

SMS

MIDDLE SCHOOL



2025 - 2026

STUDENT HANDBOOK



SNOQUALMIE VALLEY
SCHOOL DISTRICT



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MISSION STATEMENT



SMS Middle School supports all students in their academic and personal growth.

SMS Vision Statement

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

Snoqualmie Valley School District

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

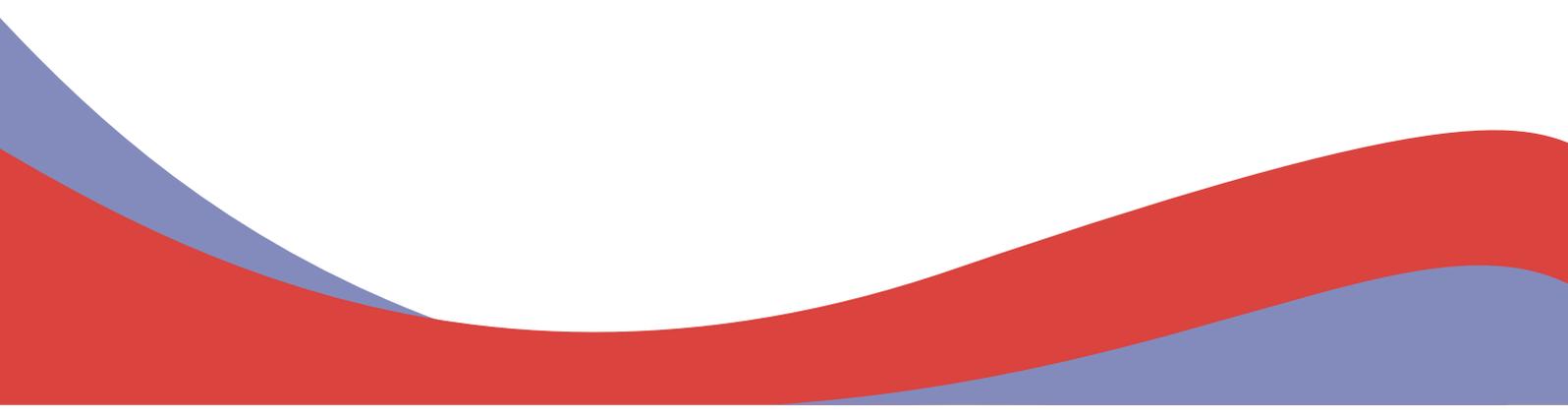
MISSION STATEMENT: Our mission is to educate all Snoqualmie Valley children to prepare them for college, career, and citizenship.

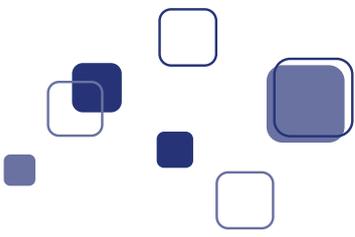
SMS Mascot

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

SMS Colors

Our school colors are blue, white, and red.





CONTACT INFORMATION

[HTTP://SMS.SVSD410.ORG](http://SMS.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 425-831-8450
- Please leave a clear message with the student's name and your callback 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

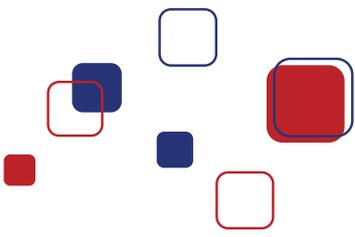
To set up a meeting with an administrator email directly:

- Megan Botulinski, Principal: botulinskim@svsd410.org
- Josh Young, Vice Principal: youngj@svsd410.org

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

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

CONTINUED...



