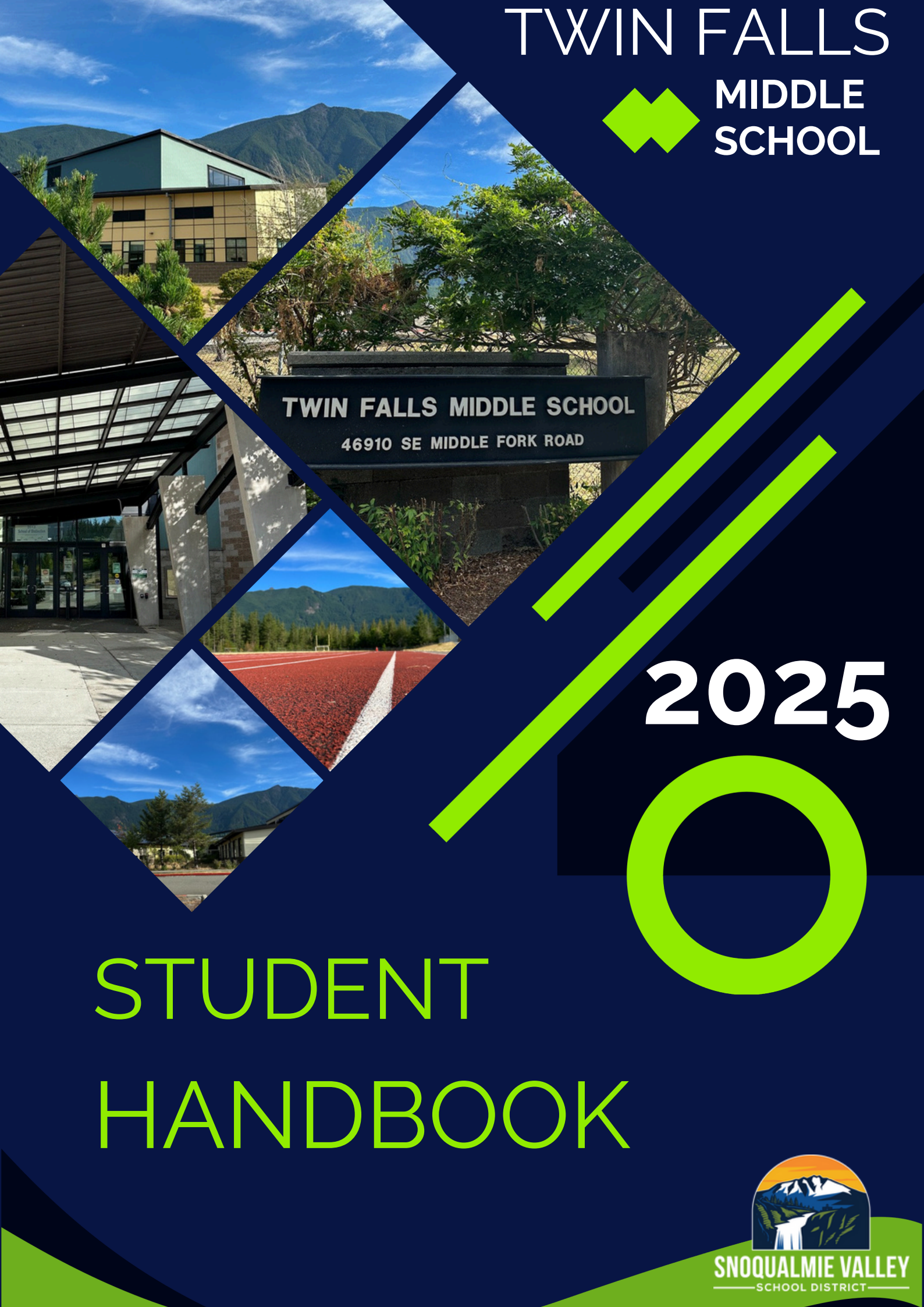


TWIN FALLS



MIDDLE SCHOOL



TWIN FALLS MIDDLE SCHOOL

46910 SE MIDDLE FORK ROAD

2025



STUDENT HANDBOOK



SNOQUALMIE VALLEY
SCHOOL DISTRICT



TFMS

TABLE OF CONTENTS

- 03** MISSION STATEMENT
- 04** CONTACT INFORMATION
- 06** TFMS EXPECTATIONS
- 07** SWAG FLOWCHART
- 08** DRESS CODE
- 09** BUILDING INFORMATION
- 13** CAMPUS POLICIES AND PROCEDURES
- 20** ELECTRONIC DEVICES
- 23** STANDARDS OF STUDENT & STAFF
SAFETY AND SECURITY

MISSION STATEMENT



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

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

Student Handbook 2023-2024

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

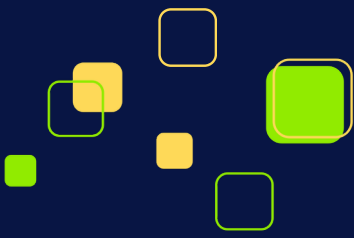
- Positive Partnerships between students, teachers and parents
- Everyone feels safe and accepted
- A variety of learning opportunities is evident
- A belief and message that all can achieve their potential in words and actions
- High level of success/competence and every student is challenged

