



**STUDENT
HANDBOOK
2018-2019**

Automated Mass Notifications

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

CAMPUS SECURITY

Students, staff and visitors are expected to keep Two Rivers School safe. Numerous security cameras throughout the school and school grounds may provide information regarding property damage or theft, inappropriate or unsafe student interactions and behaviors, as well as identification for student and staff. Students are expected to report unsafe conduct to a faculty/staff member immediately. We are closed to guests during the academic day.

CLOSED CAMPUS

Two Rivers is a partially closed campus. Once you arrive at school, you are to remain at school in designated areas until you leave campus to go home after school. Sophomores, Juniors and Seniors who are NOT on intervention plans will be allowed to leave campus during lunch or an open period. If you leave campus without permission once you have arrived for the school day, you are still subject to all school rules. Violation of school rules while off campus without permission will result in the same discipline consequences as if they occurred on campus.

COMPUTER USE

Computers in classrooms and the learning lab are open to student use. Students must have an Internet Agreement Form on file in the office. Any misuse of computers (installing outside or personal programs, playing games, etc.) will result in disciplinary action.

COUNSELING

Guidance services are available for every student in the school. These include assistance with educational planning; interpretation of test scores; occupational information; career information; help with home and/or social concerns; mental health concerns; drug and alcohol information; or any questions students feel they would like to discuss with the counselor.

DIRECTORY INFORMATION AND PHOTO CONSENT

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

Directory information or photos may be used for purposes such as publication of a student directory, school-related fundraising (Snoqualmie Valley Schools Foundation, PTSAs), parent organization mailing lists, school yearbook, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, email, websites, social media sites or released to the news media, as there are many opportunities to recognize student

accomplishments and activities throughout the year. Information will not be released for commercial purposes.

Parents who DO NOT want directory information or photographic images released must submit an OPT-OUT request in writing to their students' school office ANNUALLY-by September 15 each year. More information regarding FERPA and the opt-out process is available online at: www.svsd410.org/Page/201#FERPALink . If the school does not receive a written request by September 15, the school will assume that there is no objection to releasing such information.

DELIVERIES

The main office is **not** able to accept flowers, balloons, or any gift-like item for delivery to students. In addition, latex balloons of any type are not permitted in the school building. We can accept school related items, which we will hold until an announcement is made for the student to come and pick them up.

ELECTRONIC DEVICES

Students are encouraged to keep in mind that expensive electronic devices (e.g. pagers, cell phones, iPods, cameras, lap top computers, electronic games, laser pointers, etc.) are at risk for theft. **Students who choose to bring such devices to school do so at their own risk.** Inappropriate use of electronic devices during the school day may result in their confiscation and/or disciplinary action. Cell phones may not be used during class time.

Camera and Recording Restrictions: 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 punishment as the students engaging in the undesirable behavior. No recordings (video or audio) or images of prohibited activities or inappropriate content may be shown at school. Students should obtain permission from individuals before making recordings or taking pictures of them. Teacher permission is required for use of any camera or recording device in the classroom.

GRADUATION

Graduation ceremonies and participation in graduation ceremonies are a privilege to students that meet all graduation requirements, have met all required rehearsal activities, and have not lost the privilege to walk due to poor student behavior, discipline, unpaid fees or fines or pranks. Students can and will lose the right to participate, or "walk" in the graduation ceremony for breaking school rules, discipline, disrespect of the ceremony, or a lack of meeting the graduation requirements. Students are expected to uphold the proud traditions of Two Rivers School and recognize that graduation is a district and community ceremony worthy of outstanding student behavior. Seniors that purposefully interrupt the educational environment with school pranks or demonstrate intentions to disrupt the ceremonies with poor behavior, or receive discipline at the end of the year, will be removed from participation in the graduation ceremony. Students must complete all required schoolwork by the end of the school day the Friday before graduation in order to participate in the graduation ceremony.

INCLEMENT WEATHER

School closure and length of closure are to be determined by the Superintendent. Closure or delayed starting time announcements apply to one day only and will be announced on local TV and radio stations; on the Internet at www.svsd410.org ; or you may call 425 831-8494. You may also go to www.FlashAlert.net to sign up for text or email notifications. All activities in school buildings are canceled or postponed when school is closed.

INJURIES

All injuries should be reported to the office and an accident report completed. A parent/guardian will be notified if an injury reported during school hours requires further medical attention. The school will call 911 if the student requires immediate medical attention.

MEDICATION

All medication, prescription and non-prescription, must be checked in with the school nurse. Please contact the nurse for more information.

PETS ON CAMPUS

Pets of any kind are not permitted on the school campus. The only exceptions are for a registered service animal or a registered therapy animal. In each case an up-to-date vaccination record is required for each animal. Service animal guidelines are available in the main office upon request.

