

Rainier Middle School



“Home of the Mountain Lions”

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Web Site: middleschool.rainier.education

GOALS AND MISSION

- ✓ Assisting students to reach their full potential
- ✓ Preparing students for life-long learning
- ✓ Producing active, contributing members to society
- ✓ Providing high standards for achieving academic excellence

Administration

Principal: John Beckman

Assistant Principal: Kristin Robinson

Athletic Director: Robert Henry

School Counselor: Samantha Firman

Registrar/Secretary: Roberta Kinahan

Secretary: Erica Sullivan

Rainier Middle School ASB Officers

President	Ryan O'Neal
Vice President	Jaycee Barlow
Secretary	Sam Walker
Treasurer	Lily Beckman
Representatives	Zander Bartell Reagan Bloom Jackson Hiles
Sergeant at Arms Advisor	Atlee Wells Mr. Vasek & Ms. Mays

Handbook Statement

We have developed this handbook to inform you of the rules, expectations and procedures of Rainier Middle School. Knowing our procedures and expectations will help you succeed. Please review the entirety this handbook as your commitment to Rainier Middle School.

Clubs and Activities

ASB-

Formal organization of students within the school responsible for representing student interests and managing student-led activities. ASB Officer Elections are held each Spring for the following school year.

Advisor: Mr. Vasek & Ms. Mays

Knowledge Bowl –

Members compete in an academic competition against other schools.

Advisor: Mr. Sell

Pep Band – Support the RHS teams by participating in Pep Band at the RHS football and basketball games. Band students are encouraged to take part in this program.

Advisor: Mr. Cornwall

Robotics Club – Participates in robotics competition each year. Come and be the next great innovator with the RHS Robotics Team!

Advisor: Mr. Cornwall

Yearbook Club – Yearbook club provides middle school students with the opportunity to assist in designing the yearbook pages, yearbook sales, photography and design.

Advisor: Mrs. Kinahan

Rainier School District Network And Information Systems Use Agreement

As outlined in Rainier School District Board Policy No. 2022 regarding digital network usage, prohibited practices include, but are not limited to, the following:

- Sending or displaying offensive messages or pictures
- Using obscene language, including hate mail, cyber-bullying, harassment or discriminatory remarks
- Using network resources for illegal activity, including gaining unauthorized access to resources or entities
- Attempting to damage equipment or harm data on any network, including creating, uploading or propagating viruses or other malware
- Violating copyright and other intellectual property laws

When accessing the Rainier School District Network, please remember:

- Access is provided for educational/professional purposes only.
- No student or staff user should have any expectation of privacy when using the district's network.
- The district reserves the right to disclose any electronic message to law enforcement officials or third parties as appropriate. All documents are subject to the public records disclosure laws of the State of Washington.
- Account IDs and passwords are to be used by the account owner only. The account holder may be held responsible for all account activity.
- Students shall not provide personal information such as addresses or telephone numbers over the system or utilize social networking tools without explicit teacher permission and oversight.
- Use resources efficiently: only print as much (or as little) as is absolutely necessary for educational purposes.
- Treat district equipment (and the privilege of its use) with respect.
- If you need help or run into something unexpected, please ask for assistance.
- Don't forget to log off!

Rainier Middle School student email accounts:

- All student Electronic Mail (email) accounts are property of the Rainier School District. The user accepts all responsibility to understand these guidelines and the existing network use policy.
- The primary purpose of the Google Apps for Education service is for students to communicate with school staff and classmates, utilize resources related to school assignments, and collaborate with fellow students on school activities.
- Account user names and passwords can be provided to parents so those parents can monitor the account and communicate with teachers. If a parent wishes to take advantage of this, please contact the Rainier Middle School office.

