

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

*Based on...Relationships, Relevance and Rigor*

*Focus on Academics ~ Arts ~ After School Activities*

***Student Handbook 2016-2017***

TFMS Vision Statement

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

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

Snoqualmie Valley School District

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

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

# Basic Information about Twin Falls Middle School

<http://tfms.svsd410.org> ~ <http://www.svsd410.org/calendars>

## **Instructions for calling school, reporting attendance or leaving a message:**

- You can reach the main office at (425) 831-4150 or leave attendance messages at (425) 831-4151 on the 24- hour attendance line.
- You can call staff members at their direct numbers when class is not in session. Please refer to the website for staff roster which includes individual's phone number, email address and individual school website information.

## **To contact a teacher:**

- Leave a brief message on the teacher's voice mail. Be sure to leave your name, your child's full name, your phone number and the reason for the call.
- E-mail the teacher (lastnameinitial@svsd410.org for most staff).
- For example, Jane Doe – doej@svsd410.org.

## **To set up a meeting with a teacher:**

- Contact the teacher directly.
- Make an appointment – drop-in's are strongly discouraged.

## **To set up a meeting with an administrator:**

- E-mail directly.
- Schedule an appointment with the secretary in the office.

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

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

## **Messages and Phone Use:**

- TFMS discourages parents from calling/texting student's cell phone or telephoning the office with general messages for their child.
- However, if an emergency arises, please contact the office. Students should use the school's phone, not their cell phone, for emergency situations.

## **School Cancellation:**

Please consult the district website, radio or television from 6:00am – 7:30am for school cancellations or late start times. You may also register for email/text/voicemail alerts at [www.FlashAlert.net](http://www.FlashAlert.net).

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

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## **Twin Falls Legend:**

Twin Falls Middle School was the final name selected from a list of over 500 submitted names. Twin Falls is one of the famous waterfalls of the Pacific Northwest. It is located near Twin Falls Middle School in *Twin Falls State Park*.

## **School Colors:**

Our school colors are Forest Green named after our surrounding green belt, Black representing our *Raven* Mascot and Silver for the mighty Twin Falls.

## **Twin Falls Mascot:**

The Raven is the most intelligent bird. It soars high above the trees. It is capable of aerial stunts. It acts in partnership. Ravens calls can express tenderness, happiness, surprise, emotion or rage. The Raven will mimic other birds. Ravens display high learning ability and use of logic for solving problems. Ravens have been taught to count. Ravens are also very playful.

## **Twin Falls Teams:**

Our school has three grade levels residing along one of North Bend's famous forks of the Snoqualmie.

- Sixth Grade Team: Middle Fork Hallway
- Seventh Grade Team: South Fork Hallway
- Eighth Grade Team: North Fork Hallway

## **Cascade Commons:**

- Main Reception Center
- Exploratory Team Area
- Student Store
- Breakfast & Lunch Dining
- School wide Information Center

## **Kaleeten Gym:**

- Physical Education Classes
- Extra Curricular Activities
- Community Events

## **Clara B. Vinnup Library (Historical Washington Educator)**

- Student Resource Support
- Parent Volunteer and PTSA Center

# Twin Falls Middle School Expectations

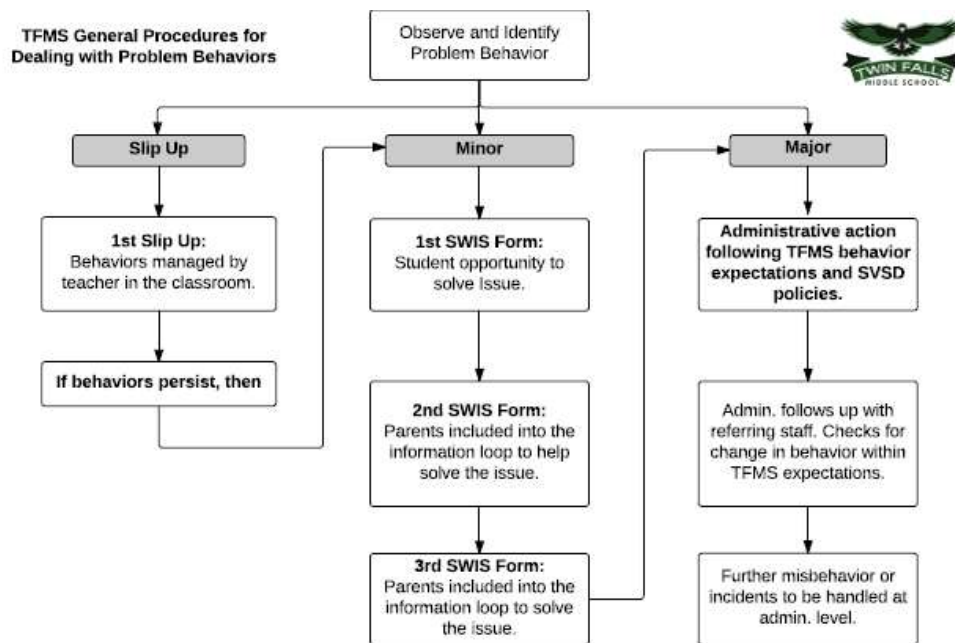
At TFMS, we implement a school-wide system called Positive Behavioral Interventions and Supports (PBIS). Our focus is to teach and reinforce positive behaviors to students. Through PBIS, we will work to create and maintain a safe, accepting learning environment in which all school community members have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