POSTERS/ADVERTISEMENTS

All posters and other forms of advertising for school related activities need prior approval of the principal before they can be put up. Posters can only be placed in approved areas. No flyers, advertisements, or other such materials may be distributed on campus unless approved by the principal. Posters, flyers, advertisements, or other material for non-school-related activities require approval from the SVSD Superintendent's Office.

SECURITY CAMERAS

To ensure the orderly functioning of the school, there are multiple security cameras both on the inside and outside of Two Rivers School campus. Security cameras only record images, not sounds and are located in public areas. The superintendent or designee oversees video surveillance. Security cameras are monitored by authorized school personnel, including real-time viewing. Video footage will be available for use by law enforcement for investigative or emergency purposes. Information from video surveillance may only be used for disciplinary investigations, security, aiding in student or staff safety, or law enforcement purposes. Video captured from school surveillance cameras is considered a public record. Requests to view videotape must be made by parents/guardians within 5 school days of receiving notification from the school that misconduct occurred. Please see board procedure 6608 for details.

STUDENT IDENTIFICATION CARDS AND STUDENT PHOTOS

Students are encouraged to have their ID cards with them while at school. Student ID cards are required for all school events including admission to all school activities (e.g. athletic events, dances, etc.) and for use of Snoqualmie Valley School District computers. All Two Rivers students are required to have a photo taken yearly for identification purposes. No hats or props are allowed in identification photos.

TRANSPORTATION

Specific information about bus routes, schedules, and emergency routes is listed on the district website (www.svsd410.org), or call 425-831-8020. For changes due to weather or other emergency situations, call the 24-hour hotline at 425 831-8494. Limited transportation is announced by areas. Two Rivers students have a transfer bus from and to Mount Si High School. They may take their neighborhood bus to Mount Si High School in the morning, and back from Mount Si High School at the end of the day.

VEHICLE OPERATION AND PARKING LOT

Vehicles parked on the Two Rivers parking lot may be searched by school officials or law enforcement, at school officials' direction, if there is a suspicion that school rules or state laws have been violated.

VISITORS

Visitors are not permitted on school premises during regular school hours. Two Rivers Alumni and fulltime Running Start students are considered visitors. Arrangements must be made ahead of time with the instructor and the main office if there is a clear academic reason for a classroom visit. All other visits must occur either before or after school. No visitors allowed to accompany students during the school day, unless approved by principal, ahead of time.

EXPECTATIONS

STUDENT RESPONSIBILITIES

Students have the responsibility to:

Pursue their course of studies to the best of their abilities.

Attend school daily and be on time to all classes.

Be aware of and obey all school rules governing student behavior.

Respect the rights of others and themselves by conducting themselves in a manner that will not disrupt the education process.

Express their opinions and ideas in a respectful manner as not to libel or slander others.

Follow established procedures in seeking changes in policies, rules or regulations which affect them.

Dress in a manner that is not disruptive to the educational process nor threatens the health and safety of themselves or others.

Identify themselves upon request to any school district personnel or authorities in the school, on school grounds, at school-sponsored events or on school buses.

Comply with the requests of school employees in the performance of their duties.

STUDENT RIGHTS

Students have the right to:

Expect the maintenance of high educational standards in a safe and sanitary building.

A relevant education consistent with the stated district goals.

Equal educational opportunity and freedom from bias and prejudice in all phases of the educational process.

See their cumulative academic folder upon request during reasonable school hours.

Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.

Be free from unlawful interference in their pursuit of an education.

Be secure in their persons, papers and effects against unreasonable searches and seizures.

Choose whether to stand and say the Pledge of Allegiance, or remain seated and silent during the Pledge.

Expression and assembly consistent with the maintenance of an efficient educational process and the limitations imposed by laws governing obscenity, libel, slander, etc.

Be instructed on rules and regulations as they relate to their rights and responsibilities.

Advise in the development of rules and regulations to which they are subject.

Use established channels to voice their opinions in the development of curriculum.

Representation on advisory committees affecting students and student rights.

Present petitions, complaints or grievances to school authorities and the right to prompt replies.

Consult with teachers, counselors and administrators, and other school personnel at reasonable times.

Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organization.

Abstain from participating in an educational process that, in their judgment, constitutes an invasion of privacy, or an abridgement, of their social or religious belief.

The right to study controversial issues which have political, economic, or social significance.

Access to all information freely available in the school.

Two Rivers Policy on Original Student Artistic Performances

Two Rivers School, its administration, faculty, and staff believe that student art is important, that student voice is important, and that censorship of student art and voice is generally counterproductive.

That being said, the student body of any school is primarily composed of minors and a school acts *in loco parentis*, in the place of a parent, in safeguarding student health and wellbeing.

