

# Fall City Elementary School

*Home of the Falcons*



**STUDENT – PARENT  
HANDBOOK**  
*2017-2018*

# Fall City Elementary School

“Soaring with Knowledge on Wings of Learning”

## Our Mission

*To inspire a community of life-long learners*

## Our Motto

*“Caring, Sharing, Learning, Growing”*

## Our School Philosophy

*To promote educational partnerships involving students, staff, parents and the community;*

*To provide a safe and nurturing learning environment;*

*To celebrate innovation and creativity; and*

*To respect everyone’s right to learn.*

\* \* \* \*

# Snoqualmie Valley School District No. 410

*“Expect the Best: From our Students, of our Staff, for our Community.”*

## **Mission Statement:**

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

## **Vision Statement:**

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

## **TABLE OF CONTENTS**

Mission, Motto and Philosophy.....	2
Staff Roster.....	4
School Information and Frequently Called Phone Numbers.....	5
Arrival and Dismissal Procedures.....	5
Attendance.....	6
Behavior Philosophy and Expectations.....	6
Birthday Treats/Healthy Snacks.....	6
Cell Phones.....	7
Clubs and Organizations.....	7
Communications.....	7
Community Services.....	7
Conferences.....	8
Dress Code – Clothing.....	8
Early Release Days.....	9
Emergency/Crisis Procedures.....	9
Emergency Closure Information.....	9-10
Field Trips.....	10
Food.....	10-11
Health.....	11-12
Payments to School and School District.....	12
School Day Schedule.....	12
School Pictures and Yearbook.....	12
School Policies and Procedures.....	12-16
Anti-Discrimination	
Attendance Policy	
Arson and False Alarm	
Computer Use and Internet Guidelines	
Conduct: Civility	
Confidentiality	
Drug, Alcohol, Tobacco and/or Paraphernalia	
Forgery	
Harassment, Intimidation, and Bullying	
Security Camera Use	
Standards of Student and Staff Safety and Security	
Theft	
Use of Directory Information and Photos	
Use of Mass-Automated Call-Out Notifications	
Vandalism	
Weapons and Dangerous Instruments	
Special Services.....	17
Student Insurance.....	17
Student Progress Reports.....	17
Student Records.....	17
Toys.....	17
Transportation.....	17-18
Use of Directory Information and Photos.....	18
Valuables.....	18
Volunteers and visitors.....	18-19
Transportation.....	20-22
School-Wide Expectations for Success (SOAR).....	23

**STAFF ROSTER 2017-2018**

<b>Assignment</b>	<b>Rm#</b>	<b>Name</b>	<b>Phone</b>
Kindergarten	20	Kaeli Johnson	831 - 4043
Kindergarten	17	Deona Kim	831 - 4042
Kindergarten	16	Jenni Samms	831 - 4039
Kindergarten	18	Melanie Schlotfeldt	831 - 4041
First Grade	11	Stephanie Corell	831 - 4035
First Grade	7	Emily Lazenby	831 - 4031
First Grade	10	Kelli Marek	831 - 4034
First Grade	8	Colleen Myers	831 - 4032
First Grade	12	Mariah Thompson	831 - 4036
Second Grade	1	Becca Cohn	831 - 4024
Second Grade	9	Annie Collet	831 - 4033
Second Grade	2	Geri Flanagan	831 - 4023
Second Grade	4	Tiffani Moore	831 - 4027
Third Grade	14	Cassie McLellan	831 - 4038
Third Grade	5	Jolene Newland	831 - 4030
Third Grade	3	Jillian Rosendale	831 - 4028
Third Grade	6	Michael Scourey	831 - 4029
Third Grade	19	Dana Verhoff	831 - 4044
Fourth Grade	Portable 31	Bonnie Beck	831 - 3891
Fourth Grade	Portable 32	Daionda Davis	831 - 3892
Fourth Grade	Portable 29	Edan Little	831 - 4046
Fourth Grade	Portable 30	Jenny Nelson	831 - 4049
Fifth Grade	Portable 25	Megan Berry	831 - 4051
Fifth Grade	Portable 24	Gary Karaica	831 - 4019
Fifth Grade	Portable 26	Katie Coley/Beth Jobling	831 - 4050
Fifth Grade	Portable 23	Sierra Schaller	831 - 4020
School Counselor	Counseling Office	Heather Kitterman	831 - 4026
Music	Music Room	Jaime Schultz	831 - 4018
Physical Education	Gym	Sue Frederick	831 - 4017
Librarian	Library	Meg Handy/Laurie Shepherd	831 - 4015
Special Education	13/15	Ali Mayher	831 - 4037 / 831 4040
Special Education	13/15	Suzanne Oney	831 - 4037 / 831 4040
Special Education	13/15	Chelsie Swanson	831 - 4037 / 831 4040
Instructional Assistants	13/15	Chris Guyer/Doug Herstrom/ Kristel Hoebbers-Harteveld/ Kevin Rademacher/Corinne Ridgley	831 - 4037 / 831 4040
ELL	Portable 22	Ashleigh McCann	831 - 4021
Reading Teachers	Portable 21	Cheryl Duncan/Lori Herstrom/ Jenny Payne/Nadia Rosentreter	831 - 4022
Speech/Language Pathologist	SLP Office	Jennifer Klassen	831 - 4016
Psychologist	Psychologist Office	Erin Taylor	831 - 4009
Occupational Therapist	Portable 27	Erin Treiber	831 - 4052
Nurse/Health Room	Health Room	Jen Richter/Heidi Cogle	831 - 4004
Computer Technician	Network MDF	Dennis Lee	831 - 4025
Instructional Assistant	Work Room	Judy Dix/Nell Engel	831 - 4006
Instructional Assistant	Work Room	Diane Johnson	831 - 4007
Head Cook	Kitchen	Janet Peterson	831 - 4008
Cook's Assistants	Kitchen	Lara Morris/Christy Wright	831 - 4008
Custodians	106	Betty Hamilton/Ana Murtagh	831 - 4013
Principal's Secretary	Main Office	Jennie Uhles	831 - 4001
Attendance Secretary/Registrar	Main Office	Joanna Jimenez	831 - 4000
Principal	Main Office	Katelyn Long	831 - 4001
Asst. Principal	109	Robin Earl	831 - 4045