- Use of Google Apps for Education services will align with the school's code of conduct and the code will be used as needed for discipline purposes. Communication through this service will exhibit common sense and civility. Students are responsible for messages sent from their accounts. Students should not share their passwords.
- Messages via the district email cannot cause disruption to the school environment or normal and acceptable school operations. Occasional and responsible personal use of the district's email is permitted, providing that this does not interfere with the performance of the electronic mail system or disrupt the operation of the schools.
- Students will report any unusual activities such as "spam" communications, obscene email, attempts by adults to lure them into dangerous behaviors, and the like to the school's technology contact for action. Students should not forward chain letters or jokes.
- Students will not identify their home telephone numbers or home addresses in any email correspondence.
- Electronic mail sent or received within the Rainier School District system is not confidential (see above).
- Administration reserves the right to retrieve the contents of user mailboxes for legitimate reasons, such as to find lost messages, to conduct internal investigations, to comply with investigations of wrongful acts or to recover from system failure.
- When issues arise, the school administration will deal directly with the student and/or parents/guardians. Improper use of the system will result in discipline and possible revocation of the student email account. Illegal activities on the system will be referred to law enforcement authorities for appropriate legal action. The account may be revoked if used inappropriately.
- Again, it is very important that students keep his/her username and password private and do not share either with other students. The assigned user name is graduation year followed by last name followed by first initial @rainier.wednet.edu (Example: 10.doe.j@rainier.wednet.edu). User names cannot be changed.
- Because Google Apps services are web based, students and parents can also access student e-mail accounts from home and public library computers.
- Any user who violates these guidelines may be denied network access, depending on the severity of the infraction. School, district and/or legal sanctions may be imposed over and above any revocation of network access.
- Any parent not wanting student access to the Internet must notify the office.

Staff Directory:

Principal	John Beckman beckmanj@rainier.wednet.edu
Assistant Principal	Kristin Robinson robinsonk@rainier.wednet.edu
Athletic Director	Robert Henry henryr@rainier.wednet.edu
Registrar/Secretary	Roberta Kinahan kinahanr@rainier.wednet.edu
Secretary	Erica Sullivan sullivan@rainier.wednet.edu
School Counselor	Samantha Firman firmans@rainier.wednet.edu
Special Services	Justin Gurnsey gurnseyj@rainier.wednet.edu
Teachers:	
Karissa Beckman	beckmank@rainier.wednet.edu
Bridget Chatman	chatmanb@rainier.wednet.edu
Adam Cornwall	cornwalla@rainier.wednet.edu
Christian Foreman	foremanc@rainier.wednet.edu
Kelli Garner	garnerk@rainier.wednet.edu
Meredith Gunderson	gundersonm@rainier.wednet.edu
Cale Halpin	halpinc@rainier.wednet.edu
Kelly Hill	hillk@rainier.wednet.edu
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Chris Holterman	holtermanc@rainier.wednet.edu
Kyle Johnson	johnsonk@rainier.wednet.edu
Dominic Luciani	lucianid@rainier.wednet.edu
Michelle Mays	maysm@rainier.wednet.edu
Ryne Sell	sellr@rainier.wednet.edu
Laura Summers	summersl@rainier.wednet.edu
Reid Vasek	vasekr@rainier.wednet.edu
SueAngela Watt-Anderson	andersons@rainier.wednet.edu

Section 1 – General Information

ACADEMICS

- All students will be graded on an A, B, C, D, and F system, or in accordance with Individual Education Plans.
- Parents may access student's progress through our on-line grading system on the district website. Contact the office for your access code.
- Parent/teacher conferences will be scheduled in November and March of the academic year.
- Report cards for first and second semesters will be mailed home.

ASSEMBLIES

Assemblies are an opportunity to gather information and/or entertainment.

- Each student is responsible for respectful and appropriate behavior to fit the occasion. Appropriate behavior plays an important role in making our assemblies an enjoyable experience for everyone.
- Whistling, booing or yelling is not acceptable.
- Always enter with your class and sit with them until dismissed at the end of the program.
- Recording during assemblies is prohibited unless prior authorization by the principal is granted.
- **Students may be removed if their behavior is inappropriate.**

ASSOCIATED STUDENT BODY (ASB) and SCHOOL RELATED ACTIVITIES

ASB Elections and Officers are governed by the rules and regulations laid out in the Rainier Middle School Constitution. ASB officers approve school fundraisers, sponsor school dances as well as events and assemblies, and make decisions to improve the character and appearance of the school. Any activity or club that receives financial support from ASB funds will be required to have participants purchase an ASB card.

- All ASB officers must maintain a 2.5 GPA and display appropriate behavior.
- ASB cards are \$35.00.
- All school and district rules apply at any school related activity.
- A student leaving a school activity early will not be allowed to re-enter.
- Misbehavior at any activities will result in school discipline and loss of activity attendance privileges.

ATHLETICS

- Students must complete an online eligibility packet ([Final Forms](#)) though the middle school website, prior to the start of a sports season.
- All students are required to have health insurance to participate in after school athletics. Insurance forms are available in the office for those students who do not presently have coverage.
- Students participating in these activities are to purchase an ASB card and follow all school rules while participating.
- Students who are excused from PE for medical reasons by a physician or parent are not allowed to participate in athletic practices or competitions for that day or time period.
- **Be in attendance and attending classes for the entire day in order to practice or participate.** The only exceptions are those made with the prior approval either of the Principal or Athletic Director, or a written doctor's note excusing the absence.