CONTACT INFORMATION

IMessages and Phone Use (also see Electronic Devices below)

- SMS discourages parents from calling or texting a student's cell phone, except during lunch
- 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

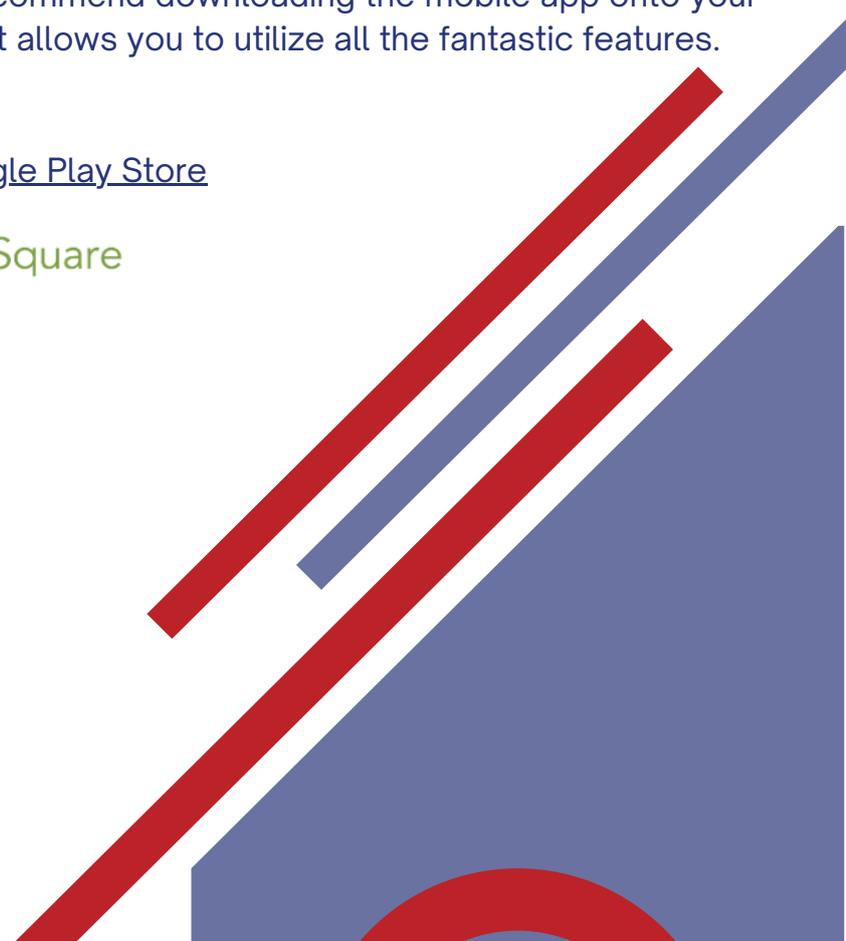
Parent Square

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](#)





SNOQUALMIE

MIDDLE SCHOOL EXPECTATIONS

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

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

1. Take care of yourself
2. Take care of each other
3. Take care of this place

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

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

Student Recognition

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

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

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

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

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

SMS EXPECTATIONS

	Arrival & Dismissal	Hallway & Transition	Bathroom	Commons	Classroom
Take Care of Yourself	Arrive before 7:25 a.m., keep earbuds and phone put away, be alert in the parking lot	Walk with purpose to class, keep hands, feet, and backpack to yourself, use time wisely	Use the restroom, wash hands, return quickly, and maintain personal hygiene	Eat a balanced lunch, use the full lunch break to eat, relax, and reset	Come to class with charged laptop and supplies, use planner or Schoology to track assignments
Take Care of Others	Greet staff and peers respectfully, follow bus line rules, give others personal space	Hold doors when possible, use kind words, allow others to pass without crowding	Give classmates privacy, don't hang out or take photos/videos, report vandalism	Invite others to sit with you, don't cut in line, use appropriate volume at tables	Raise your hand to speak, use kind words during discussion, help others when appropriate
Take Care of this Place	Stay on sidewalks, don't litter or damage landscaping, report unsafe behavior	Don't write on lockers or walls, keep traffic flowing, use assigned locker only	Keep the area clean, flush, and put paper towels in the trash	Clean up your table, return trays and utensils, keep food in approved areas	Return classroom materials, keep your desk area neat, use technology appropriately



SMS 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

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 SMS 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

INFORMATION

SMS Middle School (SMS) offers a safe, supportive learning environment for students in grades 6-8. SMS 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 Technology Guidelines

23 Emergency Procedures

24 Standards of Student & Staff
Safety and Security



ATTENDANCE POLICY

Report an absence by calling the school 425-831-8450 or email krpataag@svsd410.org or Parentsquare

Snoqualmie Valley Schools places a strong emphasis on students attending school regularly. Attendance is taken daily at each one of our schools.