The TFMS PBIS system consists of the below features:

- Defining behavioral expectations within our P.R.I.D.E Behavior Expectations matrix (See next page)
  - **P**romote safety
  - **R**espect
  - **I**nclusiveness
  - **D**etermination
  - **E**xcellence
- Acknowledging positive behavior
- Arranging consistent consequences for behaviors not consistent with our expectations (see next page)
- Decisions about behavior management are data based using the SWIS database resource.



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

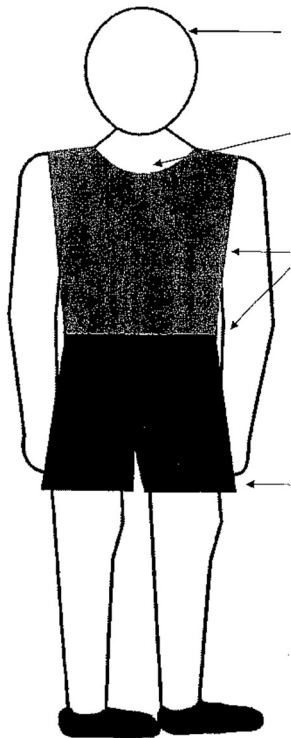


Teacher and Student Managed	Teacher, Student, and Parent Managed	Teacher, Student, Parent, and Admin Managed
<p><b>Slip Ups:</b> Small problem behavior not in line with school expectations, hinders the student's personal learning, but not necessarily distracting from the learning environment.</p> <p><u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Forgetting class materials</li> <li>• Talking out of turn</li> <li>• Tardy</li> <li>• Off-task</li> <li>• Blurring out</li> </ul>	<p><b>Minor Problem Behavior:</b> disrupts the learning environment and is issued a SWIS Form.</p> <p><u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Pattern of "Slip ups" within a short time frame</li> <li>• Disrespect/profanity</li> <li>• Minor dishonesty</li> <li>• Blurring out</li> <li>• Food, gum, drink</li> <li>• Dress code violation</li> <li>• Minor insubordination</li> </ul>	<p><b>Major Problem Behavior:</b> drastically distracts or makes the learning environment unsafe for other students.</p> <p><u>Possible Examples:</u></p> <ul style="list-style-type: none"> <li>• Multiple "Minor" problem behaviors</li> <li>• Aggressive physical contact</li> <li>• Bullying/harassment</li> <li>• Profanity towards staff/student</li> <li>• Vandalism</li> <li>• Weapons</li> <li>• Drugs/Alcohol</li> </ul>