Athletic Seasons

Fall: Girls Volleyball, Boys and Girls Football, Boys and Girls Cross Country

Winter: Girls Basketball, Boys Basketball, Wrestling

Spring: Boys and Girls Track, Boys and Girls Golf

BIKES & BOARDS

Bicycles may not be ridden on school grounds. Students must secure them in the bike rack during school hours. The school assumes no responsibility for loss or damage to bicycles. The law requires that bicycle helmets be worn at all times. Skateboards, longboards, rollerblades and roller-skates are not to be used on school grounds; if brought to school, they need to be stored in the front office.

BUS PASSES

Students are not allowed to ride a bus, other than their own, without a bus pass. Bus passes are issued in the office by bringing a note including:
Parent/guardian signature; name of student they are to go home with; and date.

BUS BEHAVIOR

All school rules apply to the bus environment. Students at Rainier Middle School will follow all bus behavior expectations. Bus drivers will annually review those expectations. Failure to abide by the expectations will result in progressive discipline that may include removal from the bus.

CAFETERIA

Breakfast and lunch are served daily in the cafeteria. Free and reduced forms are available in the front office at any time. All food must be consumed in the cafeteria. Please do not send high sugar/caffeinated beverages/ energy drinks to school for your child, these items do not meet nutritional "healthy choice" guidelines. Students are expected to...

- Clear their garbage after eating/drinking in the cafeteria.
- During lunches, students must remain in the cafeteria, and/or outside courtyard.
- Students are not allowed to be in the hallways, or in any of the restricted areas.
- Failure to follow directions will result in disciplinary action.

CELL PHONES

Cell phones are expected to be off and stored away during all instruction time. Students failing to comply with a classroom policy regarding cell phones will be subject for further disciplinary action. Please work with your classroom teachers and school administration if your child has/requires a Medical Section 504 plan or an IEP due to an emergent medical condition that requires the use of an electronic device.

CELL PHONE GUIDELINES

- ✓ Using phones or other recording devices to take pictures or videos in a classroom or on school grounds is prohibited.
- ✓ Using cell phones or other recording devices to take pictures or videos without permission of school staff or students is strictly prohibited.
- ✓ Students may use phones during lunch or on the school bus, but must refrain from taking photos or videos at all times.

CLOSED CAMPUS

RMS is a closed campus.

- Once a student arrives on campus, they may not leave the school grounds without a parent or guardian. This includes in the morning before school starts, and after unloading from bus transportation.
- Student guests/visitors from other schools or communities are not permitted during the school day or at extra-curricular school events such as dances and fieldtrips. Visiting students are allowed to attend athletic events with paid admission or pass.
- Students may not enter campus grounds when absent or suspended from school.

CUSTODY ISSUES

The courts must handle custody disputes.

- School Personnel will ask for identification from all visitors picking up or requesting to visit a child at the school.
- The school has no legal jurisdiction to refuse a biological parent access to their child and/or school records. The only exception is when signed restraining orders or proper divorce papers, specifically stating visitation limitations, are on file in the school office.
- Any student release situation, which leaves the student's welfare in question, will be handled at the discretion of the administrator. Should any such situation become a disruption to the school, the sheriff's department will be contacted and an officer will be requested to intervene.
- Parents are asked to make every attempt not to involve the school in custody issues. The school will make every attempt to reach the custodial parent when a parent or any other person not listed on the emergency form attempts to pick up a child.
- The school will not be responsible for monitoring custody schedules. Those requests should be made to the school by the parent and supported with the proper legal documents.

DANCES

Students attending school dances must arrive within one hour of the start of the dance and must stay at the dance until the scheduled end of the dance, unless a parent comes to the door to pick them up or an administrator has spoken with a parent and has approved their release. All students are expected to be off campus no later than 15 minutes after the conclusion of the dance. All school rules and expectations must be followed at school dances in order to create a safe environment for all students including school dress code and respecting others physical space.

*Guests who are not Rainier Middle School students may not attend. No guest passes.

DRESS CODE

Students dress must not disrupt the functioning of the school or classroom environment. Students shall not wear clothing or accessories that pose a risk of safety, or promote violence to students or others. Therefore, students will wear appropriate clothing at school and school-sponsored activities. Please review the guidelines below:

Your head:

- ✓ Bandanas must be removed while in the building.
- ✓ Sunglasses are not permitted.
- ✓ Hoods must be removed while in the school building.
- ✓ Hats must be removed while in the school building.

