

Rock Creek Elementary



Family Handbook 2025-2026

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Eagle Family,

Welcome to the 2025-2026 school year!

It is our goal at Rock Creek that each member of our learning community will have a sense of belonging, in support of the academic and social emotional growth of EVERY student.

You can expect to receive ongoing classroom communication from your teacher, and we welcome you to reach out anytime with clarifying questions and insights from home that you feel will benefit your child(ren). We are so appreciative of the wonderful parent community that we have here at Rock Creek!

This handbook is designed to answer some of your questions and provide a resource for general school information. Please take time to read through and review our Eagle Expectations with your child. Additional information can be found on the [Rock Creek website](#).

Click [here](#) for the 2025-26 school year calendar on the district website.

I appreciate our partnership!

Marianne Norman

Rock Creek Elementary

Daily Schedule

2025-26 School Hours
 Monday - Thursday 9:10-3:40
 Friday 9:10-2:10

Daily Schedules

Monday - Thursday	Friday																																										
AM Recess	AM Recess																																										
Grade 2: 10:45-10:55	Grade: K 10:05-10:20 Grade: 1-2 10:25-10:40 Grade 4: 10:50-11:05 Grade 3: 11:00-11:15 Grade 5: 11:15-11:30																																										
Lunch and Lunch Recess	Lunch (In Classrooms) and Lunch Recess																																										
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Arrival and Dismissal Procedures

Supervision – Classrooms open at 9:00 a.m. Students arriving between 8:55 and 9:00 will wait with an adult near/under the covered area on the blacktop. Students may not be dropped off prior to 8:55 a.m. as there is no supervision at that time. All students will access their classrooms through their exterior doors on the bus lane.

Bus – When students arrive at school, they should go directly to their exterior classroom door and line up where their teacher will be waiting. At the end of the day, students will be dismissed to the bus lane.

Bus Lane - Only students and staff are allowed on the bus lane. If a parent or guardian needs to contact a student out at the bus lane or on a bus, we ask that they notify the office. Office and bus lane personnel are in radio communication and can call a student off a bus if necessary.

Drop Off (9:00 am)	Pick Up (3:40 pm)
<ul style="list-style-type: none"> Pull into the designated Drop-off area; remain in your car and follow the staff member's instructions. Please have your child(ren) exit safely from the right side of the vehicle. A staff member will be located in the designated area to supervise children entering the building. 	<ul style="list-style-type: none"> Pull into the designated Pick-up area; remain in your car and follow the staff member's instructions. Students will be waiting behind the gate with a staff member. Another staff member will ask you who you are picking up and radio the staff member supervising the students. Your child(ren) will be dismissed to you at that point. Exit the designated area carefully.
<p>To expedite cars exiting our parking lot and reduce congestion, a right turn only will be allowed at the following times.</p> <ul style="list-style-type: none"> 9:00-9:20 a.m. 3:40-4:00 p.m. 	

Picking up a student during the school day: If you are coming to pick up your child(ren) during the day, you must park your car in the parking lot and come inside. A student will be called to the office after a valid ID has been shown to an office staff member. Students cannot wait in the office for a parent to arrive.

Pink cards for regular pick-ups: Any student who is a regular pick-up (daily, twice a week, once on the same day every week) will be given a pink pick-up card with the child's name and grade on the front. Please place this card on the PASSENGER SIDE DASHBOARD to help expedite student pick-up. Students who are NOT regular pick-ups will have a paper pass issued to them at the end of the day to give to our Pick-up Monitors.

Walkers:

- All students living in **The Arbors, Woodridge, Edgestone, and MainVue** may use the walking path behind the Central Services building to **Gate 1**. There, students will wait for a staff member to open the gate at **9:00 a.m.** Parents may wait with their children at this gate, but only students are allowed past that point.
- All students living in **Belmont Woods, Bellamonte, Belmont Court, Springhaven, and Terrawood** may enter through **Gate 2**, located at the end of the Bus Lane. Students will stay on the sidewalk and walk down to the main gate at our blacktop/playground. There, they will wait for a staff member to admit them at **9:00 a.m.** Parents may wait with their children on the sidewalk, but only students are allowed past that point.