Therefore, the following policy will govern all public artistic performances at Two Rivers School and specifically the original artistic work of students in public performances.

No performance will be allowed (full length, one act, or individual event) which is prohibited or not protected by the First Amendment - i.e. 'unprotected speech.' A condensed definition of 'unprotected speech' follows:

- Material that has content that is 'obscene to minors,' (under the age of 18). This is defined as meeting three criteria:
 - The dominant theme of the work, taken as a whole, appeals to a minor's prurient interest.
 - The work depicts or describes in a patently offensive way, sexual conduct.
 - The work, taken as a whole, lacks serious literary, artistic, political, or scientific value.
- Material which is 'defamatory,' - defined as false public communication about an individual which injures that person's reputation or good name in the community.
- Material that will cause a 'substantial disruption of school activities,' such as student rioting, unlawful destruction of property, widespread shouting or loud conduct, school boycotts, etc.
- Material that infringes on 'separation of church and state,' such as a work or performance whose primary purpose is religious proselytizing.
- Material that negatively impacts a 'Protected Class' of students/ community members: *The groups protected from the employment discrimination by law. These groups include men and women on the basis of sex; any group which shares a common **race**, **religion**, **color**, or national origin; people over 40; and people with physical or mental handicaps*

Beyond these legal definitions of unprotected speech, performances at Two Rivers School will make every reasonable effort to meet these additional standards:

- Avoiding graphic or gratuitous profanity or depictions of violence that are unnecessary to the artistic integrity of the work as a whole.

- Avoiding ‘hate speech’ that attacks a group based on their race, class, creed, religion, ethnicity, gender, or sexual orientation unless such speech exists properly framed within an artistic work - i.e. racially charged speech in *To Kill a Mockingbird*.
- Making clear that the political views of an individual student artist do not represent the wider political views of the school, the school board, administration, faculty, staff, or event sponsor.
- At public performances whenever possible, being transparent and proactive to audience members and parents of audience members that the performance may contain potentially offensive material. Whenever possible, offering audiences and parents of audience members an opportunity to ‘opt out.’ This might be done by an announcement before the performance, via e-mail or Skyward.
- At performances done as part of class curriculum, seeking written parental permission to participate in or view performances with potentially offensive material. Lack of permission will never negatively impact a students’ grade in any way. Students will always be given a comparable alternative to participating in or viewing the performance.
- Making sure teacher sponsors are aware, before an event, of potentially offensive material in a performance and can enforce standards appropriately.
- Being particularly cognizant of all of these standards during performances that could be viewed by children even younger than high school age - i.e. at a public school play where middle or elementary school students might attend.

ATTENDANCE POLICY & PROCEDURES

Regular attendance is necessary for mastery of the educational program provided to students of the district. Laws of the state of Washington specify that parents have the primary responsibility for ensuring the attendance of their students at school. The law further states that students shall be regular and punctual in attendance. Please check the Snoqualmie Valley School District website for more information on the district’s attendance policies.

Absences: Students are to bring a note from a parent/guardian or have a parent/guardian call the school to excuse an absence within 48 hours. If an absence is not cleared within 2 days, the student will be declared truant. Make-up work is allowed for **all** absences.

Unexcused Absence: 1st unexcused absence, notify parent/guardian (by automated email & telephone)
 3rd unexcused absence in a month, parent notified (by writing or telephone)
 5th unexcused absence in a month, parent meeting
 10th unexcused absences in a year or 7th in a month, referral to Community Truancy Board (CTB). A truancy petition may be filed with King County Juvenile Court.

Excessive Excused Absence (9 or more excused absences in a semester):

- 6 excused absences in a semester, parent notified (by automated email & telephone)
- 9 excused absences in a semester, parent meeting or referral to CTB. A doctor/physician note may be required in order to excuse further absences. A truancy petition may be filed with King County Juvenile Court.

Planned Absences: A form is required to let the school know about planned absences. Planned absences are excused absences and count toward the 9 absence limit per semester. A planned absence is for absences of 5 days or longer. Forms may be picked up from the attendance office

Suspensions: Absences due to in-school suspension or out-of-school suspension are considered excused and make-up work is allowed.

Make-Up Work: Students have an opportunity to get assignments during any absence. Assignments may be obtained during an absence by checking the teacher website and emailing the teacher. Students are ultimately responsible to make sure they have obtained and completed all missed work. Students should check your teachers' course syllabi for detailed information regarding their make-up work policies. Following an excused absence, a student has the same number of days to complete work as he/she was absent, or as arranged with the teachers.

Please be advised that the only informational absences are for school-related activities, (e.g. field trips). These absences do not count as excused or unexcused.

STUDENT DISCIPLINE

Students, parents, and school personnel are jointly responsible for expecting and demonstrating behavior that ensures a safe, orderly and healthy environment for all persons at all times. Students may not behave in a manner that is disruptive to the educational process or that is unsafe for other students, staff, and/or self.