Your torso:

- ✓ No strapless tank tops or tops with straps less than one-inch in width.
- ✓ No bare midriff clothing. This includes crop tops, cutouts, and holes.
- ✓ Cut shirts are prohibited.
- ✓ Shirts and sweatshirts with logos, wording, or images promoting alcohol, drugs, violence or weapons of any kind will not be allowed. Shirts and sweatshirts promoting sexualized graphics, wording, or symbolism will not be allowed.

Your legs:

- ✓ Pants must be secured at the waist. Pants are not to be exposing shorts, boxers or underwear.
- ✓ Shorts, skirts, and dresses must be an appropriate length.

Your feet:

- ✓ For safety reasons all students must wear shoes at all times. No slippers.

Dress Code Important Guidelines:

- ✓ Clothing that has a vulgar, unsafe, or offensive messaging, Sexual connotation or references weapons, alcohol, tobacco, violence, Drugs or gang affiliation will not be permitted.
- ✓ Accessories that cause any disruption to the learning environment or pose a safety risk are not permitted. This includes items that pose a hazard, items that hang and risk getting caught, dog collars, chokers, sharp objects, shell casings, hooks, or bullets. **Toys are not allowed at school.**
- ✓ No undergarments should be showing at any time.
- ✓ **Blankets are not to be at school.**
- ✓ Hoods are not to be worn at any time while in school facilities.
- ✓ Costumes are not allowed.

ELECTRONIC EQUIPMENT & VALUBLES

RSD takes no responsibility for damage or theft to electronic equipment brought to school. Students shall leave these items at home unless previous arrangements have been made for educational purposes. The school is not liable for the loss or theft of valuables. Students are encouraged not to bring valuables or large sums of money to school at any time. Valuables should not be stored lockers.

EMERGENCY PROCEDURES AND DRILLS

Students will practice fire, earthquake and lockdown drills throughout the school year.

- Emergency drills are to be taken seriously.

- Students are expected to maintain classroom conduct throughout the entire drill.
- In the event of an actual emergency, parents should understand that telephone calls will only hinder emergency relief.
- Parents will be notified through Rainier School District communication protocols of any incidents as soon as possible.
- ***Students will only be released to those listed on the student's Emergency form. Please make sure the information is up to date.***

FINES AND FEES

Fines will be charged when a student loses or damages school equipment, property or materials. Unpaid fines and fees can result in limited access to educational records such as report cards, and diplomas. Any student who has a fine is responsible for satisfying that obligation by the end of the semester. Students who have not satisfied all of their fines will have any requests for records/transcripts and report cards held, and they may not be allowed to participate in all activities, including sports, assemblies, extracurricular activities and reward activities, until all fines are paid.

FEE SCHEDULE:

PE Lock	\$10.00
Art Class Fee	\$20.00 per semester
ASB Card	\$35.00

FOOD & DRINK

Water is allowed in classrooms and hallways at RMS. Students eating or drinking anything other than water in classrooms or hallways and/or littering will be subject to disciplinary action.

HALL PASSES

All students must use a classroom hall pass and have permission from the teacher to be outside the classroom. This includes use of the bathroom. If your student has a medical concern that would require them to be outside of the classroom, please contact the school administrator or school counselor to develop a plan.

HALLWAY CONDUCT

- ✓ **Show a positive attitude at all times.**
- ✓ **Think safety---walk, don't run.**
- ✓ **Use inside voice, no screaming.**
- ✓ **Keep your hands and feet to yourself.**
- ✓ **Keep the hallway free of litter and personal belongings.**
- ✓ **Damaging school property while walking in hallways is subject to discipline.**

HEALTH ROOM

- A school district nurse is available to middle school student's part time.
- The school provides a health room in the office for emergencies and illness only for brief duration.
- If you are too ill to return to class after a brief duration, a parent or guardian will be notified to arrange for transportation home.
- A temperature of 100 degrees or greater must leave school.
- Parents will be notified of accidents and emergencies.

- Emergency medical assistance may be called by the school as necessary if parents cannot be reached or if the situation requires urgent medical attention.

HOMEWORK

Students manage their homework responsibilities and stay organized with tasks and due dates. Students and teachers will utilize a variety of tools such as skyward, google calendar, google classroom, email, and teacher websites.

Policy No. 2422

The board believes that homework is a constructive tool in the teaching/learning process when geared to the needs and abilities of students. Purposeful assignments not only enhance student achievement but also develop self-discipline and associated good working habits. As an extension of the classroom, homework must be planned and organized; must be viewed as purposeful to the students; and must be evaluated and returned to students in a timely manner.