Bicycles:

- Upon arriving at school, students with bicycles will **dismount and walk the bike down the length of the bus lane or blacktop**, immediately park the bike in the designated areas, and head to class. **Students must WALK their bicycles while on school grounds.** Please wear your helmets!

Tahoma School District Policies and Procedures

Important Tahoma School District Policies and Procedures: To read each of these policies and procedures, visit the [Board Docs website here](#). Then, click on "Policies" in the upper right-hand corner. Next, click on the section of policy that you would like to see. For example, to see the policies and procedures below, click on the "3000" section, then scroll to the individual policy or procedure.

☒ Sexual Harassment of Students Prohibited, Policy [3205](#) & Procedure [3205P](#).

☒ [Student Conduct Expectations and Reasonable Sanctions Policy 3240](#) and [Procedure 3240P](#)

The district will annually provide policies/procedures 3240 and 3241 to district personnel, students, and parents/guardians. Language assistance for students and parents/guardians with limited-English proficiency shall be provided. The Superintendent or designee will ensure that employees and contractors are knowledgeable about the district's discipline policies and procedures.

The district will develop and periodically review its discipline policies and procedures with the participation of school personnel, students, parents, families, and the community. During the development and review of discipline policies and procedures, the district will use disaggregated data collected under RCW 28A.300.042 to monitor the impact of the district's discipline policies, procedures, and practices and to update such policies and procedures to improve fairness and equity in the administration of discipline. The principal and certificated employees in each school building will confer at least annually for the purpose of developing and/or reviewing building disciplinary standards and the uniform enforcement of those standards, in accordance with RCW 28A.400.110.

The Superintendent or designee will develop the procedures necessary to implement this policy.

❓ [Discipline for Student Misconduct 3241](#)

Responsibilities, Rights, and Due Process 3241F1

Discipline for Student Misconduct 3241P: Definitions and Sanctions charts (May 28, 2019)

Sexual Harassment of Students Prohibited 3205 & 3205P (June 25, 2019)

❓ [Dress code 3224; Student Dress Procedure 3224P.](#)

❓ Harassment, Intimidation, and Bullying [Policy 3207](#) & [Procedure 3207P](#): The Board is committed to a safe and civil educational environment for all students, employees, parents/legal guardians, volunteers, and community members that is free from harassment, intimidation, or bullying. As defined in legislation, "Harassment, intimidation or bullying" means any intentional electronic, written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 or other distinguishing characteristics, when the act:

- o Physically harms a student or damages the student's property;
- o Has the effect of substantially interfering with a student's education;
- o Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- o Has the effect of substantially disrupting the orderly operation of the school.

Communication

If you would like to speak with your child's teacher, please send an email. The teacher will reply or email as soon as they are able, usually within 24 hours.

Newsletters: School/PTO newsletters will be e-mailed on the first and third Friday of each month. A brief update, including lunch menus, upcoming events, etc., will be emailed on the other Fridays of the month. Classroom newsletters from teachers will be sent home routinely, describing curriculum and classroom happenings. In addition, school newsletters are posted on the Rock Creek website under "Eagle News."

Current E-mail and Telephone Numbers: The school has both a telephone and an email notification system for Rock Creek families. This system is used to notify you of a late start or emergency closure and is also used throughout the school year to remind you of early release days or special events. **Please make sure your current telephone number and e-mail address are on file with the school.** You can check what is currently on file by logging into [Skyward Family Access](#) to check your personal information.

Student Phone Calls: Because of the disruption to the learning environment, our policy is not to transfer phone calls to students in classrooms. However, the office will take a message for a student. Messages concerning bus passes or any change in your child's after-school transportation can be called into our pass line at

425-413-3309 or sent via email to rcoffice@tahomasd.us before 2:00 p.m. on Monday-Thursday and before 1:00 p.m. on Fridays. If a student carries a cell phone, the phone must be turned off and stay in the student's backpack while at school.