Disciplinary actions and consequences are subject to change. Please see the student handbook on the TRS website for the most up to date handbook.

A progressive discipline approach attempts to relate the imposed disciplinary action or intervention to the severity of the offense and the number of times that offense or accumulated offenses has occurred. Students who violate a rule the first time face disciplinary action commensurate to the violation and a first occurrence. Second violations will result in stronger disciplinary action. Repeated violations may result in severe disciplinary action or suspension. At each intervention step, the intent is to assist the student in identifying the problem, understanding what new behavior is necessary, and encouraging the student to accept accountability for his/her actions. Every case is considered on its individual merit. The goal of the progressive discipline approach at school is to encourage students to:

Correct inappropriate or unacceptable behavior

Develop a better understanding of the problem and the need for behavior change

Accept responsibility for their action

Provide an opportunity to demonstrate improvement and personal growth

Students are expected to comply with all school board policies, state laws and the district's established bus policies. The transportation department imposes discipline, which may result in loss of riding privileges. Law enforcement agencies will be contacted as appropriate. In cases of destruction or theft of school district property, grades, transcripts and diplomas will be withheld until restitution is made through student labor and/or payment.

DEFINITIONS

School District Property:

School grounds: All the property of the Snoqualmie Valley School District and Two Rivers School (i.e., campus, parking areas, and other district property) at any time before, during, or after school and at any time when the school is being used by any school group.

Campus: The instructional areas of Two Rivers School (excluding parking areas).

Restitution: The act of making good or compensating for loss or damage. The damaged or stolen item is replaced or fixed.

Confiscation: The act of taking away items that are inappropriate for or disruptive to the school (i.e. tobacco, radios, knives, noise makers, cell phones, etc.).

Discipline: Action taken to correct inappropriate behavior and clarify expected appropriate behavior.

Removal from Class: The student is removed from one or more classes for a specified length of time but remains at school during these periods or receives other appropriate disciplinary action. If a student is removed from class, s/he must report to an administrator immediately. The teacher must have first attempted other methods of controlling or changing the inappropriate behavior. The teacher is responsible for telephoning the parent and recording the date of contact for future reference.

DEFINITIONS OF DISCIPLINE OPTIONS: Students are expected to comply with all school board policies, state laws, and the district's established bus policies. The transportation department imposes discipline which may result in loss of riding privilege. In case of emergency expulsion, short-term or long-term suspensions, parents will be notified by telephone and letter. During such suspensions, students cannot be on any school district property or attend school events. Suspensions are assigned in units of 24 hour days. Depending on the circumstances of the infraction and the discipline imposed, a suspension may begin immediately during the school day, after school, or the following morning.

In order to minimize absence from school, in-house suspension may be used as an alternative to short-term suspension. The disciplinary actions listed below will be applied with the discretion and professional judgment of an administrator. District Policy #3241 (Classroom Management, Corrective Actions or Punishment) may be obtained at any school.

Work Detail: (WD) Assigned Friday after dismissal; monitored by an administrator and/or designee. Duties may include light cleaning, trash pick-up, beautification of grounds or office work.

Short-Term Suspension: (STS) The removal of a student from one or more classes for a period of 1-10 school days. Missed schoolwork is available.

Long-Term Suspension: (LTS) The removal of a student from one or more classes for a period of 11 - 90 days.

Expulsion: The removal of a student from school for an indefinite period of time. An emergency expulsion may be necessary if a student poses danger to self or others.

Emergency Expulsion: The removal of a student from school for no longer than 10 days pending an investigation to determine the most appropriate disciplinary action. Emergency expulsions are always converted to a STS, LTS or expulsion, and are always used in coordination with LTS and expulsion.

DUE PROCESS: No student shall be deprived of the right to an equal educational opportunity without due process. Essentially, due process means fair treatment. Procedures have been established to guarantee that punishment that denies access to educational opportunity is administered in accordance with these principles. The procedures are designed to ensure that corrective action, if any, is taken only after a thorough examination of the facts.

STUDENT RIGHTS AND RESPONSIBILITIES: Students are entitled to the rights of all people as set forth in the Constitution and laws of the United States; the Constitution and laws of the State of Washington; the law regarding equal education opportunity; First Amendment rights to freedom of press, speech, peaceable assembly and petition; and the right to be secure in their pursuit of an education while in the custody of the school district. These rights are subject to the school district's authority to make reasonable rules and regulations to maintain the educational process. A complete copy of District Policy #3200 may be obtained at any school.