To report a student absence: please call your school's attendance line, or email your school's registrar/attendance office. Go to your school's website, select the tab called Our School or About (for all other schools), then click on Attendance.

The number of days missed matters! Whether excused or unexcused, the number of days your student misses can greatly impact their academic success. Families should strive for regular attendance, which means averaging less than two absences per month. An absence is defined as missing 50% or more of the scheduled day.

- After 3 unexcused absences in a 30-day period a conference will be scheduled with you and your student to identify the barriers and supports available to ensure regular attendance.
- After 7 unexcused absences in a 30-day period or 10 unexcused absences within the school year, we are required to file a petition with juvenile court, alleging a violation of RCW 28A.225.010. The petition will automatically be stayed in order to continue to try and improve attendance.
- If above actions are not successful, the district will file a truancy petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The parent and student will be required to appear in the King County Juvenile Court.

If your child needs to be absent from their scheduled learning time, contact your school to report the absence. Every absence, tardy, or early dismissal needs to be reported to your child's school. In alignment with [District Excused and Unexcused Absences Policy No. 3122](#), office personnel will determine if the absence is excused or unexcused.

EARLY DISMISSALS & LATE ARRIVALS

For early dismissals:

- 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 Family Access.
- Upon returning the same day, the student must sign in with the Attendance Secretary prior to returning to class.

For late arrival (tardy):

- Send a parent/guardian note to the office upon arrival, or call the attendance line at 425-831-8450
- 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.

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 Expectations

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 SMS 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](tel:4258318020).

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"

[Bus Routes E-Link: Find Your School & Bus Routes Using E-Link](#)



CAMPUS POLICIES AND PROCEDURES



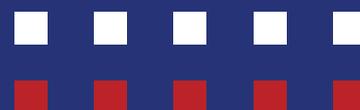
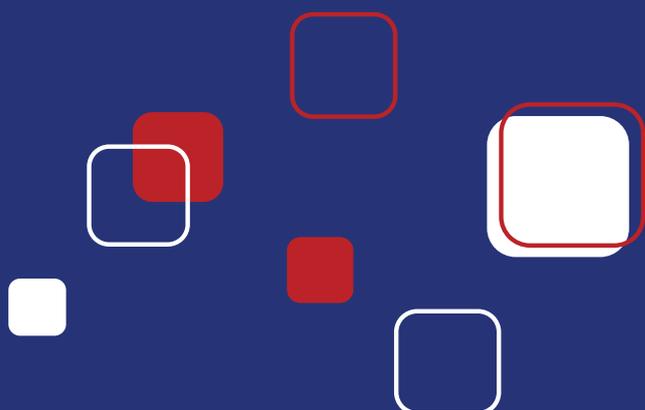
LUNCHROOM AND COMMONS EXPECTATIONS

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

- Walk in Courtyard & 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.
- 15/15: During the first 15min of lunch students are to sit for lunch. The second 15 is student choice time.

CLOSED CAMPUS

SMS is a closed campus. When students come on campus, they must stay until the end of the school day unless signed out by a parent. Students leaving campus without permission will be given school consequences. 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

The most common forms of academic dishonesty are cheating and plagiarism. Cheating is behaving dishonestly in order to gain an advantage over others. Examples include, but are not limited to, looking at someone else's test paper or copying someone else's homework. Plagiarism is taking the ideas or writings of another and passing them off as your own. An example of plagiarism is copying and pasting internet articles without citations into a paper and turning the paper in as your own work.

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.

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.

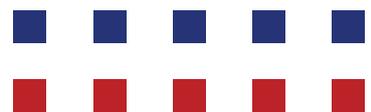
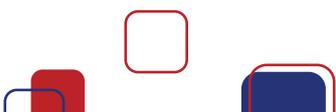
Students found chewing gum will be given a warning. Repeated violations may result in disciplinary action or other appropriate consequences as determined by school administration.

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.
- 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.



LOCKERS

- Lockers are required for all 6th and 7th grades students. 8th graders are to use backpacks.
- Keep lockers 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.
- Students are not allowed to run a business or store out of their lockers, or at school.