Homework may be assigned for one or more of the following purposes:

- A. Practice – to help students to master specific skills which have been presented in class;
- B. Preparation – to help students gain the maximum benefits from future lessons;
- C. Extension – to provide students with opportunities to transfer specific skills or concepts to new situations/ and
- D. Creativity – to require students to integrate many skills and concepts in order to produce original responses.

The purpose of homework assignments, the basis for evaluating the work performed and the guidelines and/or rules should be made clear to the student at the time of the assignment.

Late Work: Students are expected to turn in assignments and homework on time.

The acceptance of late work will be at the discretion of the classroom teacher.

Expectations and classroom policy will be communicated to students during the first week of class.

Make-up Work:

- The student shall be permitted to make up missed assignments due to excused absences outside of class under reasonable conditions and time limits established by the teacher. There may be in-class participation activities that students cannot make-up. In these extenuating situations, the student's grade may be affected because of the inability to make up in-class activities. ***Students will communicate with teachers about a plan for completing missed work.***
- Parents may request homework for extended absences of three or more days through the pre-arranged absence process.

ILLNESS AT SCHOOL

If you become ill while at school, ask your teacher for a pass to the office. The office staff will evaluate your condition and determine appropriate action. All accidents or injuries should be reported to the teacher in charge immediately. Parents will be notified of all injuries that occur at school.

MEDICATION AT SCHOOL

Every effort should be made to schedule the administration of medication outside of school hours.

- The school office, under Washington state law, is prohibited from dispensing any medication without prior physician authorization and guardian approval.
- Students may not carry any medications with them while at school or on a bus, unless they have prior permission to self-carry through physicians' orders.
- A form for administering medication at school is available in the office.

All medication to be administered requires:

- Proper label with the student's name, name of medication, dosage & time to be administered.
- Written orders (on the school form) from a licensed prescriber detailing the name of medication, dosage, time to be given, the expected duration of administration and parent signature and date.
- That medication be brought to school by the parent/guardian in the original container appropriately labeled by the licensed prescriber for the prescription drugs or by manufacturer for non-prescription drugs.
- Medications must be picked up at the end of each school year.

OUTSIDE CONDUCT

- Show a positive attitude at all times.
- Think safety---walk, don't run.
- Keep hands and feet to yourself—No wrestling, tag, or other inappropriate behavior.
- Use the garbage can for your trash.
- Cooperate with any staff member instructions.

PARENT ACCESS TO CLASSROOMS

Parents have the right to access their child's classroom and/or school sponsored activities for purpose of observing class procedure, teaching material, and class conduct, as long as such observation does not disrupt the classroom procedure or learning activity. All visitors to a school or classroom shall...

- Be approved by the school principal.
- Visitors must arrange a visit time with the school principal.
- Follow all school rules and expectations including the absence of drugs or alcohol and appropriate dress.

PHOTOGRAPHY & VIDEOING

For the safety and privacy of RMS students and staff, photography, and voice capturing is prohibited while at school, school events or on school property. This includes audio, video, digital recordings, or photographic images. Participating will result in disciplinary actions. This includes videoing, photographing or voice capturing of students or staff with permission. In extreme cases, referral to law enforcement may be necessary. More information please reference WAC 478-121-165.

PHYSICAL EDUCATION CLASSES & REQUIREMENTS

All students grade 6-8 will participate in a physical education course each year unless otherwise stated in their Individualized Education Plan.

Requirements:

- Each student is required to dress down and participate each day.
- A school appropriate t-shirt, shorts, socks and athletic shoes with laces are required from home. **No slippers or open toed shoes allowed due to safety.**
- A sweatshirt and sweatpants is recommended when the weather is cold.
- Cell phones are required to be off and put away during PE.
- Lockers are provided (requiring a school purchased lock) to lock clothes and belongings in while in PE class. Cell phones should be locked with other valuables during PE to prevent theft.
- Non-school issued locks found on lockers will be removed.
- RMS will not be made responsible for lost or stolen items. We encourage the use of PE locks to prevent theft.
- No spray deodorants or perfumes can be used on school property. Stick deodorant is required.
- Hats and sunglasses are not allowed per school dress code.
- PE clothes should be taken home at the end of the week to be laundered.
- Parents may excuse their student from PE with a written note for up to 2 days (student will have to make up missed participation when able). Any injury or illness that exceeds 2 days will require a doctor's note.
- Photos/video/recording in PE, including locker room spaces, are prohibited with zero tolerance.