	ALL	Transitions	Commons	Bathrooms	Locker Room	Digital Citizen	Classroom	Library
<b>PROMOTE SAFETY</b>	Backpacks remain in lockers all day. Allow others to move about campus safely and efficiently. Observe personal space.	Walk to right. Keep combination and personal items private. Face the direction/heads up.	Walk. Wait patiently in line.	Keep facilities dry and clean.	Lock up your belongings. Keep combo/personal items private. Hands/feet to self	Protect passwords and login information. Keep personal information and location private on all digital accounts.	Use tools as expected. Participate in a manner that supports classmate's physical and emotional well-being.	Use computers as expected. Use books as intended.
<b>RESPECT</b>	Positive language. Physically and emotionally aware of others. Follow adult directions.	Use conversational voice level. Remain on expected paved areas	Help out others. Use conversational voice level. Exhibit expected table manners.	Allow for privacy. Use conversational voice level.	Allow for privacy. Use conversational voice level.	Stand up to, and report cyber-bullying. Create and share content that will have positive impacts. Mobile devices allowed in classrooms at staff discretion and in the Commons only. During lunches, mobile devices may be used in the commons, outside, and library.	Use expected voice level. Respect peer and adult areas and supplies.	Return books to original location. After checking out books, return books in same or better quality than when you checked them out. Speak in quiet voices. Follow directions of librarian or other adults in library.
<b>INCLUSIVENESS</b>	Contribute to an accepting environment and positive learning community.	Consider other peoples' needs. Behavior should create a positive environment for all to travel through.	Use tables as expected. One seat per person. First come, first serve for seat choices.	Ensure all feel welcome to use the facilities. Wait your turn. Report unexpected behavior to adult.	Ensure all feel welcome to use the facilities. Report unexpected behavior to adults.	Ensure inclusiveness with differing levels of digital access. THINK before you post: True, Helpful, Inspiring, Necessary, Kind	Be aware of peers' right to learn. Be accepting of others.	Be aware of peer's right to work or read in a quiet environment.
<b>DETERMINATION</b>	Approach all tasks with a growth mindset. Advocate for yourself. (FAIL= First Attempt In Learning)	Move between class, locker, and class with purpose.	Contribute to healthy and sustainable lifestyles.	Think, Go, Flush, Wash, return to class.	Get in, get dressed, get to class.	Create and monitor your digital footprint to reflect your best self.	Give your best effort. Self-advocate. Whole body listening.	Return books on time.
<b>EXCELLENCE</b>	Dress as expected for our learning environment or event. Leave all areas cleaner than you found them. Use materials wisely. Report all damaged facilities and unexpected	Use your own locker. Go where you're going on time. Carry equipment as expected.	Stay seated prior to dismissal. Clean up at dismissal. Food is for eating only. Discard in the trash and recycle bins. Tray goes to tray station. Use technology as expected.	Use receptacles as expected. Use the toilet as expected.	Wash hands. Wash gym clothes weekly. Use hygiene products as expected.	Use technology to create lasting and positive digital material. Respect copyright and intellectual property.	Arrive with all materials. Cell phones off and out of view unless teacher-approved. Monitor and keep track of assignments.	Clean up upon leaving the library.

# Twin Falls Middle School Dress Code

Our goal is that all students dress in a way that exhibits respect for the learning environment and alleviates distractions in the classrooms. Modesty, neatness, and cleanliness are expected as a part of the dress code. **Consequences may include being asked to change clothing, cover up, or go home if necessary.**



**Head:** TFMS students must remove all headgear while in the building.

**Neckline:** Low cut blouses, tops, sweater, etc. with plunging necklines are not allowed. Shoulder straps must be approximately 2 inches or wider. Tank tops must consistently cover chest, side of body below armpit area.

**Torso:** Clothing that promotes drugs, alcohol, tobacco, violence, is sexually suggestive or displays inappropriate pictures or writing is prohibited. Stomachs/midriiffs must be completely covered by clothing.

**Legs:** Shorts, skirts and dresses must fall at mid-thigh or longer. Clothing shorter than mid-thigh is not appropriate for the TFMS environment.. Undergarments must be covered.

## Further guidelines/clarifications:

- Headwear includes (but is not limited to): hats, hoods, bandanas, sweatbands, and head-wraps (exceptions will be made for medical, religious, and other approved reasons).
- Pajama bottoms are not appropriate for the TFMS environment.
- While sitting, standing, bending, or reaching, clothing must consistently cover stomachs/midriiffs, backs, chests, side of body below armpit, upper thigh, and undergarments.
- Any clothing or accessory that may pose as a safety hazard is prohibited.
- Any clothing or accessory that may be identified as gang related is prohibited.
- Exceptions to dress code standards for PE or school activities (i.e. dress up days, dances, etc.) will be clearly communicated to the TFMS community.
- If you have questions or concerns, please make an appointment with the TFMS administration.

# Student Recognition

- We celebrate to inspire Raven Pride in ourselves, in each other, in our environment, and in our community.
- We celebrate because celebration is a natural consequence for making positive choices.
- We celebrate to recognize our individual and collective academic, artistic, and athletic achievements.
- We celebrate every individual because we are each unique, valued, and important members of our community.
- We celebrate character growth, as reflected in our attitudes and actions.

## **What students can expect:**

*At TFMS, students are recognized for specific character traits, excellent and improved grades, community service, and membership in the school's sports clubs and academic teams. Also, student celebrations and recognition may include:*

### **Daily**

- Special success via Morning Announcements
- Student Birthday Announcement

### **Periodically**

- Raven Grams to recognize: character trait, academic excellence, noteworthy actions, personal growth, school community help, etc.
- TFMS school-wide initiatives that reward/recognize students who demonstrate positive behaviors within our PRIDE matrix.