SEARCH AND SEIZURE: School authorities may seize any contraband substance or object the possession of which is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not allowed to bring these items to school or any school-sponsored function. Illegal substances and paraphernalia (based on state law) will not be returned to families. District Policy #3230 (Student Privacy and Searches) may be obtained at any school.

a. Authority to Conduct a Search – The law allows school authorities to search students, their lockers, their motor vehicles and personal property when they have a reasonable suspicion that a particular student is in possession of something prohibited by the law or school rules or is under the influence of drugs or alcohol.

b. General Inspection – School authorities may make general inspections of lockers or desks for purposes including, but not limited to, safety, cleanliness, retrieval of school material, and maintenance. Such general inspections shall not include searching personal items stored in lockers or desks, such as clothing, bags, or purses unless reasonable particularized suspicion exists.

c. Locker/Desk/Storage Area Inspections – All lockers and other storage areas provided for student use on school premises remain the property of the school district and are subject to inspection, access for maintenance and search. If, as a result of such a general search, a building administrator or designee develops reasonable suspicion that a container in a student locker or desk may contain evidence of student misconduct, the administrator may search the container.

d. Refusal to be searched- School staff has a duty to ensure student safety. Refusal to be searched will be considered an assumption of guilt for alleged misconduct

FULL TIME RUNNING START STUDENTS AND DISCIPLINE: Full-time running start students who have disciplinary infractions on the TRS campuses, at TRS events, or who are involved in off-campus bullying, harassment or intimidation of TRS students will be subject to exclusion from extracurricular events including but not limited to attendance at dances, concerts, plays and graduation ceremonies. The duration of the exclusion will depend on the type, severity and cumulative nature of the disciplinary infraction, but will be no less than 3 months. Students may appeal the exclusion by engaging in restitution or other actions that demonstrate a desire to be a positive part of our school community. Students should contact the principal for further details. Full-time running start students who have a drug or alcohol violation are encouraged to follow our assessment and treatment compliance process (described in detail in the relevant section of the student handbook) in order to reduce the term of exclusion from extracurricular events.

RULES OF CONDUCT

Unless specified differently in a particular rule, the following rules of conduct shall be in effect under the following circumstances: on the school grounds before, during and after school hours; near the school grounds before, during and after school hours; at any time when a Snoqualmie Valley School District school is being used by any school group; off the school grounds at a school activity, function or event;

or anywhere and anytime a student's conduct has a real and substantial relationship to the lawful maintenance and operation of the district. Students engaging in such conduct, or attempting to engage in such conduct, are subject to corrective action or punishment. Accordingly, students may lose the privilege of participating in school-sponsored activities including graduation, dances and ceremonies for disciplinary reasons. Interruptions of other schools' learning environments, their activities, or damage and illegal activities at other schools, can result in Snoqualmie Valley School District consequences.

Law enforcement agencies shall be contacted in violations of assault, possession, use or transmitting alcohol or other drugs not prescribed for the individual; arson; possession of a dangerous weapon or weapon facsimile; reporting false alarms; trespassing; abuse and theft as appropriate; and of other criminal activities. The Department of Social and Health Services, Children's Protective Services, may be contacted in cases of abuse or assault. If the victim is 18 or older and developmentally disabled, Adult Protective Services may be called.

Student discipline, suspension, and/or expulsion will be administered in such a manner as to take into consideration the nature, severity, and circumstances of the violation, the individual circumstances of the student, and prior or other forms of corrective action or punishment which may have been imposed. A complete copy of District Policy #3240- Student Conduct and other related policies may be obtained at any school.

In case of short-term or long-term suspensions or expulsions, parents will be notified. **During such suspensions/expulsions, students cannot be on any school district property or attend any school or district events including away athletic and school events.** Depending on the circumstances of the infraction and the discipline imposed, a suspension/expulsion may begin immediately during the school day, after school, or the following morning.

The Code of Conduct also pertains to students involved in Running Start, during lunch and traveling between schools. Any action which removes a student from school for more than one day will comprise a "disciplinary action" and will be documented in the student's cumulative file.

An Ad Hoc Committee of citizens, convened in accordance with WAC 392-400-245(2); and 260(2) has determined that infractions indicated below by an asterisk are misconduct deemed exceptional and may result in immediate suspension or expulsion for a first-time offense. A complete copy of District Policy #3241 (Corrective Actions or Punishment – Exceptional Misconduct) may be obtained at any school.

A student, as a citizen of the United States and the State of Washington, is to obey all laws established by the jurisdictions. A student who violates these laws during school hours or at school sponsored events, or while utilizing school district transportation, shall be subject to corrective action or punishment by the school.

Disciplinary Infractions

***Abusive Behavior/Communication** - Behaviors which may be aggressive, coercive, controlling, destructive, harassing, intimidating, isolating or threatening.