PTO - Your PTO would love to keep in touch with you and has a few different ways of doing that:

Facebook: <https://www.facebook.com/groups/rockcreekelementary/>

Website: <http://www.RockCreekPTO.org>

Email: info@rockcreekpto.org

Yearbook Questions: yearbook@rockcreekpto.org

Lost & Found Questions: lost@rockcreekpto.org

WINGS Patrol: wingspatrol@rockcreekpto.org

Positive Behavior Intervention and Supports

As many of you know, Rock Creek is a PBIS school. PBIS provides students with a positive focus that encourages them to be at their best as learners and peers. A set of universal expectations (see chart below) known as the RC-3s has been established for all students in all locations of the school. These expectations include:



Show Respect



Make Good Decisions



Solve Problems

Rock Creek Eagles Guidelines for Student Success

SHOW THE
RC3

1
SHOW RESPECT

2
MAKE GOOD DECISIONS

3
SOLVE PROBLEMS

I AM AN EAGLE AND I SOAR!

ROCK CREEK ELEMENTARY
SAFETY

RESPECT SOCIAL DISTANCE

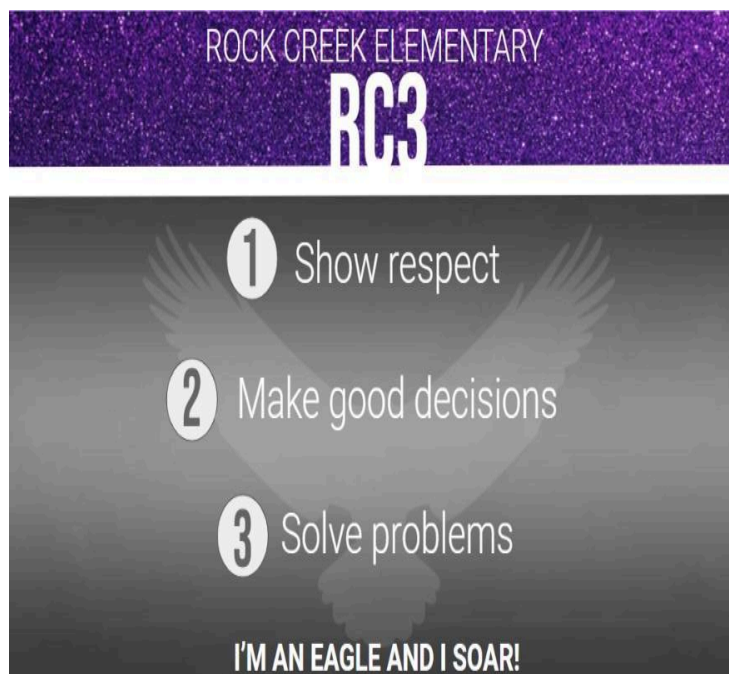

WEAR MASKS


WASH HANDS REGULARLY


I AM AN EAGLE AND I SOAR!

Rock Creek Eagles' Guidelines for Student Success

	Arrival/ Drop Off (8:55-9:10)	Hallway & Center Areas (during school)	Lunch- room	Recess	Dismissal Bus Lane	Bathrooms
Show Respect	Voice Level- (2) TableTalk	Voice Level- (0) Silent (unless working with an adult)	Voice Level- (2) Table Talk	Be kind	Walk in lines on the bus lane	Voice Level- (0) Silent
	Drop-off & Walker students wait in the covered area until 9:00	Give silent waves to others & smile	Use kind manners	Include others	Be polite and allow others to merge	Throw trash away & keep bathrooms clean
		Stay single file and to the right side	Wait patiently in line	Show good sportsmanship	Let kindergarten students board the bus first	Respect Privacy of others
Make Good Decisions	Stay seated criss-cross up to wall	Walk showing LINES behavior	Hands/Feet/Food to self	Use equipment safely	Keep hands, feet, and objects to self	Wash hands to Happy Birthday Song (silently)
	Keep hands, feet and objects to self	Keep hands, feet and objects to self	Keep legs under the table	Clean up (coats, trash, equipment)	Wait for your bus using LINES behavior (number 2 voice)	2 pumps of soap & 2 pulls of paper towels
	Walk calmly to class at 9:00 bell	Stop at stop signs	Clean table & floor	Have a safe, calm body (follow walk zones)	Be patient and calm	Wait turn quietly in line
Solve Problems	Be on time to school each day	Keep hands to sides as you walk	Compost & recycle carefully	Use rock, paper, scissors	Board your bus safely and quietly	Use bathroom supplies appropriately.
	Ride a bus or walk if possible	Keep hall pass with you	Make room for others	Wait your turn	Stay single file and to the right side of the bus lane	Return to class quickly and quietly
		Step out of line to solve a problem		Listen and talk it out	Report BIG problems to adults	Flush the toilet