### **Monthly**

- Community Service Projects
- Showcase student work

### **1<sup>st</sup> & 3<sup>rd</sup> Quarter**

- Honor Roll: The TFMS Honor Roll will include all students who earn a quarter grade average of 3.5 or higher
- A daytime assembly celebration will be planned to pay tribute to those students who have earned Honor Roll (3.5-3.79 g.p.a.), Distinctive Honor (3.8-3.99 g.p.a.) and Special Distinction (4.0 g.p.a.), as well as those students who have improved their g.p.a. to the specified amount.

### **Semester**

- Honor Roll: The TFMS Honor Roll will include all students who earn a quarter grade average of 3.5 or higher.
- An evening celebration will be planned to pay tribute to those students who have earned TFMS Distinctive Honors with a semester g.p.a. of 3.8 and above with Special Distinction for 4.0 g.p.a., as well as those students who have improved their g.p.a. to the specified amount.
- Other recognition events as planned by the TFMS Recognition Team.



# Building Information

**Academics:** *TFMS goal is for all students to achieve academic success*

How:

- Write down daily assignments in your “Raven Book” planner
- Plan a consistent time each day after school to do homework, read, or plan for future projects
- Ask for help
- Break large projects into smaller parts
- Review notes and prepare for tests
- Organize binder, backpack and locker on a regular basis
- Check teacher’s Edmodo site for assignment reminders
- Check Skyward for grades and missing assignments

## “I need help,”

Ask for help during class. If you need more time/help, arrange to meet with your teacher:

- Before School (7:10am-7:40am)
- After School (student must have a ride home arranged in advance)
- During Lunch

## “How do I ask for help?”

- Teachers are busy too, so be sure to ask, “When would be a good time that I could get more help?”
- Approach the teacher before or after class, or during your breaks. Another idea is to leave a note or e-mail your teacher.

## “I need more help.”

- Talk to the counselors for study tips, organizational help, and resources (such as tutors).
- Attend Homework Club
- Ask for help from your parents
- Some textbooks offer online help...check it out!

## Progress Reporting:

- Teacher Skyward Updates (family access log in)
- Progress Checks (every 20 days)
- Quarter/Semester Online Report Cards

# Attendance Policy for Twin Falls Middle School:

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 A.M. 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.**

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

**It is the responsibility of students to:**

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

**It is the responsibility of parents/guardians to:**

- Emphasize to your child that school attendance is a priority.
- Call the school before 7:30 each day your child is absent or will be tardy. 831-4151
- Send a note to the office with excuse and parent signature when your child returns.
- Check classroom website and Skyward frequently especially when your child is absent.

## **Early Dismissals/Late Arrivals:**

**For early dismissals:**

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

**For late arrival:**

- Send a parent/guardian note to the office upon arrival.

**Excused Absences:**

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

### **Unexcused Absences the administrative office will:**

- On 1st unexcused absence, notify parent/guardian.
- On 2nd unexcused absence, request conference.
- On 5th unexcused absence in a month, or 10 in a school year, TFMS will file a truancy petition with the King County Juvenile Court (copy sent to parent/guardian).
- Consequences for unexcused absences will follow TFMS progressive discipline model.
- Students not in attendance more than 20 consecutive days will be withdrawn. me
- Excessive excused absences may result in petition to King County Juvenile Court.

## **Bikes & Boards**

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

## **Bus Procedures**

Students are expected to behave on the school bus and at bus stops. Student Conduct Expectations identified on the district web site will be adhered to and a follow up of bus misconduct may occur with TFMS administration. Following are basic expectations of acceptable bus behavior:

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

Students are to ride only their regularly assigned bus and leave the bus at their regular stop. Because of the number of students being transported, busses are extremely crowded. Therefore, we will not be issuing bus passes throughout the week. Bus passes will only be allowed for emergencies or pre-arranged situations that have been cleared by the transportation department (425) 831-8020.

## **Cascade Commons Dining**

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

- 1) Walk only in Cascade Commons
- 2) Go to the choice station line of your food preferences
- 3) Buy food for yourself only
- 4) Choose seating area and remain until dismissed

- 5) Be responsible for cleaning up your own mess and bussing your own tables with recycle containers
- 6) Quick attention during announcements

## Closed Campus

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

## Disruption of School/Disruption of the Educational Process

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

## Electronic Devices

Cell phones, radios, walkman, headphones, compact disc player, IPODS, Cameras, MP3 Players, or other electronic devices are highly discouraged from being brought to school. However, if a student chooses to bring any of these items to school, then it is understood that the school is not liable for the theft, loss, or damage of items brought to school.