RESTRICTED AREAS

Students must stay in designated middle school areas. The MS building is off limits to students during lunch. Unless conducting business in the office, students may be in the cafeteria or supervised playground area only. The following areas are restricted from student use during the school day: parking lots, except for coming to and leaving school; all athletic fields; lawns between MS and HS as well as in front of MS; faculty lounges, and all instructional areas when not supervised by a teacher. Students found in a restricted area are subject to disciplinary action.

SCHOOL COUNSELING

The school counselor assists students via various methods including classroom instruction, group work, and individual meetings. School counselors can help students with a variety of concerns that students may have about school or other concerns affecting school. The counseling office is open during school hours. Classroom teachers must give students permission to go to the counseling center during class time unless called by the counselor. Parents can make appointments to see the school counselor when necessary by calling the middle school office.

SNOW DAYS

Consult the District website, radio, or television after 6am for school cancellations or delays. School information will be reported via the School Messenger system and through social media and other media outlets. The school website will also report important information. To sign up for messenger alerts please contact your child's school.

VALUBLES AT SCHOOL & LOST AND FOUND

It is strongly recommended that you have articles of **clothing and all possessions clearly marked with student names**. Rainier Middle School is not responsible for the loss of personal items brought to school. It is highly recommended that items of monetary value or sentimental value not be brought to school due to the risk of loss. Lost and Found items are stored in the front office, and leftover items will be donated at the end of each quarter.

VENDING MACHINES

High School vending machines are **off limits** to middle school students at all times. Our primary goal is to have students engaged in their learning environment and vending machine use distracts from that goal. Students who use the vending machines are subject to disciplinary action. Students entering the high school building to attend a class are not allowed to use the vending machines.

WITHDRAWAL FROM SCHOOL

When withdrawing from RMS, please follow the steps below:

1. Request a withdrawal form from the office.
2. Return all Textbooks, Library books and materials to the person that checked them out to you and have them sign the form.
3. Have all your teachers sign the form.
4. Check with food services to make sure your lunch account is at zero.
5. Pay any fines.
6. Bring completed withdrawal form to the office. You will be given a copy to take to your new school.
7. Share your forwarding address and new school's information.

STUDENTS' RIGHTS:

- To have the opportunity to attend school in a safe setting.
- To be informed of teachers' classroom procedures, procedures, policies and expectations.
- To be informed of individual progress in class.
- To be informed of district, school and individual teacher behavior expectations and the consequences for failure to comply.
- To be treated firmly and fairly in the event that behavior requires intervention and be afforded due process.
- To not be discriminated against in any way due to race, national origin, gender, age, religion, sexual orientation or disability.
- To be allowed to express thoughts and feelings as long as others' rights are not violated in the process and that it is done without disruption to school activities, the educational process or the routine operation of the school.

STUDENTS' RESPONSIBILITIES:

- Attend school daily, be on time, and come prepared for class with all materials.
- Demonstrate full effort and complete all assignments honestly.
- Respect the rights of others to study and learn.
- Respect public and private property and return materials and equipment in good condition.
- Follow all behavior expectations of the classroom, school and district.
- Keep RMS safe by informing administrators of any potentially dangerous situations.
- Treat everyone respectfully.
- Help keep our building and grounds clean.
- Help ensure that all school communication gets home to parents.

Students are expected to behave in a manner that is conducive to a learning environment.

- ✓ Students shall comply with policies or rules or with directions of teachers or other authorized school personnel during any period of time when he/she is properly under the authority of school personnel.
- ✓ The use of noise, force, violence or any other conduct, causing the disruption or obstruction of the educational process or any function of RMS is prohibited.
- ✓ Violators will be subject to discipline, suspension, or expulsion from school.
- ✓ Depending on the severity of an incident, steps in the discipline plan may be skipped at the discretion of the administrator.

ARTIFICIAL INTELLIGENCE AND ACADEMIC INTEGRITY

Technology should support learning—not replace it. Artificial Intelligence (AI) tools are becoming part of education, and we want students and families to know how they may be used safely, fairly, and responsibly.

AI is a tool that can generate text, images, and ideas. Examples include **chatbots, writing helpers, and image generators**. AI is not perfect—it can make mistakes, show bias, or give incomplete information. That’s why human thinking always comes first and last.

We follow Washington State’s **human-centered AI guidance**, encouraging equitable, safe, and meaningful AI use in K–12 education—but through a lens that keeps students, families, and educators firmly in the driver’s seat ([OSPI, GovTech](#)).

1. Philosophy & What AI Is Not

- **AI is a tool, not a replacement.** School always begins and ends with human questions, thinking, reflection, and learning—not AI alone ([OSPI](#)).
- **Human-Centered AI = “H-AI-H”:** Always start with human inquiry, use AI to assist, and finish with human reflection and empowerment ([OSPI](#)).