System for Acknowledging Expected Behavior

Appropriate student behavior is acknowledged with awards or specific verbal praise.

- **Eagle Tickets:** Students receive tickets from the Rock Creek staff for showing the RC3 behaviors. They can then use their tickets as part of reward systems designed by staff.

Measures of Support

If and when students show a need for support, we will notify parents by telephone, email, or letter. When necessary, a conference may be arranged with the student, his/her parent/guardian, and staff members. We are committed to teaching and problem-solving with students whose behavior indicates the need for support. We also follow a district sanction chart, which may include loss of recess, community service, in-house discipline, school suspension, and, in rare instances, expulsion.

Recognizing Normal Peer Conflict and Bullying

Anti-bullying 3207P

In each school and on the district's website, the district will prominently post information on reporting harassment, intimidation, or bullying; the name and contact information for making a report to a school administrator; and the name and contact information for the district compliance officer. The district's policy and procedure will be available in each school in a language that families can understand.

Annually, the Superintendent will ensure that a statement summarizing the policy and procedure is provided in student, staff, volunteer, and parent handbooks, is available in school and district offices and/or hallways, or is posted on the district's website.

Just like adults, children sometimes experience conflicts with peers. Not all conflicts are bullying. The following are examples of normal peer conflict and bullying.

Normal Peer Conflict	Bullying
Equal power of friends	Imbalance of power, not friends
Happens occasionally	Repeated negative actions
Remorse – will take responsibility	No remorse – blames others
Efforts to solve the problem	No effort to solve the problem

Tattling is when you report something because you want to get someone in trouble.

Social responsibility is when you report something because you want someone to get help.

Our Schools Protect Students from Harassment, Intimidation, and Bullying (HIB)

Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school sports, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and outlines our school's process for responding to it.

What is HIB?

State law defines HIB in **RCW 28A.600.477(5)(b)(i)** as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in **RCW 28A.640.010** and **28A.642.010** (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

- (A) Physically harms a student or damages the student's property;
- (B) Has the effect of substantially interfering with a student's education;
- (C) Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- (D) Has the effect of substantially disrupting the orderly operation of the school."

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([link to form](#)), but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer (Scott Mitchell, HR Director, smitchel@tahomasd.us) who supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you of the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

For the student designated as the “targeted student” in a complaint:

If you do not agree with the school district’s decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent or the person assigned to lead the appeal, and then to the school board.

For the student designated as the “aggressor” in a complaint:

A student found to be an “aggressor” in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see <https://www.tahomasd.us/about/official-notices> or the district’s HIB Policy [3207] and Procedure [3207P].

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student’s protected class and is serious enough to create a **hostile environment**. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student’s ability to participate in, or benefit from, the school’s services, activities, or opportunities.

To review the district’s Nondiscrimination Policy [3210] and Procedure [3210P], visit <https://www.tahomasd.us/about/official-notices>.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy [3205] and Procedure [3205P], visit <https://www.tahomasd.us/about/official-notices>.

What should my school do about discriminatory and sexual harassment?

When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?

Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination:

The Chief of Schools, Shawn Batstone, sbatstone@tahomasd.us

Concerns about sex discrimination, including sexual harassment:

The Chief of Schools, Shawn Batstone, sbatstone@tahomasd.us

Concerns about disability discrimination:

Section 504 Coordinator: Audrey Meyers, Special Services Coordinator, ameyers@tahomasd.us

Concerns about discrimination based on gender identity:

The Chief of Schools, Shawn Batstone, sbatstone@tahomasd.us

All Contacts may be reached at:

25720 Maple Valley-Black Diamond Hwy, Maple Valley, WA 98039

(425) 413-3400

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?