LOST & FOUND

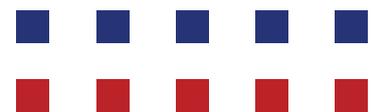
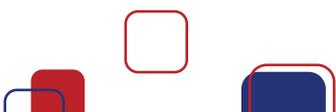
- Remember the school is not responsible for items brought to school
- Lost and found locations: Commons, Office, Gym.
- Students turn in textbooks, wallets, watches and other valuable items to the office so the rightful owner can retrieve them.
- Failure to turn in a found item will constitute theft.
- 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.

GUIDELINES

- **FEVER:** A student, who has had a fever of 100.4 degrees F. or over, should stay home for at least 24 hours after 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.



OFFICE

The main office is open 7:00 am until 3:30pm M-F during the school year. All school business should be conducted during this time. The school telephone number is 425-831-8450 . Messages may be left at this number after office hours

PHOTOS

Occasionally throughout the school year, photos of SMS students may be used on social media, or school/district websites. Unless the school office receives notification of denial from families, SMS will assume family's permission for photo usage. Please contact SMS office staff at 425-831-8450 if you would like to receive the opt-out form for your student's file

PHYSICAL EDUCATION DRESS

Physical Education Dress Requirements

- Students will be required to wear an athletic t-shirt, shorts or pants and an athletic pair of shoes
- No sandals, crocs, or boots
- P.E. clothes should be different than school clothes
- PE lockers are provided for clothes, it is your responsibility to secure your personal items with the lock provided.

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 for the board positions are held in the fall. Application procedures will be given at the beginning of the school year.
- In order to run for office, students are expected not to have F grades and must display appropriate behavior

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 SMS.
- 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: 4:20PM

Drop off locations: Mount Si High School and Cascade View Elementary

CLUBS

(Determined by student interest and resources available)

Current Clubs: Art Club, Rainbow Eagles Club, Key Club, Science 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 SMS extra-curricular activities, a student must meet the following requirements:

- Have an annual ASB Membership (\$25)
- Complete participation and parental approval/release of liability card/emergency information form
- Pay required “pay to participate” fee (Sports \$100/Most Clubs \$35)
- 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

Drama

Jazz Band

ASB membership fees provide for:

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

Grade level 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.

Athletic eligibility

- During a season, grades are reviewed weekly. Any player with one (1) or more failing class will be placed on probation by administration. Administration will submit a list to coaches and involved teacher (s) of probation players and the classes they are failing. Players may be allowed to practice, but student may not be allowed to participate in games/matches until administration confirms the student is passing all classes
- Student athletes are expected to adhere to CKMS behavior expectations
- Administration and coaches reserve the right to withhold participation due to behavior infractions
- Consistent attendance at practices is expected. Coaches reserve the right to determine contest time based on student's practice attendance

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



TECHNOLOGY GUIDELINES



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

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

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 SMS. 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.

Schoogy 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



ONE TO ONE LAPTOP

Our community has consistently supported the Snoqualmie Valley School District (SVSD) by funding top-notch facilities and programs. Your support also helps us provide a technology-rich experiences for all K-12 students. In 2018, we upgraded our infrastructure to handle more devices. The most recently passed Technology Levy in 2022 allows us to continue to provide laptops to all middle and high school students and refresh them on a more frequent basis. Each fall, new sixth graders and new students will get their own devices.

We are excited to offer laptops to all students to use responsibly in class and at home. This makes technology access fair for everyone. Without this, students might have different tools at home, or none at all. With the One-to-One Laptop Initiative, all students will have the same tools to support their learning. We understand concerns about screen time. Both teachers and parents will have tools to monitor usage and help kids balance their digital lives.

Our Technology Team and all SVSD staff are excited to provide a rich educational experience to prepare students for the future. Read the [One-to-One Device Handbook](#) and the [Technology](#) section of our website for details about the device and what is expected.

STUDENT LAPTOP FINES

To support student learning, SVSD provides laptops and accessories as part of our One-to-One Laptop Initiative. With this opportunity comes the responsibility to care for these devices. While normal wear and tear is expected, some damage—especially due to negligence or loss—may result in fines.