Snoqualmie Valley School District

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

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

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



CONTACT INFORMATION

[HTTP://TFMS.SVSD410.ORG](http://tfms.svsd410.org) ~ CALENDAR

Attendance line

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

To contact a teacher:

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

To set up a meeting with a teacher or counselor:

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

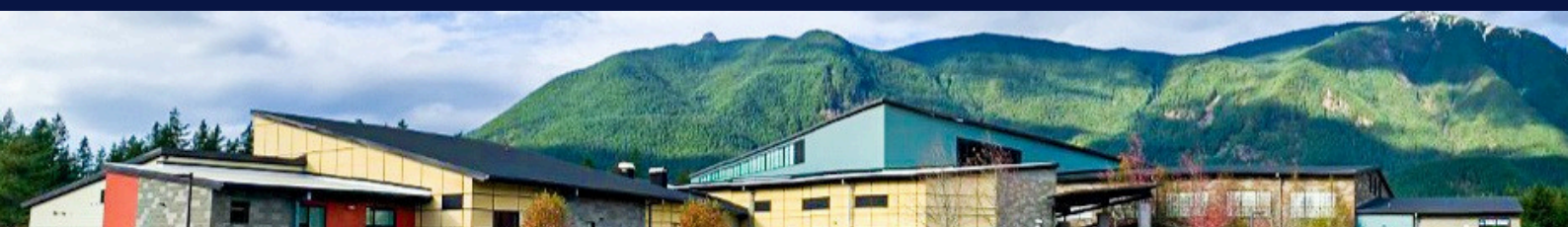
To set up a meeting with an administrator email directly:

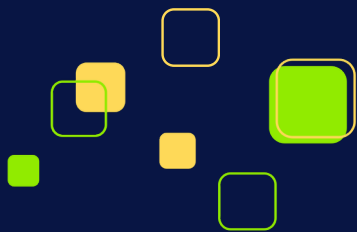
- Jeff D'Ambrosio Principal: dambrosioj@svsd410.org
- Andre' Glover Vice Principal: glovera@svsd410.org

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

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

CONTINUED...





TFMS

CONTACT INFORMATION

IMessages and Phone Use (also see Electronic Devices below)

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

School Cancellation:

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

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

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

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

DOWNLOAD THE APP

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



TWIN FALLS

MIDDLE SCHOOL EXPECTATIONS


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

The TFMS PBIS system consists of the below features:

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

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

TFMS FLOWCHART

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



TWIN FALLS MIDDLE SCHOOL DRESS CODE



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

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

Further guidelines/clarifications:

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

Following items are not permitted:

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

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

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

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

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

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

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

BUILDING

INFROMATION

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

10 Attendance Policy

11 Early Dismissals/Late Arrivals

12 Transportation

13 Campus Policies & Procedures

20 Electronic Devices

22 Emergency Procedures

**23 Standards of Student & Staff
Safety and Security**



ATTENDANCE POLICY

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

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

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

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

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

It is the responsibility of students to:

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

It is the responsibility of parents/guardians to:

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

EARLY DISMISSALS & LATE ARRIVALS

For early dismissals:

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

For late arrival:

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

Excused Absences:

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

Unexcused Absences, the administrative office will:

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

TRANSPORTATION



Bikes and Boards

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

Bus Procedures

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

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

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

Bus SMART Tag

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



CAMPUS POLICIES AND PROCEDURES



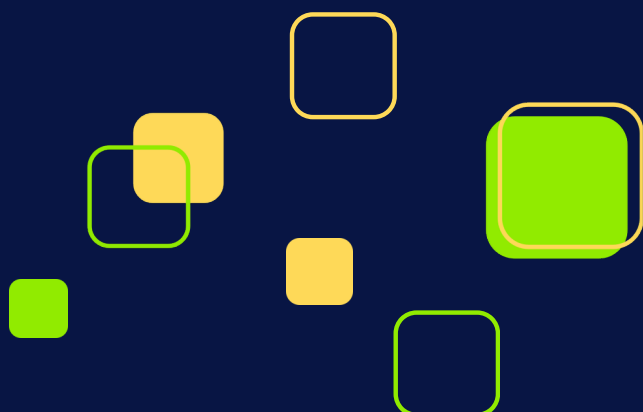
CASCADE COMMONS DINING

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

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

CLOSED CAMPUS

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



DISRUPTION OF SCHOOL/DISRUPTION OF THE EDUCATIONAL PROCESS

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

ACADEMIC DISHONESTY

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

Steps to Address Cheating:

1.Immediate Action:

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

2.Documentation:

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

3.Notification of Parents/Guardians:

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

4.Reflection Assignment:

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

5. Follow Up meeting

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

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



FINES

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

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

FIELD TRIPS

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

GAMBLING

Students who gamble on school grounds will face disciplinary action.

GUM

To maintain a clean and respectful learning environment, gum chewing is not permitted on school premises. This policy helps prevent distractions, potential damage to school property, and maintains overall cleanliness. Students found chewing gum will be given a warning. Repeated violations may result in disciplinary action or other appropriate consequences as determined by school administration.