## **SCHOOL INFORMATION AND FREQUENTLY CALLED PHONE NUMBERS**

**FALL CITY ELEMENTARY SCHOOL  
33314 SE 42ND STREET  
FALL CITY, WA 98024**

**Phone: (425) 831-4000  
Attendance Line: (425) 831-4003  
FAX: (425) 831-4010**

District Office	831-8000	Transportation Department	831-8020
Cascade View Elem. School	831-4100	Chief Kanim Middle School	831-8225
North Bend Elem. School	831-8400	Twin Falls Middle School	831-4150
Opstad Elem. School	831-8300	Two Rivers Alternative H.S.	888-4200
Snoqualmie Elem. School	831-8050	Mount Si High School	831-8100
Timber Ridge Elem. School	831-3825	Mount Si Freshman Campus	831-8450

**On the next pages are answers to frequently asked questions. Please call our school office if you have further questions or need clarification.**

### **ARRIVAL AND DISMISSAL PROCEDURES**

The school building does not officially open for students until the first bus arrives (**8:45 am**). Adult supervision of the school grounds begins at **8:45 am**. Children should not be on the school property prior to that time.

**Bicycles:** When a child rides a bike to school, it must be walked across the crosswalks and on school grounds. Immediately upon arrival at school, bikes are to be parked and left in the bike rack until the end of the school day. Bike locks are strongly advised.

***\*Students riding bicycles will be required to wear a bicycle helmet to and from school. This is in accordance with King County ordinance for bicycle safety.***

**Students Who Walk To School:** It is **imperative** that children who walk to school use one of the four (4) main crosswalks near the school. Our Student Safety Patrol Members monitor these. For the safety of your child, please remind them to stay on a sidewalk whenever possible, or walk in a designated walking path.

**Cars:** The safety of all students is very important to us. You can help to insure their safety by: **\*\*\* DROPPING OFF AND PICKING UP YOUR CHILD AFTER SCHOOL IN FRONT OF THE SCHOOL ONLY BETWEEN 8:30 - 9:00 am & at 3:26 pm!**

**PRIVATE VEHICLES ARE PROHIBITED FROM USING THE SCHOOL BUS LANE**

**Picking Up Children Before School Is Dismissed(Policy #3124):** If it is necessary to remove your child from school prior to the end of the school day, please send a note to the classroom teacher. When you arrive at school, come to the office to sign her/him out. Your child will be called to meet you. This is a precautionary measure to protect our students.

## **ATTENDANCE**

(Policy #3122) If a student is going to be absent, please call the school absence hotline at **831-4003** before 9:00 am. If the student is tardy, he/she must check in at the office before going to class.

Students are required to bring a written excuse after each absence and for a late arrival (unless the parent has had previous contact with the office). All notes should be submitted to the office.

**Perfect Attendance:** To earn a certificate for perfect attendance, a student must show "**no attendance activity**" including **NO RECORDED TARDIES**. Students missing more than 1 hour in the AM or PM session will be marked absent for that session.

## **BEHAVIOR PHILOSOPHY AND EXPECTATIONS**

We believe children decide how they are going to behave and can choose appropriate behavior while they are at school. We believe the following statements and expectations can be understood and followed by ALL children at Fall City Elementary School:

- *Teachers have a **right** and a **responsibility** to teach.*
- *Students have a **right** and a **responsibility** to learn.*
- ***NO** student has the right to interfere with teachers when they are teaching or with students when they are learning.*
- ***EVERY** student and teacher has a right to be treated with **courtesy and respect**.*
- *All personal and school property will be treated with respect.*

When you enter Fall City Elementary School, you will see students who exhibit expected behavior. Expected behaviors are referred to as our SOAR Expectations. Fall City Falcons SOAR by being: respectful, responsible and safe.

## **BIRTHDAY TREATS / HEALTHY SNACKS**

At FCES, we feel birthdays are a special time to honor students. Classroom teachers celebrate student birthdays on the day of, or as close as possible to the student's birthday. If you would like to send in a special birthday treat, we encourage healthy snacks or non-food items. Due to food safety issues, allergies and an increased focus on healthy life-style, please avoid sugary treats and provide a healthy alternative for snack that day. For ideas, check our monthly tip in the Friday Folder. It is important we honor your child, while promoting healthy choices.