### PROTOCOLS FOR ALL ELECTRONIC DEVICES

- Electronic devices may be used appropriately before school, during lunch and after school in the commons or outside areas.
- Electronic devices may be used in classrooms *upon approval of the staff member in charge of the classroom.*
- When speaking to an adult anywhere on campus, including office staff, custodians, supervisors and parents, students will unplug & remove ear buds/headphones.
- Any electronic device should not be heard or be a distraction to the classroom environment. Any electronic device that is a distraction, used inappropriately, or used without permission will be confiscated and turned in to the office.

### Consequences for violation of electronic device protocols:

**First Offense:** Put away/out of site. Student may be asked to fill out a SWIS form.

**Second Offense:** Student must keep the phone in the office. Student will be asked to fill out a SWIS form.

**Repeat Offense:** Student will be required to turn in phone to office each day for the remainder of the school year.

## Emergency Procedures

### In case of a fire drill:

- Proceed immediately, silently and calmly to assigned location and get in alphabetical order.

- Remain quiet in assigned lines and follow teachers' directions while attendance is taken.

### **In the event of an earthquake:**

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

### **In the process of leaving the school:**

- Check out through the office or designated area.
- Make certain students' names are on the emergency notification slip if you are permitted to pick up students other than your own (parent/guardian).

### **Re-Uniting Procedure:**

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

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

## **Fines**

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

- Students are responsible for textbooks issued to them. Each numbered textbook is issued to an individual student.
- Students are responsible for any sports uniform or equipment checked out to them.
- Item(s) are considered 'lost' if not returned within 30 days of the due date. At this time, students will be assessed a fine to cover the replacement cost of the item(s). Damaged materials will also be assessed fines.

- Fines must be cleared to participate in the end of the year activities, receive yearbooks and final report cards.
- Fines are paid in the front office; keep all your receipts as proof of purchase/payment.
- Make all checks payable to Twin Falls Middle School. Make out checks for the exact amount. Checks written for over the amount will be returned to the student.

## **District Check Acceptance Policy**

Our school district has established the following policy for accepting checks and collecting bad checks: For a check to be an acceptable form of payment it must include your current, full and accurate name, address, and telephone number. In the event your check is returned for non-payment, the face value may be recovered electronically along with a state allowed recovery fee. In the event your check is returned for non-payment, checks may no longer be an acceptable form of payment for the remainder of the school year.

## **Field Trips**

Field trips are privileges afforded to students.

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

## **Gambling**

Students who gamble on school grounds will face school consequences.

## **Guests**

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

## **Hall Passes (clipboard sign-out written in pen)**

Students are required sign-out on the classroom clipboard/sign-out sheet when leaving the classroom.

## **Homework Policy**

The main purposes of homework are:

- To help students practice new skills
- To prepare for the next day
- To expand what they already know

Students are expected to record all of their assignments in their Raven Book and to complete them.

## **Homework Club**

*If funded for the 2015-2016 school year:*

- Students meet in the library or designated classroom right after school.
- All students are welcome.
- Students work on homework and study with a teacher who is available to provide help with assignments.
- Transportation is generally available on the after-school Activity Bus

## **Library**

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

## **Lockers**

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

## **Lost & Found (Remember the school is not responsible for items brought to school)**

- Lost and found locations: Commons, Office, Gym.
- Students turn in textbooks, wallets, watches and other valuable items to the office so the rightful owner can retrieve them.
- Failure to turn in a found item will constitute theft.
- All lost and unclaimed items will be donated to local charitable organizations. As a courtesy, an electronic notice may be given in the newsletter prior to each donation.

## **Medication & Illness at School**

If you feel too ill to be in the classroom, notify your teacher, who will send you to the office. Please contact your parents/guardians *after* you have spoken with our nurse.

- Report to the Health Room, being sure to check-in with a member of the office staff. If there is not a Nurse in the Health Room, tell one of the secretaries your issue.
- After a short time of rest, a decision will be made whether to have the student return to class or call parent/guardian to pick them up.
- All accidents must be reported promptly to the teacher in charge and to the office staff. Parents will be notified if an injury occurs.
- Office staff is not able to give any prescription or over the counter medications without a “Medication at School” order form signed by a doctor and parent/guardian. No medication, prescription or over-the-counter, should be brought to school until parents/guardians have received approval from the school nurse. Once medication is approved, it must be brought to the school by a parent.
- Cough drops or lozenges are allowed at teacher discretion.