***Lewd Conduct** – Acts committed by an individual with the purpose of arousing the libido or sexual interest of themselves or the person towards which the action is directed. This category of inappropriate behavior also includes exposing genitals or related body parts and possessing and viewing pornography.

***Hazing** – The practice of rituals and other activities involving harassment, abuse or humiliation used as a way of initiating a person into a group. Often, victims of hazing are willing participants.

***Harassment, Intimidation and Bullying (HIB)** - 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, or 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.

This also includes displaying offensive symbols including but not limited to swastikas, confederate flags and other symbols, songs or paraphernalia projecting hate, unless used as part of a classroom lesson. See District Policy 3207 for the complete policy on HIB.

***Sexual Harassment** – Harassment involving the making of unwanted sexual advances or obscene remarks.

***Cyberbullying** - Engaging in online harassment of a student, or a group of students.

***Unauthorized Recording** –Violating confidentiality or privacy rights of another individual by taking unauthorized photos or video/audio recordings.

1st offense-Depending on severity, past behavior, intent and impact, the consequence can range from a student conference to LTS. Children’s Protective Service (CPS) and/or police may be notified.

Multiple offenses-STS to expulsion; police and/or CPS notified.

Harassment, Intimidation and Bullying policy:

The Snoqualmie Valley School District is committed to a safe and civil educational environment for all students, employees, volunteers and parents/legal guardians that is free from harassment, intimidation or bullying. In order to ensure respect and prevent harm, it is a violation of District Policy #3207 for a student to be harassed, intimidated, or bullied by others in the school community, at school-sponsored events, or when such actions create a substantial disruption to the educational process.

If your child feels he/she has been harassed or bullied, the incident(s) should be reported immediately to a teacher, counselor, or principal. Children bullied on the bus may report information to the Transportation Director.

The complete text of District Policy #3207: Prohibition of Harassment, Intimidation, and Bullying can be obtained at any school or on the SVSD website.

The Snoqualmie Valley School District’s Compliance Officer is Nancy Meeks. She can be contacted at [425-831-8015](tel:425-831-8015).

Discrimination policy:

The Snoqualmie Valley School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression, gender 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. The following employee has been designated to handle questions and complaints of alleged discrimination:

Nancy Meeks, Executive Director of Student Services
meeksn@svsd410.org
425-831-8015
PO Box 400
8001 Silva Ave. SE
Snoqualmie, WA 98065

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy Snoqualmie Valley School District's policy and procedure (number 5010), contact your school or district office.

Sexual Harassment policy:

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

- Pressuring a person for sexual favors
- Unwelcome touching of a sexual nature
- Writing graffiti of a sexual nature
- Distributing sexually explicit texts, e-mails, or pictures
- Making sexual jokes, rumors, or suggestive remarks
- Physical violence, including rape and sexual assault

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of Snoqualmie Valley School District's sexual harassment policy and procedure, contact your school or district office, or view it online here:

<http://sharepoint.snoqualmie.k12.wa.us/policies/Series%206000/6590%20Sexual%20Harassment.pdf>

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school

district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. Write Out Your Complaint

In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff needs a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeal to the School District

If you disagree with the school district's decision, you may appeal to the school district's board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district's response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board's decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

Email: Equity@k12.wa.us | **Fax:** 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

Other Discrimination Complaint Options

Office for Civil Rights, U.S. Department of Education

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

***Alcoholic Beverages, Drugs, Drug Paraphernalia** – Washington state law prohibits the possession, use, or being under the influence of drugs or alcohol, or possession of drug paraphernalia on or about the school grounds and at all school-sponsored events or activities, on school buses and at bus stops, on property adjacent to all school campuses, and on property used as a temporary site for a specific school sponsored activity. If prosecuted under the law, fines or imprisonment may be doubled if offense has been committed within 1000 feet of school grounds or designated bus stop. Possession, use, or being under the influence of drugs, or any other controlled substance, or possession of paraphernalia leading to the use of drugs is harmful, illegal and strictly prohibited on or about the school grounds and at all school-sponsored activities, be they at school or at some other location. "Vape pens" and other similar devices may be considered drug paraphernalia if reasonable suspicion exists that the device was being used to ingest drugs. Students who are in a group of students one or more of whom is in possession of drugs, alcohol, or any other controlled substance, may also be violating the drug/alcohol policy. All drug and alcohol violations are accumulative K-12. As provided in SVSD Policy #3241 (Procedure A— Exceptional Misconduct) a student who has been found under the influence, in possession of, transferring or selling any mood-altering substance, or who is in possession of drug paraphernalia will be suspended on the "exceptional misconduct" and will be subject to the following sanctions:

1st offense - Suspension of ten (10) days. Up to 7 days may be held in abeyance if the student submits to, and follows the recommendations of a drug/alcohol assessment to be conducted by a state certified assessing agency. Assessment cost will be the responsibility of the family. District support may be provided in cases of extenuating circumstances.