To help families understand how fines are assessed, we've outlined four common types of damage [HERE](#)

ONE-TO-ONE AGREEMENT

svsd.tech/agreement The Parent/Guardian Agreement must be signed electronically through the district's RSVP Process prior to the start of the school year. Each school has a process to inform students about the agreement.



CELL PHONE POLICY

22

SMS

Cell Phones and Data-Supported Watches:

- Cell phones are not allowed to be used or visible during school hours, including class time, and passing periods, except before school and during lunch.
- Data supported watches may be worn, but not used during these times

Earbuds and Headphones

- Earbuds or headphones may not be used during school hours, as they interfere with the learning environment and may pose safety risks

Lunch w/ Tech

- Students may use their cell phone/ear buds* only during lunch.

Storage and emergency Use

- 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

Responsibility and Communication:

- The school shall not be responsible for the loss, damage, or theft of students' cell phones brought to the school premises
- Families are encouraged to communicate with their children using the school office or official communication channels rather than contacting them directly on their cell phones/watches during school hours
- Students and families are responsible for adhering to this policy and for cooperating with school staff in its enforcement

Disciplinary Actions

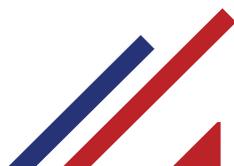
- Students are responsible for adhering to this policy and for cooperating with school staff in its enforcement.
- Any violation of the cell phone policy will result in appropriate disciplinary actions:
 - Step 1 - Confiscated cellphone will be picked up at the end of the day in the front office by the 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.

Cell Phone 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 a lock-down:

- Listen and follow all directions from the teacher/staff member
- Move to the nearest classroom if you are in the hall/commons/library/bathroom
- Remain calm and silent for the duration of the drill/event

In the event of an earthquake:

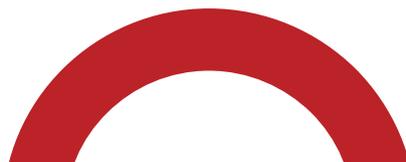
- Drop under the cover of the classroom furniture.
- Listen for directions from the office or teacher.
- Move away from the building, trees and other structures if outside.

Re-Unification 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 "Unification 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.

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 [HERE](#) but reports about HIB 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 to 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 that supports prevention and response to HIB [HERE](#)

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.



HARASSMENT, INTIMIDATION, AND BULLYING (HIB) CON'T

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 the district's HIB webpage [HERE](#) or the district's HIB Policy [HERE](#) and Procedure [HERE](#)

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.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) CON'T

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 visit [Board Docs](#)

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, visit [Board Docs](#)

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: NAME, TITLE, CONTACT (Address, Email, Phone)

Concerns about sex discrimination, including sexual harassment:

Title IX Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

Concerns about disability discrimination:

Section 504 Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

HARASSMENT, INTIMIDATION, AND BULLYING (HIB) CON'T

Concerns about discrimination based on gender identity:

Gender-Inclusive Schools Coordinator: NAME, TITLE, CONTACT (Address, Email, Phone)

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 the Snoqualmie Valley School District Board of Directors 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.

HARASSMENT, INTIMIDATION, AND BULLYING (HIB)

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)

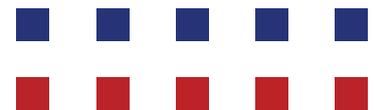
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and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



HARASSMENT, INTIMIDATION, AND BULLYING (HIB) CON'T

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, visit [BoardDocs](#). If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator:

[NAME, TITLE, CONTACT]

For concerns about discrimination or discriminatory harassment based on gender identity or gender expression, please see the information above on page 4.