The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place.

The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?

If you do not agree with the outcome of your complaint, you may appeal the decision to the School Board and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure ([3210P](#)) and Sexual Harassment Procedure ([3205P](#)).

I already submitted an HIB complaint – what will my school do?

Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure ([3210P](#)) and the HIB Procedure ([3207P](#)) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: <https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights>
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)

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

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

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www.ed.gov/>
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

To review the district's Gender-Inclusive Schools Policy [[3211](#)] and Procedure [[3211P](#)], visit <https://www.tahomasd.us/about/official-notices>. If you have questions or concerns, please contact the Chief of Schools, Shawn Batstone, sbatstone@tahomasd.us

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

Attendance – School Policies and State Law

Safe Arrival – The goal of our Safe Arrival Program is to account for the whereabouts of each student who is not in attendance on a school day. Please use the following procedure to inform the school every time your child is absent or late to school:

Call Rock Attendance and Pass line at **425-413-3309** or send an email to rcoffice@tahomasd.us if your child will be late or not attending school. **You must call or email to notify the school of each absence.**

Please leave the following information:

1. Student's name, grade, and name of teacher
2. Your name and relationship to the student
3. Date of absence
4. Reason for the absence

If your child is absent and no message is left prior to 10:00 am, you will receive an automated call from our school. Please return the call or send an email (rcoffice@tahomasd.us) as soon as possible so that we are able to account for your child and excuse the absence. If we do not hear from a parent/guardian, the absence will be unexcused.

Tardy/Late Arrival/Early Pick Up - Students arriving late or leaving early are missing valuable instruction time and are interrupting class time. We understand that on rare occasions, appointments, family emergencies, etc., make late arrival and early dismissal unavoidable. We hope that appointments will be scheduled outside school hours or on non-school days whenever possible and that student learning time is not impacted.

Tardiness is another form of poor attendance that negatively impacts student success. Please help your child by getting to school on time.

Late arrivals, a.m. and p.m. absences, and early pick-up are included in determining absence rates. The following guidelines are used to track student attendance.

- ❖ First Bell: 9:00 a.m. – Students may go to class.
- ❖ Start of school day: 9:10 a.m.
- ❖ AM Tardy: 1-45 minutes past 9:10- 9:55
- ❖ Period 1 Absence: 46 minutes or more past 9:10 (9:56-11:20)
- ❖ PM Early Release Tardy: 1-45 minutes before dismissal (2:55-3:40)
- ❖ Dismissal: 3:40 pm
- ❖ Early Dismissal Fridays: 2:20 pm

Students not in their classrooms by 9:10 a.m. will be counted as tardy.

Safety and Civility in Schools

The Tahoma School District believes that a safe, civil environment is essential to high student and staff achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Tahoma School District Board of Directors expects 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 refuses to condone uncivil conduct on school grounds or at school-sponsored activities, whether by staff, students, parents, volunteers, or other District visitors.

The full board policy (3205) is always available on our district website as well as in the school office. The policy includes definitions, expectations, and step-by-step procedures to follow if an employee, parent, or student feels they have been treated in an uncivil manner.

Excerpt from the Tahoma School District's Student Discipline Policies and Procedures Manual:

Weapons and Dangerous Instruments: any student who is determined to have carried a firearm onto or to have possessed a firearm on school premises, school provided transportation, or areas of facilities while being used for school activities, shall be removed from school for not less than one year, subject to the provisions of RCW 600.010

Tobacco, Alcohol, and/or Drugs: A student shall not possess or use tobacco, alcohol, or controlled illegal, addictive, or harmful substances on school property or during any school sanctioned function. Consequences for infractions of this policy include suspension and expulsion.