## **CELL PHONES**

Student cell phones should be left in backpacks and shut off during the school day. If a disruption occurs during class time, the cell phone will be taken and held in the school office.

## **CLUBS AND ORGANIZATIONS**

**P.T.S.A.:** The **Parent Teacher Student Association** is an active organization in our school. Officers this year are:

President	Anne Goldstein	(206) 399-8658
Co-Vice President	Julie Chung	(206) 414-9696
Co-Vice President	Jennifer Gehring	(206) 499-7186
Co-Vice President	Reyna Ronald	(602) 502-7010
Secretary	Pragya Tiwari	(907) 250-7860
Treasurer	Sinead Mettler	(530) 412-1635

**School Safety Patrol:** A school safety patrol team assists children at four (4) main crosswalks near the school. Children who walk or bike to school must use one of these crosswalks. Our patrol advisor is Mr. Scourey.

## **COMMUNICATIONS**

**Phones:** Teachers can be reached at school by phone outside their class time from 8:35 - 8:55 am and 3:25 - 3:55 pm. It is most convenient to call during those hours so classes will not be disrupted. Messages may be left on voice mail. Please refer to the staff roster for individual phone numbers. The school will not give out home phone numbers of employees.

**Student Phone Use:** Students will be called from class to the phone in the event of an emergency. ***Students will not be allowed to use the office phone to ask permission to ride another bus, play with other children after school, or to have articles brought to school. A student's cell phone must remain in his/her backpack during the school day. Any phone being used during the school day will be confiscated.***

## **COMMUNITY SERVICES**

Family Help Line	1-800-932 HOPE	Teenline	1-800-562-1240
Child Protection Services	425-649-4110	Poison Center	206-526-2121
Children's Response Center	425-688-5130	Domestic Violence	1-800-827-8840
Crisis Clinic	1-800-244-5767		

## **CONFERENCES**

Conferences are scheduled in November for every student. Because of the high value of the conferences, we hope for 100% participation. Conferences are by appointment as scheduled by the school and/or teacher. **Fall Parent-Teacher Conferences** will be held **November 17, 20, 21 and 22**. Report cards are available online at the end of each trimester.

## **DRESS CODE - CLOTHING**

Acceptable dress and appearance is that which does not endanger health or safety, is not offensive to others, and is non-disruptive to the educational process. Students need to give proper attention to personal cleanliness and to wear clothes that are suitable for the school activities in which they participate. *Students sent to the office for a dress-code violation will call home to have appropriate clothing brought to school before returning to class.*

- Hats, caps, bandanas or hoods are not to be worn except outside by both boys and girls.
- No spaghetti straps, halter tops, backless tops, off-the-shoulder, low-cut tops or tube tops unless a shirt covers them.
- Clothing and jewelry may not advertise or promote the use of drugs, alcohol, tobacco, profane or suggestive language, or other obscenities.
- Children are to have their midriff/navel/chest area covered while sitting and standing.
- Excessive amounts of perfume or cologne are not permitted. This can cause respiratory difficulties and allergic reactions.
- Sunglasses or goggles are not permitted inside, except for medical reasons.
- No Wallet/Pocket Chains.
- Casual shorts/skirts are allowed, but must be longer than fingers when arms are down at the side.
- No Magic markers or pen markings on skin.
- Shoes must be worn at all times.
- Wheelie shoes should not be worn to school.
- Undergarments must be covered.
- Clothing cannot be excessively revealing.
- Clothing must be free from large holes.
- Personal cleanliness, including clean hair, is expected.

**Please label** all coats, hats, boots, backpacks, and any other personal belongings with your child's name. A "Lost & Found" closet is located near the multipurpose room. Items not claimed by the end of the school year will be donated to a local clothing bank.

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



### ***EARLY RELEASE DAYS***

Fridays are early release days - school will be dismissed at 1:26 pm.

### ***EMERGENCY/CRISIS PROCEDURES***

We wanted to let you know some of the key points of the FCES Emergency Plan and what to expect in case of an emergency.

1. The district or school will notify you of an emergency by email or a district call out to available phones.
2. Students will either be sheltered in place at FCES; or if necessary evacuated to Chief Kanim Middle School or by bus to Mt. Si High School.
3. In the event that students must be held at our school for an extended stay, we do have the supplies to shelter them in place for 48 hours (emergency shelter, food, water etc.)
4. Students will be directed to use their personal electronic devices to send you a message via text that they are safe and where they are located. However, they will be discouraged from texting or calling outside of this message.

#### **Parent Reunification Information**

1. When you come to pick up your student, you **MUST** come to the front of the school (pick up turn around area) to notify staff at the check-in table that you are picking up a student.
2. Staff members have been directed not to release students directly to a parent.
3. It is suggested that you park your car on outlying streets and walk to the reception post at the school. It will alleviate many challenges with traffic and emergency response vehicles.
3. The reception post will check your I.D. and then send a designated runner, to get your child for you.
4. In the event that your child has been injured, a staff member will privately share this information with you. At that time, they will notify you of what medical care facility your child has been transported to. In the event your child has been transported, a staff member will accompany them.
4. We are aware that during an emergency, emotions will run very high, it is very important that you follow this procedure so that we can ensure the safety and security of all students.