NON-DISCRIMINATION STATEMENT

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

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

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

ADA/Civil Rights
Coordinator:

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

Section 504
Coordinator:

Salina Fassler
Associate Director of
Student Supports
P.O. Box 400
Snoqualmie, WA 98065

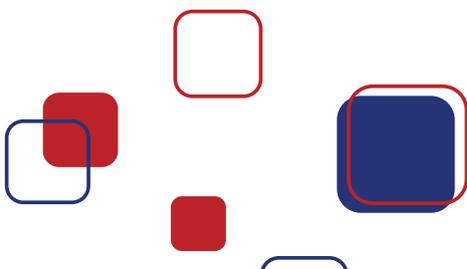
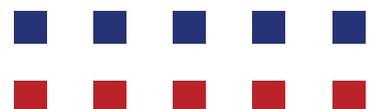
Title IX/RCW 28A.640/HIB
Coordinator

Dr. Allie Schiavone
Associate Director of
Health and Safety
P.O. Box 400
Snoqualmie, WA 98065

SEXUAL HARASSMENT POLICY AND PROCEDURE:

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

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



GENDER INCLUSIVE POLICY AND PROCEDURES

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

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

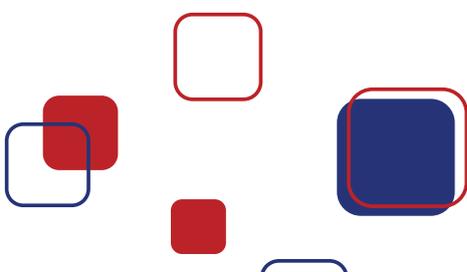
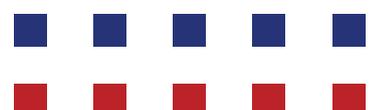
WASHINGTON STATE GOVERNOR’S OFFICE OF THE EDUCATION OMBUDS (OEO)

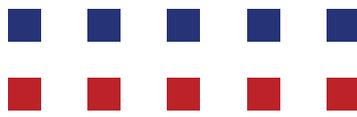
The Washington State Governor’s Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington’s K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and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

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

STANDARDS OF STUDENT & STAFF SAFETY AND SECURITY

The Board of Education has set forth rules and expectations addressing student, staff safety and security and the consequences for violation of these standards. Violations of the Standards of Student & Staff Safety, Security will warrant disciplinary consequences.





THEFT

Students involved in theft or in possession of stolen property will be subject to school consequences. The student will replace or pay for the stolen items. Finding a lost item and keeping it constitutes theft. Legal authorities may be contacted.

VANDALISM

The school defines vandalism as the willful destruction or defacement of school district property and/or staff property. Any student or students found vandalizing will be assigned school consequences and will pay for the damage or loss. (RCW 28A.635.060)

WEAPONS AND DANGEROUS INSTRUMENTS

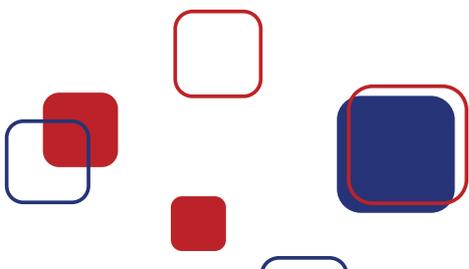
Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Any student found using, possessing, or carrying any weapon or object that could reasonably be considered a weapon, violates Washington state law. This will result in an immediate expulsion for no less than one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the school district on a case by case basis. (RCW 9.41.250 & RCW 9.41.270).

SMS MIDDLE SCHOOL STUDENT SERVICES

The Office provides many valuable services to students and their families.

Many services and programs are provided by the Office staff including:

- Registration/Withdrawal
- Counseling
- School Nurse
- Payment of fees
- Registration
 - The SMS Registrar works closely with administration, counselors and teachers to establish the SMS schedule and placement of students into teams and classes. Selection of teams and classes is done utilizing many criteria to assure a balance of students within each group.
 - All students participate in Math, Science, Social Studies and Language Arts classes each day. Additionally, each student participates in a P.E and health class and either Band, Choir or the elective wheel choices



SMS Student Handbook

Signature Page 2025-2026

Students will review the handbook during Advisory in the first week(s) of school.

Student First and Last Name _____

Enrichment Teacher's Name _____

I acknowledge that I have read and understand the 2025-2026 SMS Student Handbook. I am aware of the policies, procedures and expectations of SMS Middle School and Snoqualmie Valley School District contained in this handbook and agree to abide by all the rules and regulations contained therein.

Student Signature _____

Date _____

SMS Vision Statement: SMS 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.

SMS Mission Statement: SMS 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