2. Purposeful & Safe Use

- **Use AI intentionally.** Let it assist with tasks like generating ideas, drafting, or explaining concepts—not to do your work entirely. Always check AI outputs yourself ([OSPI](#)).
- **Be aware of biases.** AI may reflect unfair or inaccurate ideas. Use it critically and question what it shows you ([OSPI](#)).
- **Respect privacy and data safety.** Don’t share personal or sensitive information when using AI tools, and follow school district privacy policies ([OSPI](#)).

3. Academic Integrity & Ethical Use

- **Always credit AI contributions.** If you use AI-generated ideas or text, let your teacher know and cite it appropriately ([OSPI](#)).

- **Original thinking matters.** Avoid passing off AI work as your own—this is considered plagiarism ([OSPI](#)) and is subject to disciplinary action.

4. Student Agency & Control

- **You have a choice.** You can choose whether or not to use AI in your work.
- **Use tools thoughtfully.** Co-create, or ask your teacher for information about how to use AI for an allowed task.

5. Family Engagement & Support

- **Learn together.** Families are encouraged to explore AI tools alongside students to spark discussion on how they're used and why.
- **Talk about safe use.** Discuss expectations around what's okay to ask AI, how to cite it, and where AI should not be used (e.g., personal identity, sensitive tasks).
- **Contact school for help.** If anything AI-related makes you uneasy or seems unclear (like deepfake content or privacy concerns), talk to a teacher or school leader.

DISRESPECT/INTIMIDATION OF STUDENT/STAFF

Disrespectful language, signs or acts, intimidation or threatening of school personnel and/or fellow students will not be tolerated. Punishment will vary according to the offense and will range from apologies to recommendation for permanent expulsion from school.

DRUG AND ALCOHOL DISCIPLINE POLICY

Students suspected to be under the influence of or in possession of drugs or alcohol on school grounds or at school activities will be subject to consequences. All Drug or Alcohol offenses including the use of vape devices will result in disciplinary action. Referral to law enforcement will also be considered under the administrations discretion.

ELECTRONIC EQUIPMENT

Electronic items can be distracting to the learning environment and are very susceptible to theft or loss. **The school takes no responsibility for damage or theft to electronic equipment brought to school.**

- Cell phones should be off an away.
- Electronic games and other devices should be left at home unless prior approval from the school principal is granted.
- If these items are a distraction to the learning environment, they will be confiscated and held for guardian pickup.
- Communication with your student can be made through the office at any time.
- Confiscated items will not be returned until the end of the school day. Repeat offenders will have to have their parents come to school to pick up the device.
- **RMS is not obligated to investigate lost/stolen devices.**

FIGHTING

- Any student involved in fighting, promoting fighting, and/or watching a fight shall be subject to disciplinary action.
- Fighting may constitute a crime and legal authorities may be notified.

FORGED OR ALTERED NOTES

Any student writing and/or attempting to pass a forged or falsified note or document, telephone message or other communication will be subject to disciplinary action

PUBLIC DISPLAY OF AFFECTION (PDA)

Public displays of affection including hugging and kissing are inappropriate at school. Students are expected to exercise self-control and respect for the reputation of others. Failing to respect this policy may result in discipline.

REFUSAL TO IDENTIFY One's Self to School Personnel

Any teacher, administrator or other school personnel has the legal right to request that persons on school grounds or at school-related activities identify themselves. No student shall fail to provide his name and other pertinent information to any school personnel. Violators will be subject to disciplinary action.

TARDY TO CLASS POLICY

A student is tardy to class if he/she is not seated and ready to begin class with required materials at class start time.

- First & Second Tardy per quarter = Warning
- Third Tardy = Teacher contacts parent/guardian
- 4th/5th/6th Unexcused Tardy = Discipline referral, Teacher contacts parents/guardians.
- Teacher sends a referral to the office for each tardy.

GAMBLING

- Gambling on school grounds is not permitted and is illegal for children.
- Violation of this policy will result in discipline, suspension or emergency removal.

SELLING ITEMS & GOODS/PROFITING FROM PEERS

- The sale or promotion of items while at school is prohibited unless otherwise approved by the school ASB or school principal.

CHEATING/PLAGIARISM

Middle school students are expected to maintain a high level of academic honesty. Cheating and plagiarism are not acceptable as they interfere with the students' academic and personal growth.