### ***EMERGENCY CLOSURE INFORMATION***

- Check District Website ([www.svsd410.org](http://www.svsd410.org))
- Call Emergency Hotline (425) 831-8494
- Listen to Radio and TV news
- Go to [www.FlashAlert.net](http://www.FlashAlert.net) (sign up for email/text notifications through their mobile app)

FlashAlert School Closure Information: Our district uses FlashAlert.net to post emergency closure information to media. Parents can also sign up to receive these notifications via

text/email, through a mobile app or they can view this information on the web. To subscribe to FlashAlert:

- Go to FlashAlert.net
- Click on *Manage Your Messages*
- Login or click on *Create New Account*
- Choose a region to *Add an Organization*
  - Select *Seattle/Western Washington*
  - Search for *Snoqualmie Valley School District* (drop down list)
- Click *Subscribe*
- Follow instructions for confirming email address and options for your account.

FlashAlert’s mobile app, called **FlashAlert Messenger**, is the preferred and fastest method for parents/subscribers to get emergency closure media notifications on their mobile devices. Information about downloading the free app is also available on the subscriber page.

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

### ***FIELD TRIPS***

(Policy #2320) Your child will more than likely go on at least one field trip during the school year. The individual teachers send permission slips home. Sometimes there are fees involved, but no child will be denied an opportunity to participate due to financial challenges.

The school will make every effort to use only School District transportation whenever possible. In the event that parent drivers are needed and you wish to participate by being a parent driver, you must have a valid driver’s license, auto liability insurance coverage of at least \$100,000, and working seat belts for all passengers. Driver information forms will be sent home by the classroom teacher and must be completed, signed, and returned before the field trip date. Children under the age of 12 are not allowed to sit in the front seat of a car equipped with a passenger-side air bag.

### ***FOOD***

**Free & Reduced Meals:** We encourage parents to apply for free or reduced-priced meals for their children. Forms are available through the school office and can be completed at any time during the school year.

**Breakfast:** We are offering breakfast at school. It is usually cereal or roll, fruit or juice, and milk. **Free and reduced applications will be honored for breakfast and lunch.** Prices are:

Full price	\$1.75 (student)
Reduced price	<b>No Charge</b> (K-5)

Adult \$2.25  
Breakfast will be served from 8:30 until 8:55 am.

**Lunch:** Hot lunches (which include milk) are available daily. **Lunches may not be charged.** It is preferred that a 10 or 20 meal ticket is purchased; this eliminates the necessity for the children to carry money to school every day. Prices are:

Full price	\$3.25 (student)
Reduced price	<b>No Charge</b> (K-3)
	40¢ (4-5)
Milk	40¢
Adult lunch	\$4.00 daily

\* Ala carte items will be priced according to the item purchased.

**Popcorn:** Popcorn will be sold for 25¢ a bag on Fridays after lunch is served. It is to be eaten outside only. Any profits from the sale of popcorn go into the student body fund (ASB) but are not earmarked for any special project. Fifth grade students are given the opportunity to help with the selling of popcorn.

## **HEALTH**

**Health Room:** When a child becomes ill at school, he/she will be in the office or health room until the parent (or designated adult) arrives. While we encourage daily school attendance, please keep your child home if they are running a fever or are vomiting. Our school nurse, Jennifer Richter, is not in the school building for the entire day, but is available by phone daily to assist parents with health concerns.

**Head Lice:** Measures for safeguarding the school community from head lice are based on the Infectious Disease Control Guide for School Staff from the State of Washington Department of Health & the Office of the Superintendent of Public Instruction in conjunction with current best evidence-based practice. The Snoqualmie Valley School District Health Services Department is responsible for carrying out these measures and follows operating guidelines to address the actions needed to support this procedure. The following link provides specific information regarding head lice procedures: <https://www.svsd410.org/Page/6626>. Please call the school nurse for more information.

**Medicine at School:** Some parents want to send medication to school for their child. A strict policy/procedure has been established. We **cannot** administer any medication (prescription **or** over-the-counter) without proper signatures of **both parent and physician on file**. The proper form is available in the school office. Please contact the school office if additional forms are needed. (The only exception to the above policy is cough drops. These may be brought to school and left with the teacher.)

**\*\*In addition, school personnel cannot administer topical medication, eye drops, and injectables (with the exception of an EpiPen).** Please arrange to administer the above types of

medication either yourself or another designated adult. Please contact Margie Blackman at the District Office with any questions at (425) 831-8024.

### ***PAYMENTS TO SCHOOL AND SCHOOL DISTRICT***

The face amount of all checks made payable to school or district offices, if returned for non-payment, will be recovered electronically along with the state-allowed fee.

### ***SCHOOL DAY SCHEDULE***

**Recesses:** In addition to the regular lunch break, we will have scheduled recesses. All recesses are scheduled for specific grade levels and are 15 minutes; except for the lunch break which is 30-35 minutes.

**School Day:** The first bell of each day rings at 9:00 am. A student is considered tardy if he/she is not seated and ready for school instruction by 9:05 am. The day ends at 3:26 pm Monday through Thursday and 1:26 pm on Friday for all grades.

