. All volunteers must have completed the necessary paperwork prior to volunteering. All volunteers and visitors must sign in at the main office upon arriving at school. Please fill out the form by clicking [here](#) and return it to the school office. Please remember that you will need to bring your driver's license the first time you come to school to visit/volunteer to log into our visitor system, Sine. If you have already used our volunteer system in the past, you will not need your license each time you visit school.

WEAPONS

Firearms and other weapons, as defined by district policy 4210, are not allowed in school, at school-sponsored activities, or on school grounds and other school district facilities, including school-provided transportation. If a student brings a firearm or other weapon to school, it will result in an immediate Emergency Expulsion for no less than one calendar year. Parents/guardians and law enforcement will also be notified. The expulsion may be modified by the school district on a case-by-case basis. (District Policy No. 4210)

LEGAL AND OFFICIAL NOTICES

Prohibition of Harassment, Intimidation, and Bullying

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

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

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

Policy 3207 - Prohibition of Harassment, Intimidation and Bullying

Procedure 3207 - Prohibition of Harassment, Intimidation and Bullying

HIB Incident Reporting Form

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

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

Harassment and bullying behaviors can be viewed in two categories:

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

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

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

HIB Incident Reporting Form

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

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

What is HIB?

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

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

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

How can I make a report or complaint about HIB?

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

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

What happens after I make a report about HIB?

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

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

What is the investigation process?

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

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

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

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

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

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

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

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

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

Our School Stands Against Discrimination

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

What is discriminatory harassment?

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

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

What is sexual harassment?

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

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

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

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

What should my school do about discriminatory and sexual harassment?

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

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

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

Concerns about discrimination:

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

Concerns about sex discrimination, including sexual harassment:

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

Concerns about disability discrimination:

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

Concerns about discrimination based on gender identity:

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

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

What happens after I file a discrimination complaint?

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

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

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

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

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

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

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

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

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

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

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

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

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

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

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

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

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

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

Our School is Gender-Inclusive

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

- Address students by their requested name and pronouns, with or without a legal name change

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

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

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