## Office Assistant/Teachers’ Assistant

TA positions are available on a limited basis.

- Office and teachers’ assistants (TA’s) are expected to be exemplary students who model positive leadership, good performance and citizenship.
- TA’s are expected to earn a 3.2 GPA or higher, exhibit consistent on-time attendance and demonstrate respect to school expectations including the dress code.
- Selections will be based through the counselor’s office.
- Students must fulfill health and fitness requirements; thus, some students may not be eligible for TA positions if their schedule does not allow them to meet those requirements.

## Office

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

## Physical Education Dress

Students are required to wear the official TFMS PE uniform to limit lost/damaged clothing, and maintain good personal hygiene. PE uniforms may be purchased in the Office.

- Students’ names must be permanently written on the front.
- In cooler weather, students may choose to wear sweats.
- Students need to wear socks and athletic shoes.



- PE clothes should be taken home at the end of each week to be laundered.
- PE Lockers are provided for clothes, it is your responsibility to secure your personal items with the lock provided.
- Left items on benches, floors may end up lost or stolen.

## **Student Council (ASB)**

The student council is involved in many activities such as helping plan the school fundraisers, operating the student store and sponsoring school time socials, night events, school spirit days, assemblies and helping with celebration activities.

- Elections are held for the board positions for the 7th & 8th grades in the spring and for the 6th grade in the fall. Follow the application procedures given at the beginning of election time.
- Students are expected to maintain a 2.0 GPA minimum, with no D's or F's, and display appropriate behavior to hold an office.

## **Withdrawal from School**

The office must process a withdrawal from school. The student must:

- Provide a written or verbal notice of withdrawal from parent/guardian at least two days prior to leaving.
- Complete a "Withdrawal Form" and return it to the office at the end of their last day at TFMS.
- Return all textbooks, library books, equipment, uniforms, etc.
- Empty PE and regular lockers.
- Once all fines have been paid, the student's school record can be released to the new school.

NOTE: Most Washington schools will not allow a student to register unless a withdrawal from the previous school is obtained.

## **Yearbooks**

Students have the opportunity to purchase (pre-order) yearbooks August 22 through October 30.

- Students are expected to write appropriate messages and drawings in their own as well as other student's yearbooks.
- Failure to comply with this expectation will result in school consequences, including a replacement cost.

# **Snoqualmie Valley School District #410**

## **District Level Policy Information**

### **Arson and False Alarms**

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.

### **Assault/Battery**

A student shall not attempt to cause or behave in a way that purposely, knowingly, negligently, or recklessly causes bodily injury to another person. Students acting with such behavior will receive school consequences, which may include the legal authorities.

### **Computer Lab and Internet Guidelines**

TFMS has one computer lab which is fully equipped with overheads and laser color printer. TFMS has multiple COWs (Chromebooks on Wheels). To safeguard these investments, students are expected to:

#### **General Expectations**

- Return the Internet User Agreement Form with parent/guardian's signature to the office.
- 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 TFMS. Consequences will be a locked out network account and/or possible criminal charges.

### **Conduct: Civility Policy, SVSD #4011**

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

The basic purpose of this policy is three-fold:

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

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

### **Drugs, Alcohol, and Tobacco**

**Substance use harms individual student’s health, & the health of our learning environment. Twin Falls Middle School will institute the district’s drug & alcohol policy. The Snoqualmie Valley School District’s drug & alcohol policy can be found on the district website at**

<http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

- Students under the influence of drugs/alcohol/tobacco
- Possession of drug paraphernalia on or adjacent to school grounds, school buses or stops, and at school-sponsored events or activities
- The sale or purchase of drugs/alcohol/tobacco

Discipline for drug/alcohol offenses may include suspension/expulsion, referral for a substance use assessment with a Chemical Dependency Counselor resulting in intervention recommendations, & or referral to law enforcement.

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

### **Extortion, Coercion, and Blackmail**

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

### **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/or Bullying**

Twin Falls Middle 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://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

“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))

At Twin Falls Middle School, our practice for handling harassment and bullying is for students to report to staff members if they are being bullied and/or harassed. 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. Depending upon the specifics of the report, the following options may be considered: increased supervision, administrative warning, parent contact, official documentation, administrative discipline, and or referral to law enforcement.

Any person who insults or abuses a staff member anywhere on the school grounds while the staff member is carrying out his/her official duties shall be guilty of a misdemeanor. This crime has a fine of not less than \$10.00 or more than \$100.00 (RCW 28A.635.010).