### ***SCHOOL PICTURES AND YEARBOOK***

As a service to students and parents, pictures are taken and sold twice each year. Individual photos will be taken on **September 19**. The date for class photos has been set for **March 20**. Order forms will be sent home reminding you of the specific dates & costs. Please return the order form to your student's teacher.

We hope to offer students a yearbook again this year. This service is sponsored by the PTSA.

### ***SCHOOL POLICIES AND PROCEDURES***

#### **Anti-Discrimination:**

The Snoqualmie Valley School District complies with all 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, gender expression or identity, disability, or the use of a trained guide dog 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. Inquiries regarding compliance and /or grievance procedures, may be directed to the school district's Title IX/RCW 28A.640 Officer and Section 504/ADA Coordinator, Nancy Meeks, P.O. Box 400, Snoqualmie, WA 98065, or phone (425) 831-8015.

**Attendance (Policy #3122):** Regular and punctual attendance is important to your student's progress. According to Washington State law, enrolled students eight years of age and above and their parents are responsible for ensuring the student's daily attendance. Please help your student develop good attendance habits.

Absences that are excused include: illness/health, religious observances, school approved activities, family emergencies, disciplinary actions as required by law, and family trips with

prior principal and superintendent permission. In case of absences, please notify the school before 7:30 am and provide your child's name, grade and reason for the reason.

When your child returns from an excused absence, the teacher will provide a list of make-up assignments, along with a reasonable timeline for completion. Students will receive 1 day per excused absence to make up their work. The student is responsible for getting assignments and completing missed work.

**Arson and False Alarm:** Any student involved in activities such as arson, false fire alarms, false 911 calls, possession of and/or igniting fireworks or explosive devices will be subject to disciplinary action which could result in emergency expulsion from school. The law considers arson and false fire alarms felonies. The school will contact the legal authorities.

### **Computer Use and Internet Guidelines:**

When using technology at Fall City Elementary School, students are expected to:

#### ***General Expectations***

- Have an adult supervisor present at all times.
- Work at assigned computer.
- Computer settings are not to be changed.
- Precisely follow the teacher's directions when researching on the Internet.
- Gaming is not permitted. The only exception is for those games (i.e. Solitaire) that are included with the Windows Operating System, and only with staff permission.

#### ***Printing***

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

#### ***User-Share Folders***

- Student User-Share folders are limited to files that relate directly to classroom assignments.
- Unauthorized folders will be deleted from folders.
- No downloading of games, jokes, sound clips, music, images and executable files not related directly to classroom assignments.

#### ***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 FCES. Consequences will be a locked out network account and/or possible criminal charges.

***Internet Misuse***

Failure to follow internet rules and regulations will result in school consequences.

***Conduct: Civility (Policy #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 <https://sharepoint.svsd410.org/policies/Series%204000/4011%20%20Civility.pdf>

***Confidentiality:*** No student information will be released to individuals other than parents or a parent designee. Student records may be transferred to other educational institutions without parent consent. (*Family Education Rights and Privacy Act, 1974*)

***Drugs, Alcohol, Tobacco and/or Paraphernalia (Policy #5201):*** Fall City Elementary School is a drug-free school that adheres to the Washington State guidelines for a safe school environment. The Snoqualmie Valley School District’s drug & alcohol policy can be found on the district website at <http://svsd410.org/districtinfo/>.

***Forgery:***

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

***Harassment, Intimidation, and Bullying (Policy #3207, #6590):***

Fall City Elementary School is committed to a safe and civil educational environment for all students, employees, volunteers, and patrons; free from harassment, intimidations, or bullying. The Snoqualmie Valley School District’s harassment, intimidation and bullying policies can be found on the district website at <http://svsd410.org/districtinfo/>.

“Harassment, intimidation, or bullying” means any intentional written, electronic, verbal, or physical act that:

- Physically harms another student;
- Damages another student's property;
- Is so severe and persistent that it creates an intimidating or threatening educational environment; or
- Substantially disrupts the orderly operation of the school.

Harassment or bullying can take many forms, including: jokes, rumors, pranks, gestures, physical attacks, threats, or other written, oral, or physical actions. Harassment or bullying can be about many characteristics, such as: race, color, religion, gender, sexual orientation, mental/physical disability, clothing, appearance, physical appearance, and many more. (RCW OA.36.080(3))

Any student who believes he or she has been the target of unresolved, severe, or persistent harassment, intimidation or bullying, or any other person in the school community who observes or receives notice that a student has or may have been the target of unresolved, severe, or persistent harassment, intimidation or bullying may report incidents verbally or in writing to any staff member. It is crucial that all instances of bullying and harassment are reported to school staff immediately.

At Fall City Elementary School, we use teaching as a strategy for increasing student awareness about harassment. We attempt to work with students in a cooperative, problem-solving manner whenever possible. We may use mediation as a method to resolve conflicts between students, and teach students the social skill of assertiveness.

All reports of unresolved, severe, or persistent harassment, intimidation or bullying will be investigated with reasonable promptness following District Procedure #3207.