2nd offense - Suspension of thirty (30) days. Up to 20 days may be held in abeyance if the student submits to, and follows the recommendations of a drug/alcohol assessment to be conducted by a state certified assessing agency. If a student is still under the recommendations of a recent assessment, a second assessment and verification that recommendations are being followed must occur.

3rd offense - A third offense will result in recommendation for expulsion. Prior to re-entry to any Snoqualmie Valley School District school, another Drug/Alcohol assessment and successful completion of all treatment recommendations must be submitted for consideration.

***Sale of Narcotics/Controlled Substances:**

1st offense - Suspension for the balance of the semester, to a maximum of ninety (90) days. Up to seventy (70) days may be held in abeyance if the student submits to and follows the recommendations of an assessment, as outlined above.

2nd offense - A second offense will result in recommendation for expulsion. Prior to re-entry to any Snoqualmie School District school, another assessment and verification that recommendations are being followed must occur.

***Arson/False Alarm/Bomb Threat** – A student shall not set fires on school property, at school-sponsored events or activities, or on school transportation. A student shall not activate the fire alarm without just cause. A student shall not threaten violence against the school or its staff/students.

1st offense- STS to expulsion; police/fire notified; restitution;

Multiple offenses- LTS to expulsion; police/fire notified; restitution;

***Assault, Threats, Causing Physical Injury, Fighting, Promoting a Fight, Encouraging a Fight, Recording a Fight**

A student shall not threaten injury, attempt to cause physical injury, behave in such a way as could reasonably be expected to cause physical injury or cause fear of physical injury, or inflict physical injury on or to any person. A student shall not act in a way that encourages or promotes a fight. A student shall not record a fight.

1st offense –STS to expulsion possible police notification

Multiple offenses –LTS to expulsion; possible police notification

Cheating, Plagiarism

Academic Integrity/Honesty Policy:

Academic integrity speaks to a student’s commitment and responsibility to pursue scholarship openly and honestly. It respects the concept that learning is the primary purpose of education, secondary to grades and credits. Academic Dishonesty is defined as any action or attended action that may result in creating an unfair academic advantage for oneself or an unfair academic advantage or disadvantage for any other student. A student shall not attempt to earn credit or receive a grade for coursework (tests, quizzes, assignments, projects, essays) in a manner other than defined by each instructor in their syllabus?

Academic Integrity violations are tracked throughout a student’s entire high school career (grades 9 – 12). Academic Integrity violations include, but are not limited to:

Plagiarizing or submitting any part of another person’s work as representing one’s own scholarship
Distribution/sharing of class assignments or test information in either written or verbal form to another student without teacher permission

Unauthorized Collaboration – working with others without the specific permission of the instructor on assignments that will be submitted for an individual’s grade. This applies to in-class or take-home assignments/homework, projects, tests, or labs.

Collusion – supporting the lack of integrity/honesty by another student, as in allowing one’s work to be copied or submitted for assessment by another. Collusion also includes the use or sharing of identical or highly similar passages of one’s own work, or the work of another, unless specifically authorized by the teacher.

Cheating – using notes or other materials without a teacher’s permission on tests and assignments.

Technology Malpractice – any misuse or abuse of private or public technology in relation to grades or in acquiring an academic advantage, including infractions of the school technology user agreement, language translation websites, cell phone messaging or picture transmission.

Criminal Acts – A student, as a citizen or resident of the United States and the State of Washington, is to obey all laws established by these jurisdictions. A student who violates these laws during school hours, on school/district property, or at school sponsored events shall be subject to corrective action or punishment by the school whether or not any action is taken by law enforcement agencies.

1st offense- STS to expulsion; police and/or CPS notified; restitution

Multiple offenses- LTS to expulsion; police and/or CPS notified; restitution

***Dangerous Weapons, Instruments and Activities** - A student shall not possess, transmit, or attempt to possess or transmit any object that can reasonably be considered a weapon nor engage in any activity that could reasonably be expected to endanger self or others. Bringing onto District property, causing to be brought onto district property, and the possession of firearms or facsimiles and fireworks are prohibited.

IT IS UNLAWFUL for a person to carry weapons onto school premises, on school transportation, or any area used for school activities. Violations are cause for EXPULSION FROM THE STATE'S PUBLIC SCHOOLS. Any violation with a firearm shall result in a mandatory expulsion for a period of not less than one year in accordance with RCW 28A.600.010.

Possession of weapons, including but not limited to:

1. any firearm
2. sling shot, sand club, metal knuckles, knife, or spring blade knife or any knife the blade of which is automatically released by a spring mechanism, or any knife having a blade which opens
3. any device commonly known as "nunchu-ka sticks"
4. any device commonly known as "throwing stars"
5. any air gun including any air pistol or air rifle
6. any explosives or incendiary components.
7. Look alike, or dummy weapons. Drama or stage props must be approved by the principal.