GUESTS

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

LIBRARY

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



HOMework CLUB

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

LOCKERS

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

LOST & FOUND

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

MEDICATION & ILLNESS AT SCHOOL

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

OFFICE

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

PHYSICAL EDUCATION DRESS

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

STUDENT COUNCIL (ASB)

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

WITHDRAWAL FROM SCHOOL

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

EXTRA-CURRICULAR PROGRAMS MAY INCLUDE THE FOLLOWING:



SEPT - OCT

Cross Country
Soccer
Volleyball

OCT - JAN

Basketball
Wrestling

JAN - MARCH

Basketball
Soccer

APRIL - MAY

Track and Field

ACTIVITY BUS

Departure Time: 4:45PM

Drop off locations: Opstad Elementary & North Bend Elementary

CLUBS

(Determined by student interest and resources available)

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

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

Clearance Process Required:

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

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

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



ANNUAL FEES AND EXPENSES

Annual Fees and Expenses

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

ASB Membership
Yearbook

ASB membership fees provide for:

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

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

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

ELECTRONIC DEVICES

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

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

Printing

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

Student Passwords

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

Inappropriate Material

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

Schoology

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

Schoology Parent Code: Parents can call the office to get their students schoology parent code by calling the office or emailing Jen Moore at moorej@svsd410.org



CELL PHONE POLICY

No Cell Phone Policy for Middle School Students:

- Cell phones/ear buds* are not allowed to be used or visible during school hours, including class time, and passing periods. Students may use their cell phones/ear buds* only during lunch.
- Students must keep their cell phones turned off and stored in their lockers. In case of an emergency, students may use the school office or designated phone to make necessary calls.
- Use of cell phones during class time is strictly prohibited unless specifically allowed by the teacher for educational purposes. The school shall not be responsible for the loss, damage, or theft of students' cell phones and or ear buds* brought to the school premises. Parents and guardians are encouraged to communicate with their children using the school office or official communication channels rather than contacting them directly on their cell phones during school hours. Students are responsible for adhering to this policy and for cooperating with school staff in its enforcement. Any violation of the cell phone policy will result in appropriate disciplinary actions:

-
-

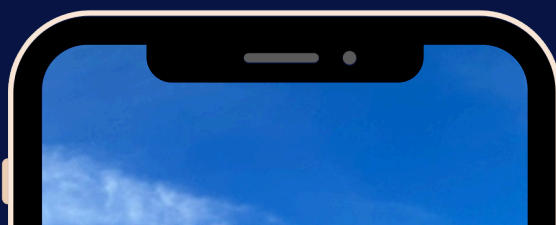
- Step 1 - Confiscated cellphone will be picked up at the end of the day in the front office by the student
- Step 2 - Confiscated cellphone will be picked up by the student at the end of the day in the front office & parents will be notified
- Step 3 - Confiscated cellphone will need to be picked up by the parents/guardian only at the end of the day
- Multiple infractions or uncooperating behavior will result in a scheduled meeting with the administration.

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

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

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

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



EMERGENCY PROCEDURES

In case of a fire drill:

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

In the event of an earthquake:

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

In the process of leaving the school:

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

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

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

STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY



CONDUCT: CIVILITY POLICY, SVSD #4011

The Snoqualmie Valley School District Board of Directors encourages administrators, faculty, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district. The Board does not condone uncivil conduct on school grounds, at school-sponsored activities, or online, whether by staff, students, parents, volunteers, or other District visitors.

The basic purpose of this policy is three-fold:

- 1) To promote a work and learning environment that is safe, productive and nurturing for all staff and students, and to encourage the free flow of ideas without fear or intimidation;
- 2) To provide our students with appropriate models for respectful problem-solving; and,
- 3) To reduce the potential triggers for violent conduct, such as fear, anger, frustration and alienation—especially by making problem-solving procedures and alternatives to violence readily accessible to both youth and adults who need them.

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

Drugs, Alcohol, and Tobacco

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

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

EXTORTION, COERCION, AND BLACKMAIL

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

FORGERY

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

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)

Defacing property or clothing Playing a dirty trick Taking 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](#).

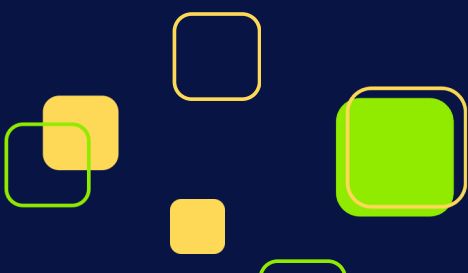
What is sexual harassment?

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

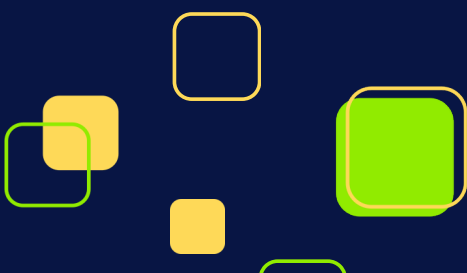
Concerns about disability discrimination:

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