**Security Camera Use:**

The Snoqualmie Valley School District supports the use of video cameras throughout the school district to preserve district assets, enhance school safety and security for students and staff, and allow visitors access to district buildings. Security cameras are installed in public areas throughout district buildings, grounds, and school buses. This supports the District's goals to foster a safe and secure teaching and learning environment, to ensure public safety for community members who visit or use school property, and to diminish the potential for personal or district loss or destruction or property. (Policy 6608)

**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. The Snoqualmie Valley School District's standards of student & staff safety and security policies can be found on the district website at <http://svsd410.org/districtinfo/>.

**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.





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

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Snoqualmie Valley School District identifies 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 students taken in school-related circumstances not general 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 student's school office ANNUALLY – by September 15, each year.** More information regarding FERPA and the opt0out process is available online at: <http://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.

### **Use of Mass Automated Call-Out Notifications:**

Snoqualmie Valley schools use an automated mass notification system (School Messenger) to contact families by phone regarding emergencies, unexcused absences, and other school-related information. The Federal Telephone Consumer Protection Act (TCPA) allows parents to opt out of receiving general information calls from the District and schools. **Families who DO NOT want to receive general automated phone calls 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).

### **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 reasonable 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).

## ***SPECIAL SERVICES***

Speech, Language Pathologist: **Jennifer Klassen** serves children with communication disorders or impairments, such as speech, language, and hearing.

Occupational Therapist: **Erin Treiber** is available to help children with large and small muscle development problems.

School Nurse: **Jennifer Richter** is available daily by phone. (425) 831-4045.

Psychologist: **Erin Taylor** is responsible for testing referred students for possible special education placement.

School Counselor: **Heather Kitterman** is available each day to assist students with a variety of concerns or issues they may have.

Special Education: **Suzanne Oney** is the director of our Student Services Team, which provides educational services for students who need additional academic support.

## ***STUDENT INSURANCE***

Student Accident Insurance is available through ExcelServ. Enrollment forms can be picked up in the school office.

## ***STUDENT PROGRESS REPORTS***

Our school district will use a standards-based reporting system for kindergarten-fifth grade. The standard-based reporting forms are aligned with Washington State Essential Learning Requirements and our school district's student learning expectations. The report card for each grade level is based on a continuum of skill development in the core subject areas; reading, math, and writing.

## ***STUDENT RECORDS***

District Policy #3231 describes parents' rights to access their child's school records. Please submit a written request to Katelyn Long, Principal, for an appointment if you choose to inspect your child's records for any reason. Student records may be released without parental consent to other educational institutions in which the child is enrolling.

## ***TOYS***

Nintendo games, ipods, trading cards, toys, dolls, stuffed animals, etc. can be a classroom distraction. They are not allowed at school and will be confiscated and held in the school office until a parent claims them. (See Valuables).

## ***TRANSPORTATION***

**Bus Rules:** Attached is a copy of the bus rules. Conduct detrimental to the safety of any student either at the bus stop or on the bus may result in revocation of the bus riding privilege.

***Bus Transfers:*** In order to ride another bus or get off at a different stop, a note from home needs to be brought into the school office where a "bus pass" will be issued.

### ***USE OF DIRECTORY INFORMATION AND PHOTOS***

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The Snoqualmie Valley School District identifies 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 students taken in school-related circumstances not generally considered harmful or an invasion of the privacy of the students.

Directory information or photos may be used for purposes such as publication of a student directory, school-related fundraising (Snoqualmie Valley Schools Foundation, PTSAs), parent organization

mailing lists, school yearbook, newspapers, commencement programs, and publishing honor rolls. Photos, videos, and information about students may be used in school and district newsletters, email, websites, social media sites, or released to the news media, as there are many opportunities to recognize student accomplishments and activities throughout the year. Information will not be released for commercial purposes.

**Parents who DO NOT want directory information or photographic images released must submit an OPT-OUT request in writing to their student's school office ANNUALLY - by September 15 each year.** More information regarding FERPA and the opt-out process is available online at: <http://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.

### ***VALUABLES***

Students who bring personal possessions or extra money to school invite problems for themselves, fellow students, and school staff. Parents should limit what students bring to school. Buying, trading, and selling between students is not allowed. (see Toys)

### ***VOLUNTEERS AND VISITORS***

Many parents serve as school volunteers during the year. Parents interested in volunteer service should contact the teacher or person in charge of the area of the volunteer's interest.

Parents are always welcome at school; however the teachers appreciate classroom visits by appointment. Discussions/conferences with a teacher during class time are disruptive to your child, the teacher, and to the entire class. Please do not conference with the teacher during class time except in emergencies.

A background check is required for all volunteers in addition to signing in at the school office with the EasyLobby and wearing the printed visitors sticker while on the school premises. This is mandatory for safety and insurance purposes.

**Transportation Department**  
**Snoqualmie Valley School District #410**  
**(425) 831-8020**

**Student Conduct on Busses**

**Administrative Regulations**

Any misconduct by a student, which in the opinion of the bus driver or transportation management is detrimental to the safe operation of the bus or the safety of other students on the bus, shall be sufficient cause to suspend transportation privileges.

Following are basic expectations of acceptable bus behavior:

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

Student passengers are expected to conduct themselves in the following manner when loading, unloading, and riding a school bus.