Sexual Harassment is defined as “unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly as a term or condition of a student's participation.
- Submission to or rejection of such conduct by an individual is used as the basis for the student's participation or decision affecting the student.
- Such conduct has the purpose or effect of unreasonably interfering with the student's school performance or creating an intimidating, hostile or offensive environment.

All schools and school districts are responsible for enforcing the state's Bullying law. The Snoqualmie Valley School District's bullying and sexual harassment policies can be found on the district website at <http://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx> The chart below lists some, though not all forms of bullying and sexual harassment. All incidents of bullying and harassment will lead to disciplinary actions ranging from a warning (for first time and minor infractions) to detention, Saturday School, suspension or expulsion. It is crucial that all instances of bullying and harassment are reported to school staff immediately.

## **Physical Aggression**

Pushing  
Shoving  
Spitting  
Kicking  
Hitting  
Defacing property

Stealing  
Physical acts that are  
demeaning and humiliating  
though not physically harmful  
(e.g. de-panting)

Locking in a closed or confined  
space  
Physical violence against family  
or friends  
Threatening with a weapon  
Inflicting bodily harm

## **Social Aggression**

Gossiping  
Embarrassing  
Setting up to look foolish  
Spreading false rumors  
Ethnic slurs

Setting someone up to take  
blame  
Public humiliation (e.g.  
revealing personal information)  
Excluding from group  
Social rejection

Malicious exclusion  
Manipulating the social order to  
achieve rejection  
Malicious spreading of rumors  
Threatening with total isolation  
by peer group

## **Verbal Aggression**

Mocking  
Name-calling  
Dirty looks  
Taunting

Teasing about clothing or  
possessions  
Teasing about appearance  
Intimidation

Verbal threats of aggressions  
against property or possessions  
Verbal threats of violence or  
inflicting bodily harm

## **Intimidation**

Threatening to reveal personal  
information  
Graffiti  
Public challenge to do  
something

Defacing property or clothing  
Playing a dirty trick  
Taking possessions (lunch,  
clothing, etc.)  
Extortion

Threats of using coercion  
against family and friends  
Coercion, threatening with a  
weapon

## **Harassment based on race or ethnicity**

Telling jokes with racial or  
ethnic targets  
Exclusion due to ethnic or  
cultural group membership  
Racial or ethnic slurs

Verbal accusations, insults  
Public humiliation  
Destroying or defacing property  
due to ethnic or cultural group  
membership

Physical or verbal attacks due to  
group membership

## **Sexual Harassment**

Telling sexual or “dirty” jokes  
Conversations that are too  
personal  
Howling, cat calls, whistles  
Leers and stares

Repeatedly asking someone out  
when he/she is not interested  
Spreading sexual rumors  
Pressure for sexual activity  
De-panting

Coercing, blocking, standing  
too close, following  
Sexual assault and attempted  
sexual assault

## **Internet Misuse**

Failure to follow internet rules and regulations will result in school consequences and permanent removal of computer lab privileges. Students/parents will be given an Internet Use Policy Form for signature/permission at the beginning of the 6th grade school year or upon registering at TFMS.

## **Non-discrimination**

The Snoqualmie Valley School District complies with all federal and state statutes and regulations and does not discriminate on the basis of sex, race, creed, religion, color, national origin, age, honorable discharged veteran or military status, sexual orientation including gender expression or identity, the presence of any sensory, mental, or physical disability, or the use of a trained dog guide or service animal by a person with a disability. 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, phone 425-831-8015.

## **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://sharepoint.snoqualmie.k12.wa.us/policies/Series%203000/Forms/AllItems.aspx>

## **Theft**

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

## **Vandalism**

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

## **Weapons and Dangerous Instruments**

Firearms/weapons are not allowed in school, at school sponsored activities, on school grounds, facilities, or school provided transportation. Any student found using, possessing, or carrying any weapon or object that could 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).

# Twin Falls Middle School

## Student Services

The Office provides many valuable services to students and their families. Located in the Office are the Secretaries, Counselors, Speech Teacher, and Principals.

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

- **Registration/Withdrawal**
- **Counseling**
- **Payment of fees**

### **Registration**

The Twin Falls Registrar works closely with administration, counselors and teachers to establish the Twin Falls schedule and placement of students into teams and classes. Selection of teams and classes is done utilizing many criteria to assure a balance of students within each group.

All students participate in Math, Science, Social Studies and Language Arts classes each day. Additionally, each student participates in a P.E and health class and either Band, Choir or the Art/Tech/Project Lead the Way rotation.