Safety

Custody Concerns – In the absence of appropriate legal documentation, we must consider that all children are in joint custody with legal parents and guardians. If a restraining order or other documentation exists barring a parent, guardian, or other individual from contact with a student, a copy of that order or documentation must be filed with the child's school. We request that a custodial parent or guardian sign all permission slips/school forms, and only the custodial parent or guardian contact the school to make changes to after school pick up or transportation instructions, or excuse a child's absence.

Safety Drills – Drills are scheduled during the year to practice for emergencies such as fire, earthquake, intruders, lockdown, and bus exit. These are taken seriously and done on a routine basis.

Money, Toys, and Valuables – Because of the danger of loss, we request that students not bring more money to school than is needed during the school day. Jewelry, cameras, electronic devices such as cell phones, smartphones, tablets, smart gadgets, and game systems should not be brought to school. If a student is carrying a cell phone at a parent's request, it must be turned off and stay in the student's backpack during the entire school day. Smart watches are not to be used during the school day. Personal items of any kind are brought at the student's own risk of damage or loss.

- Borrowing, bartering, trading, selling, or buying of any items is not allowed. Please leave Pokémon, football, baseball, and basketball collection cards (or similar collections) at home.
- Students may not bring sporting equipment (wall balls, basketballs, soccer balls, etc.) to school.
- Scooters, bikes, and skateboards must be carried or walked on school property and cannot be used at school.

Food Policy & Classroom Celebrations

Our school board approved procedures for supporting students with allergies, along with new guidelines for the use of food in school. It is our responsibility to take every step possible to ensure that every child is safe at school. Each time food enters the classroom, there is the potential for children with food-related allergies or illnesses to be exposed to ingredients that could be harmful. Due to this, along with other health risks, **Rock Creek Elementary will not allow students to bring edible birthday treats.** Along with the discontinuation of edible birthday treats, Rock Creek staff have been asked to use something other than food in their reward systems.

Each child at Rock Creek is given a birthday card and a pencil from the principal to recognize his/her birthday here at school. In addition, classrooms are welcome to recognize birthdays in other ways, which might include sharing stickers, pencils, erasers, or a book that the entire class may enjoy. **To avoid classroom disruption/distraction, balloon/flower/gift deliveries will not be sent to the classroom.** Please save these types of gifts for outside of school celebrations. Thank you.

Breakfast and Lunch

Each day, your child will need to bring lunch from home or money to purchase lunch. Students will eat lunch in their classrooms and are encouraged to eat their own lunch. Trading of food items is discouraged. Snacks and lunches may not be taken to the playground area.

Breakfast and lunch are served daily. Menus are available at [Nutrition Services - Tahomo School District \(tahomasd.us\)](http://Nutrition Services - Tahomo School District (tahomasd.us)).

Food service encourages prepayment for meals, so students don't have to handle money and keep track of change. Food service records the amount and deducts from that amount each time the student goes through the lunch line. You can send money with your child, mail it directly to the food service office, or load money onto your account using your credit card by going into Skyward Family Access from the school website. If you write a check, please make the check out to Food Services, and write the student's name and the teacher's name on the memo line. Students may qualify for free or reduced-priced lunch and breakfast if their family meets income requirements. Application forms are available in the school office or on the webpage.

Inclement Weather

It is imperative that you log in to Skyward to make sure emergency contact information is current. If we are unable to reach you by phone, we will need to contact

someone who has been designated by you to give us directions as to where we should send your student in case of an emergency or illness.

Students should be prepared for any type of weather condition that may occur while at school. This means having a coat, hat, and/or gloves in cold weather, and an umbrella for rain. Inclement weather may cause cancellation or a delay in the start of the school day. Hazardous weather or unexpected emergencies may force changes in bus transportation times and pick-up/drop-off points for school children. Tahoma Transportation will communicate with families a list of student pick-up/drop-off locations if emergency/snow bus routes are required.

NO ANNOUNCEMENT MEANS SCHOOL IS AS USUAL

⚠ ⚠ ⚠ If students are picked up on emergency/snow routes, they will be dropped off on emergency/snow routes, EVEN IF WEATHER IMPROVES DURING THE DAY. ⚠ ⚠ ⚠

You should receive a phone call at the phone number that you've designated as your primary phone in the event of a school closure or delay. You can also listen to the radio, watch the news, or check the Tahoma website at [Tahoma School District website](#) for information about school cancellations or delays.