**Prior to Loading and After Unloading**

- Students are to be at their designated bus stop five (5) minutes before pick-up time.
- At the bus stop, while waiting for the bus, students are to stay off the traveled portion of the roadway and respect private property.
- Students are to cross the street in front of the bus and not behind it.
- Students going to and from their bus stops where there are no sidewalks shall walk on the left-hand side of the roadway facing oncoming traffic or as often found in non-sidewalk areas on the best side of the road.
- Students shall get on/off the bus in an orderly manner and shall obey the instructions of the driver or school safety patrolman on duty. There shall be no pushing or shoving when boarding or leaving the bus. Once off the bus, students shall adhere to rules for pedestrians.

**While on the Bus**

- Upon entering the bus, students are to go directly to their seats, sit down facing forward, with their feet out of the aisle, and remain seated.
- Students shall not be permitted to sit in the driver's seat or to the immediate right or left of the driver. Students are under the supervision of the bus driver and must obey the driver at all times. In so doing, they shall conduct themselves in a manner that will not distract the driver and not disturb other riders on the bus.
- Each student may be assigned a seat by the bus driver in which he/she will be seated at all times unless permission to change has been given by the driver.
- Students are to ride only their regularly assigned bus and leave the bus at their regular stop. To ride another bus or get off at a different stop requires written permission in the form of an official bus pass issued from the student's home school office.
- In the interest of the physical safety of the students involved and cleanliness of the bus, students shall not eat or drink on the bus, except for driver and advisor discretion while on field trips and sports activities.

- Students should open bus windows only if the driver gives permission. Hands, heads, legs, etc., are to be kept inside the bus at all times. No objects are to be thrown or passed through open windows or doors.
- Student conduct on buses shall be the same as standards for student conduct in the classroom and other school sponsored activities.
- Any student sitting in a seat that is equipped with lap belts must use them.
- Students shall not tamper with emergency doors or equipment and shall follow the emergency exit drill procedure as prescribed by the driver (WAC 393-040 and 045).
- Students identified as causing damage to buses shall be charged with the cost of the incurred damage. Students causing damage may be suspended from transportation privileges.
- Student misconduct shall constitute sufficient reason for suspending transportation privileges.

### **Items Not Allowed on the Bus**

- All forms of animal life (except seeing eye dogs),
- Firearms, weapons (including, but not limited to knives), (RCW 9.41.250-9.41.280),
- Breakable containers (glass bottles, aquariums, etc.),
- Flammables (including, but not limited to matches, lighters, tobacco of any sort)
- Any article which could adversely affect the safety of the bus and passengers.
- Personal items, allowed on the bus shall be limited to only those items that can be contained in the student's personal seating space.
- Large musical instruments that cannot be held on the student's lap or between the student's legs, i.e. trombone.

### **Disciplinary Procedures**

The Bus Driver and Transportation Management will follow a progressive discipline procedure for dealing with students who do not follow bus-rider rules. If the violation is of such a serious nature that it would cause danger or unlawful action toward the driver or students; the violation may result in immediate loss of bus riding privileges, plus notification of parent/guardian, and building principal, and if necessary the appropriate legal agency.

Open lines of communication will be maintained and encouraged among students, bus drivers, transportation supervision, school officials, and parent/guardian.

These rules and regulations were prepared by the State Superintendent of Public Instruction, with the advice of the Chief of the Washington State Patrol and the State Director of Highways, and apply to all public school busses operating in the State of Washington. The Superintendent of Schools has adopted them as rules and regulations for the Snoqualmie Valley School District.

### **Progressive Discipline**

1. Driver will talk and work with student, possibly assigning a seat or separating them from a problem area or other student(s).
2. Driver will call parents and explain the unacceptable behavior that is occurring on the bus and how the driver has worked with the student in an attempt to correct the unacceptable behavior. The driver will ask for assistance and suggestions from the parent. At this time parents should also be told that the behavior must improve or bus privileges may be lost in the future should the child receive a 3rd Referral.
3. First Referral: Driver will write Referral, call parent notifying the parent of problem and telling them the referral will be brought home by their child. Student takes the Referral home and returns it, signed by parent, to the bus driver. Should the Referral not be returned, the driver shall call the parent and advise his/her supervisor and the student's principal.
4. Second Referral: Follow same procedure as first Referral.

5. Third Referral: Follow same procedure as first and second Referrals except the third Referral will generate a letter home to parents denying bus privileges for three days. The driver will call parent telling them of third Referral and bus suspension letter notifying them of bus suspension. The letter will include dates of bus suspension and the phone number of transportation office should there be any questions or possible adjustments to dates of the bus suspension.

Serious offenses, not limited to fighting, flagrant displays of disrespect toward a driver, or possession of drugs or alcohol will result in immediate loss of bus privileges for a minimum of five (5) school days. Assault on a bus driver will result in indefinite suspension of bus riding privileges and possible criminal charges. These and all other displays of exceptional misconduct are covered in District Policy 3300.1.2, Exceptional Misconduct.

Dangerous conduct that threatens the safety of the driver and students will result in immediate suspension. Notification will be by phone, or appropriate police authorities.