Possession of Weapons, including but not limited to the list above and:

Any gun, including air pistols, air rifles, pellet, look-a-likes; any explosives or incendiary components, which by themselves or in conjunction with other items can result in an explosion or fire.

1st offense – Confiscation; parent contact; STS to expulsion; police notified

2nd offense – Confiscation; parent contact; STS to expulsion; police notified

Possession/Igniting of Fireworks; Unauthorized Possession/Spraying of Pepper Spray, Mace

1st offense – Confiscation; parent contact; STS to expulsion; police notified

2nd offense – LTS to expulsion; police notified

Possession and/or Use of Hazardous & Flammable Items: These items include but are not limited to laser pointers, oil, gasoline, dry ice, smoke & stink bombs.

1st offense – Confiscation; parent contact; STS to expulsion; police notified

2nd offense – LTS to expulsion; police notified

Destruction or Theft of Property – A student shall not intentionally or with carelessness damage, misuse or steal school or private property. A student shall not be in possession of goods that have been identified and reported as belonging to another person or the school district without permission. Where school property is damaged or stolen, the superintendent shall seek restitution from the student or his/her parents as permitted by law.

1st offense- WD/Detention; STS to expulsion police notified; restitution

Multiple offenses- STS to expulsion; police notified; restitution

Forgery, Lying, and Misuse of Documents - A student shall tell the truth, shall present oneself honestly, identify themselves accurately, and shall not forge any signature, communication, or make any false entry or alteration of any document, either paper or electronic, used or intended to be used in connection with the operation of the school. A student shall not attempt to earn credit or receive a grade for coursework in a manner other than defined as acceptable by the teacher. A student shall not open or alter official school documents and private documents, either paper or electronic.

1st offense - Depending on severity of the offense, STS to expulsion; police may be notified

Multiple offenses- LTS to expulsion; police notified

Gangs - The type of dress, apparel, activities, acts, behavior, or manner of grooming displayed, reflected or participated in by a student shall not imply gang membership or affiliation with a gang.

1st offense-STS to expulsion

Multiple offenses-LTS to expulsion

Loitering and Trespassing - A student shall not linger in a parking lot or in other unauthorized areas. During the school day, a student shall not be on the grounds of a school other than the school of attendance without permission of school personnel.

1st offense-Depending on the severity of the offense-WD/Detention; STS to expulsion; police notified;

Multiple offenses- STS to expulsion; police notified

***Possession of or Use of Tobacco and other Nicotine Products** - A student shall not possess tobacco/nicotine products, or a lit tobacco/nicotine product, lighter and/or papers. A student shall not be seen with smoke seen coming from the nose or mouth, throwing a burning cigarette away, or with tobacco in the mouth. A student shall not possess or use "e-cigarettes." Parents will be contacted for all offenses. Violations are accumulative. Smoking paraphernalia will not be returned to families.

1st offense - 5 days STS or 1 day ISS with completion of approved tobacco education.

2nd offense - 8 days STS or 3 days ISS with completion of approved tobacco education.

3rd offense - Up to 30 days LTS. Drug/Alcohol assessment may be strongly recommended.

Negative Community Action: School authority and discipline may apply away from school if the activity would directly affect the good order, efficiency, management and/or welfare of the school's staff or students.

1st offense - Depending on the severity of the offense-WD/Detention; STS to expulsion

Multiple offenses- STS to expulsion; police notified

Negligent Driving - A student shall not drive in a manner which demonstrates disregard for the safety of others, oneself, or property. This includes speeding, donuts and other horseplay with vehicles. The parking lot may be monitored by radar.

1st offense-\$25 fine, loss of driving/parking privilege; parent contact; police notified; STS

Multiple offenses-Possible STS to LTS; police notified; no longer eligible for school parking pass remainder of HS experience.

Off-Campus: A student shall not leave or attempt to leave campus at any time during the school day without express prior permission. 10th-12th grade students may leave campus for lunch if they are in good standing.

1st offense – Friday School

2nd offense – Friday school, parent meeting and 3 days lunch detention

3rd offense – Two days Friday school, 5 days lunch detention, parent meeting and option for a behavior plan

Multiple offenses – STS, LTS, and next steps as determined by admin and counseling team

***Repeated Misconduct /Accumulated Offenses-** A student shall not repeatedly fail to comply with district policies or school rules or with directions of school personnel during any period of time when properly under the authority of school personnel. Teachers shall establish reasonable rules in their classrooms to assist them in providing a good environment for learning. Students are to follow these rules.

1st offense – Detention to STS

Multiple offenses – STS to LTS