Volunteers and Visitors

Adults who volunteer in the classroom, chaperone field trips, help during field day, or work directly with students in any way are required to be cleared as volunteers. People may not volunteer until they have received confirmation of approval from the office of the Volunteer Coordinator.

To register as a new volunteer:

1. Go to our volunteer site: <https://tahomavolunteers.myschooldata.net>
2. Select register and begin the application process.

If you are a returning volunteer, please follow these steps:

3. Go to our volunteer site: <https://tahomavolunteers.myschooldata.net>
4. Log in to your application. Do not create a new account. You are only required to update your existing account. If you have forgotten your password, click **Update Application**, then enter your **email address** and click the **Send Password** link. If you have any login issues, please contact us for assistance.
5. You should then be directed to your **My Checklist**.
6. If your volunteer status has expired, you will want to visit **My Profile** to review the information on each screen and update as needed (click the arrow to go to the next screen until finished).
7. Click on **My Uploads**. Please review your photo ID to make sure it has not expired. Click to return to **My Checklist**.

Once you have returned to your My Checklist, your application status will change from Incomplete to Complete. We will then review your updated application and re-approve it. Once reapproved, you will receive an email message.

Health Information

The school needs up-to-date information on what parents would like us to do in an emergency. Each fall, parents are asked to fill out an emergency card that provides

information about any student health problems, as well as emergency phone numbers. Please be sure we have an emergency telephone number to reach you or a person you designate, and keep us informed of any changes in your child's health status and activity restrictions.

- **Infectious Illnesses** – To prevent the spread of infectious illnesses, we ask that you keep your child home from school until signs of any such illness subside. Your child must be fever-free for 24 hours, without fever reducing medication, before returning to school. In the event that your child is identified at school as having an infectious illness, you will be informed and asked to pick up the student.
- **Student Illness** – If your child is ill to the extent that it will be difficult for him/her to participate in the activities of a normal school day, including recess, it is best to keep the child home. We do not have adequate facilities to care for ill children for long periods of time, nor are teachers always able to stay in and supervise students during breaks or lunchtime. Due to lack of space and the need for extra supervision, we are unable to accommodate requests for students to stay in during recesses.
- **Health Screening** – Vision and hearing screenings are given at school. Parents are advised if the results indicate a need for additional follow-up. This is one area that requires parent volunteers to help. If you are interested in being a volunteer during vision/hearing screening, our nurse would very much appreciate your help.
- **Medication** – State law prohibits schools from giving any medication, prescription or non-prescription, without a SIGNED medical order from a student's health provider. A form for administering medication at school is available in the health room or can be found on the TAHOMA School District website under 'Health and Safety.' Medication must be provided in the original container with the prescription label attached. The medication is kept in the health room. At the end of the school year, any medication not picked up by a parent will be disposed of by the school nurse.
- **Immunizations** - Washington State law requires that all students, K-12, be immunized against diphtheria, whooping cough, tetanus (DPT), polio, measles (rubeola), rubella (three-day/German measles), and mumps. A second dose of the measles vaccine is required for all children entering sixth grade. All kindergartners must have begun a series of three hepatitis B immunizations and have a second MMR before entering school. All students entering Kindergarten or 5th grade must have either had chickenpox or received the immunization.
- **Head Lice Policy** – We follow the guidelines of OSPI for head lice. Students who have live bugs can remain in class for the day, receive treatment following the return home, and can return to school once the treatment has begun. Nits may persist following treatment, and the school nurse will check your student to support the treatment process. Successful treatment should kill crawling lice.

The law states that parents must fill out and sign a certificate of immunization status form that is available in the school office. The immunization form must be filed with the school by the student's first day of attendance at school.