Each spring the counselors visit the elementary schools to begin the registration process for the 6th grade. The current 6th and 7th graders are given exploratory choice forms for their next year. Additionally, the Mt. Si High School counselors visit the 8th grade class to begin the transition to high school.

### **Counseling Services**

The counselors at TFMS, Mrs. Dugan (A-L) and Mr. Coulon (M-Z), help young people whom are experiencing personal, social or emotional difficulties reaching success at school and in their lives. Counselors provide counseling and guidance services to all students. Your counselors welcome student drop-in contacts before and after school and during lunchtime. Students are able to schedule appointments during the school day by making an appointment. Class time release is at the discretion of the teacher. Services provided by school counselors are related to personal, social, educational and career development throughout the middle years at Twin Falls and include:

#### **Individual counseling as needed**

- Crisis intervention
- Confidential and private

#### **Large Group Guidance**

- Career Exploration
- Social Issues (i.e. peer mediation)
- Special Topics (i.e. harassment)

#### **Small Group Counseling**

- Study Skills
- Anger Management
- Social Skills
- Divorce
- Grief and Loss
- Substance Abuse
- Abuse
- Others as needed

## **Friends of Youth support Consultation**

- Working with parents, teachers and community resources
- Transition to middle school and high school
- Aid students in selecting appropriate classes
- Work with classroom teachers to develop teaching strategies for at-risk students

## **Coordination of Services**

- Manages various services and acts as a liaison between school and community resources.
- Collects data and disseminates it to parents, students and guardians.

Your school counselor works to create an atmosphere of confidence, understanding and respect for all students. The student-counselor relationship is one based on mutual respect and confidentiality. They work with parents or guardians, teachers and administrators to enhance your social, emotional and educational growth. School counselors work in accordance with ethical standards identified by state and national organizations.

Do you need to talk about...

- Getting along with friends and family members
- Handling peer pressure
- **Developing relationships**
- **Working well with teachers**
- **Creating goals and decision making**
- **Improving study habits**
- **High school plans**
- **Dealing with problems related to alcohol or other drugs**
- **Questions concerning abuse**
- **Coping with a divorce or separation in your family**
- **Developing self-confidence**
- **Understanding, accepting, and liking yourself**
- **Expressing your feelings to others?**

Stop in and say “hi” to your school counselors today!

## **Struggling Students**

Recommendations will be made during the last month of school based on your student’s academic progress. These recommendations could include:

- Summer school
- Placement in special programs (i.e. enrichment or lab classes) that will help support students’ needs.
- Placement in alternative programs within the district



# Extra-Curricular Program may include the following:

(Determined by student interest and resources available)

## Athletics

### Sept-Oct

Cross Country  
Boys Soccer  
Girls Volleyball

### Oct-Jan

Girls Basketball  
Wrestling

### Jan-March

Boys Basketball  
Girls Soccer

### April-May

Track and Field

## Possible Club Options

Art Club

Drama Club

Cooking Club

Outdoor Club

Yearbook

Robotics

Green Team

Newspaper

Key Club

Jazz Band

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

### Clearance Process Required:

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

- Have an annual ASB Membership (\$20)
- Complete participation and parental approval/release of liability card/emergency information form
- Pay required "pay to participate" fee (Sports \$80/Clubs \$35)
- Physical exam/clearance card signed by physician (athletes only)
- Maintain eligibility academic standard of a 2.0 GPA and with no D's or F's
- Maintain a high level of acceptable behavior
- Maintain regular attendance
- Number of practices required per sport in accordance with WIAA and league requirements (athletics only)

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

### Fees:

- Sports - \$80 per sport
- Clubs - \$35 per club

# Annual Fees and Expenses

Some common fees and expenses are listed below. Please keep all your receipts when you pay fees as proof of purchase. Make all checks payable to Twin Falls Middle School for the exact amount when making payment for school fees.

ASB Membership	\$20
Yearbook	\$30
PE Shirt	\$10
Raven Book	\$5
Exploratory Consumables Fee*	\$20
Band (Instrument Refurbishing Fee)	\$80

ASB membership fees provide for:

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

**\*Exploratory fee: All exploratory classes: band, choir, STEM, art, tech, health and PE, have an annual consumables fee (\$20) that needs to be paid at the beginning of the school year.**

# Student Handbook 2016-2017

**“I have read through the contents of this handbook and have shared the information with my parents/guardians. I understand that I am responsible to fulfill the expectations presented in the handbook. Failure to follow the guidelines may result in loss of privileges or other consequences.”**

**Printed Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Parent Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

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