# School-Wide Behavior Expectations

## Fall City Elementary School

		Classroom	Hallway	Library	Bathroom	Cafeteria	Playground	Assemblies	Bus	Field Trip
Voice Level	0-4 Depending on Activity	0-1	0-2	0-1	0-1	1-2	0-4	0* (if Request for Participation)	Line: 2-3 Bus: 1-2	0-3 Depending on Activity
<b>SOAR Expectations</b>	<b>Be Respectful</b> <i>(your treatment of others)</i>	<ol style="list-style-type: none"> <li>1. Listen to instructions.</li> <li>2. Participate in all group activities.</li> <li>3. Be courteous.</li> <li>4. Help and share with others.</li> <li>5. Do nothing that might damage materials or equipment.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect furniture and items on display.</li> <li>2. Enjoy displays with eyes only.</li> </ol>	<ol style="list-style-type: none"> <li>1. Treat books, furniture, and equipment carefully.</li> <li>2. Use good manners.</li> <li>3. Use quiet voices &amp; listen</li> <li>4. Silent passage when students are working in library or are in library class.</li> </ol>	<ol style="list-style-type: none"> <li>1. Quiet talking.</li> <li>2. Respect the privacy of others.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use quiet voices</li> <li>2. Wait at your tables until you have been excused.</li> <li>3. Use good manners.</li> <li>4. Quiet passage out to recess.</li> </ol>	<ol style="list-style-type: none"> <li>1. Play fair.</li> <li>2. Follow the rules of the game.</li> <li>3. Do what the playground teacher says the 1st time.</li> <li>4. Good sportsmanship &amp; share equipment.</li> <li>5. Respect personal space.</li> <li>6. Do not purposely exclude anyone.</li> </ol>	<ol style="list-style-type: none"> <li>1. Listen carefully.</li> <li>2. Listen &amp; follow directions</li> <li>3. Be courteous to the presenter.</li> <li>4. Use good manners.</li> </ol>	<ol style="list-style-type: none"> <li>1. Follow the directions of the bus line duties</li> <li>2. Use quiet voices.</li> <li>3. Respect personal space.</li> <li>4. Use good manners.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use quiet voices</li> <li>2. Listen carefully to teachers, chaperones, and presenters.</li> <li>3. Use good manners.</li> <li>4. Be courteous</li> <li>5. Always act as a courteous guest.</li> </ol>
	<b>Be Responsible</b> <i>(own your actions)</i>	<ol style="list-style-type: none"> <li>1. Stay on task.</li> <li>2. Organize your own materials.</li> <li>3. Use your words when having a problem.</li> </ol>	<ol style="list-style-type: none"> <li>1. Hands by your side.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return books on time.</li> </ol>	<ol style="list-style-type: none"> <li>1. Flush toilets.</li> <li>2. Wash and dry your hands.</li> <li>3. Put paper towels in trashcans.</li> <li>4. Use only 2 pumps of soap.</li> <li>5. If there's a problem, solve it. If you can't, notify an adult.</li> <li>6. Use equipment or materials appropriately</li> </ol>	<ol style="list-style-type: none"> <li>1. Take only the food you chose in the morning</li> <li>2. Clean up after yourself.</li> <li>3. Put trays/ silverware away in the proper place</li> <li>4. All food stays inside.</li> <li>5. Raise hand &amp; ask for help if you need something or need to use the restroom.</li> </ol>	<ol style="list-style-type: none"> <li>1. Return equipment.</li> <li>2. Pick up litter</li> <li>3. Use your words when having a problem.</li> </ol>	<ol style="list-style-type: none"> <li>1. Respect personal space.</li> <li>2. Sit on the floor with legs crossed in front of you.</li> <li>3. Keep mouth silent.</li> </ol>	<ol style="list-style-type: none"> <li>1. If there's a problem, try to solve it. If you can't notify the bus driver or adult at school.</li> <li>2. Stay in your bus line</li> <li>3. Stay in your seat that you choose.</li> </ol>	<ol style="list-style-type: none"> <li>1. Make good decisions</li> <li>2. Keep track of belongings.</li> </ol>
	<b>Be Safe</b>	<ol style="list-style-type: none"> <li>1. Put materials away in correct spot.</li> <li>2. Walking feet</li> </ol>	<ol style="list-style-type: none"> <li>1. Walk on the right side.</li> <li>2. Keep backpacks on your back.</li> <li>3. Face forward.</li> <li>4. Stay with your class</li> </ol>	<ol style="list-style-type: none"> <li>1. Push in your chair.</li> <li>2. Walk and move carefully.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use hands and feet appropriately</li> </ol>	<ol style="list-style-type: none"> <li>1. Eat the food that you have brought or bought only.</li> <li>2. Walk carefully &amp; face forward.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use equipment properly.</li> <li>2. Play safely.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use hands and feet appropriately.</li> </ol>	<ol style="list-style-type: none"> <li>1. Remain seated when the bus is moving.</li> <li>2. Keep hands inside the bus windows.</li> <li>3. Face forward and keep feet on the floor.</li> <li>4. Use hands and feet appropriately</li> <li>5. Follow the directions of the driver.</li> </ol>	<ol style="list-style-type: none"> <li>1. Use hands and feet appropriately.</li> <li>2. Always stay with your learning group</li> <li>3. Follow directions of adults.</li> </ol>