TECHNOLOGY - DIGITAL CITIZENSHIP

Responsible Use of Digital Devices and Resources

The Tahoma School District believes the use of technology, computers, and other digital resources are important tools to support learning and enhance the administration and operation of school. Tahoma's Responsible Use Guidelines are intended to guide the use of technology by students. Students are expected to adhere to the Responsible Use Guidelines in order to be allowed to use technology at school. Tahoma School District offers students access to district computers, communications systems, the Internet, and an array of technology resources to promote educational excellence. Learning about and being held accountable for the responsible use of electronic and digital tools is an important part of preparing students to be successful in today's society. Each student is responsible for their use of technology, whether personal or district-provided. While using district and personal technology resources on or near school property, in school vehicles and at school-sponsored activities, as well as using district technology resources via off-campus remote access, each student must act in an appropriate manner consistent with school, district, and legal guidelines. It is the joint responsibility of school personnel and the parent or guardian of each student to educate the student about his/her responsibilities and to establish expectations when using technology. (For further details, view [Policy 2022](#), Revised 8/1/25)

Tahoma School District Digital Device and Resources Rules Form 2022F-1 (Kindergarten to 2nd Grade)

Using devices and digital tools at school is fun, and it helps us learn! A good digital citizen is safe, responsible, and respectful. I will follow these rules:

Be Safe

- **Keep Secrets Safe:** Don't tell anyone your password or other secrets online.
- **Teachers Can See:** Remember that your teacher can see what you do on digital tools.
- **Be Gentle:** Be gentle with digital tools and don't push the buttons too hard.

Be Responsible

- **Learn with Digital Tools:** Use digital tools to learn and do your schoolwork.
- **Do My Own Work:** Do your own work and don't copy what others do.
- **Listen to the Teacher:** Listen to your teacher's rules about using digital tools.
- **No Changing Things:** Don't try to change things or play games you're not supposed to.
- **Ask for Help:** If you need help, ask your teacher or a friend.

Be Respectful

- **Be Kind to Friends Online:** Be nice to your friends when you use digital tools.

- **Tell a Teacher:** If you see something that makes you feel sad or scared, tell your teacher.

What Happens If I Don't Listen?

- **If I Don't Listen:** If I don't follow these rules, I might not get to use digital tools.

I agree to follow these rules.

Tahoma School District Responsible Use of Digital Devices and Resources Pledge Form 2022F-1 (Grades 3-5)

I understand that using devices and digital tools at school is a privilege and helps me learn. A good digital citizen is safe, responsible and respectful. I agree to follow these rules:

Be Safe

- **Keep My Information Secret:** Don't tell anyone your password, address, or phone number online or on a device.
- **School Can See:** Know that teachers and grown-ups can see what you do on school devices and digital tools.
- **Be Careful with Devices:** Be gentle with computers and tablets. Don't push buttons too hard or spill things on them. If something breaks, tell a teacher.

Be Responsible

- **Use Technology for Learning:** Use school computers, tablets, and the internet for learning and schoolwork.
- **Don't Copy:** Do your own work. Don't take other people's pictures or words and say they're yours.
- **Follow School Rules:** Follow all the rules about using devices and digital tools at school.
- **Don't Change Settings:** Don't try to change settings or add games to school devices.
- **Ask for Help:** If you need to see a website that is blocked, ask your teacher.

Be Respectful

- **Be Kind Online:** Be nice to others when you use digital tools. Don't say or do things that might hurt someone's feelings online.
- **Tell a Grown-Up:** If you get a message that makes you feel sad or scared, tell a grown-up.

What Happens If I Don't Follow the Rules?

- **Consequences:** If I don't follow these rules, I might lose my device time or face additional consequences at school.

I agree to follow these rules for using devices and digital tools at Tahoma School District.

NONDISCRIMINATION STATEMENT

The Tahoma School District does not discriminate in any programs or activities based on 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 dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

Title IX Officer Director of Human Resources	ADA Coordinator Director of Human Resources	Section 504 Coordinator Director of Special Services
25720 Maple Valley Highway	25720 Maple Valley Highway	25720 Maple Valley Highway
Maple Valley, WA 98038 425-413-3400 TitleIX@tahomasd.us	Maple Valley, WA 98038 425-413-3400 ADA@tahomasd.us	Maple Valley, WA 98038 425-416-3400 Section504@tahomasd.us