- **Fabricating** is, faking quotations, faking "facts", reporting things that did not happen is not only reprehensible; it could be actionable in court. All work must be your own original work. Understand that you must credit the source if you use the ideas, words or information.
- **Plagiarizing**, as defined by Webster, is "to steal and pass off as one's own the ideas or words of another". It is unethical and – in cases involving creative work – usually illegal. One of the worst mistakes a student may commit is to plagiarize from a creative professional – to steal his words, thoughts or story outline and print it as his own.
- **Cheating** is using resources prohibited by the teacher on assignments or tests. Providing answers to someone during a test or allowing someone to copy your work is also considered cheating. Any student caught cheating by giving or

receiving prohibited information on an assignment or examination may be given no credit for the work and may face further discipline.

REFUSAL TO COMPLY/CHALLENGING AUTHORITY/INSUBORDINATION

- All students shall follow reasonable requests or disciplinary actions of teachers, administrators or others authorized to supervise students.
- Refusal to comply with such rules or regulations or to submit to disciplinary actions shall constitute cause for discipline, suspension or possible expulsion.
- Blatant disregard may result in immediate removal from school until a conference can be held to discuss a reentry plan.

THEFT

- Is the act of taking something, which is not your own, without permission. Theft is a crime and is taken seriously by the Rainier School District. Disciplinary consequences can include suspension and police notification. See previous information in this handbook about valuables and electronics to discourage theft in our school.

THREATS OF VIOLENCE

- Any threats of violence by use of firearm or explosives, directed towards RMS staff or students, will be considered exceptional misconduct and immediate action will be taken.
- **THERE IS ZERO TOLERANCE FOR FIREAMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES**
- Possession of a weapon, explosive or other item apparently capable of causing bodily harm are prohibited. Possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal with notification to parents and law enforcement. (RCW 28A.600.420) Students who possess firearms or air guns on district property or at school activities like a weapon, such as a toy or “dummy” gun, knife or grenade, or any item that acts as a laser pointer, will be subject to discipline, disciplinary transfer, suspension or emergency removal, as well as reporting to law enforcement.
- **Possession of firearms on school property will result in a one-year mandatory removal, subject to appeal with notification to parents and law enforcement (RCW 28A.600.420)**
- Any offense will result in an immediate Emergency Removal, Investigation of incident, decision for expulsion or long term suspension (LTS requires a re-admittance conference with parent/student/admin with behavior contract).

PARENT NOTIFICATION

Parent/Guardian will be called for each incident in which a detention, or school suspensions (ISS or OSS) are given.

DISCIPLINE POLICY UNDER THE AUTHORITY PRINCIPAL OR BUILDING ADMINISTRATOR

Severe infractions may incur additional disciplinary action in order to maintain a safe and effective learning environment. Building discipline practices is under discretion of the principal or building administrator.

Misbehavior	1st Offense	2nd Offense	3rd Offense / Long-Term
Assault / Fighting	Classroom exclusion (≤ 2 days); OSS only if serious. Parent notification required.	OSS ≤ 10 days; re-engagement plan if > 10 days.	If violent offense (nondiscretionary), possible long-term suspension/expulsion. Re-engagement required.
Dishonesty / Forgery (incl. plagiarism)	Corrective action (loss of credit, detention, teacher-led response).	Escalated corrective action (in-school interventions, RRR).	OSS only if egregious (rare); re-engagement required if > 10 days.
Drugs / Alcohol	OSS up to 10 days. Assessment strongly recommended.	OSS ≤ 10 days w/ services; referral.	If distribution/intent to sell \rightarrow expulsion (nondiscretionary) + police referral. Re-engagement required.
Tobacco / Vape	In-school corrective response (RRR, parent contact).	OSS ≤ 10 days if repeated, services referred.	Long OSS if necessary due to dangerous escalation; re-engagement meeting if > 10 days.
Disrupting Learning Environment	Classroom exclusion ≤ 2 days or detention; services provided.	Classroom exclusion up to OSS ≤ 10 days w/ services.	OSS > 10 days only if behavior is nondiscretionary; re-engagement required.
Food Fight	Detention, RRR, or community service.	RRR	OSS if severity/violence.

Gang-Related Activity	Warning + corrective action; parent notification. Escalate to suspension/expulsion if threatening health/safety.	Short-term suspension or OSS ≤10 days. Escalate to suspension/expulsion if threatening health/safety.	If threatening health/safety → long-term suspension/expulsion (nondiscretionary); re-engagement required.
Harassment / Threats / Bullying / Intimidation	Corrective/restorative response; may include exclusion; services provided.	OSS ≤10 days; escalation depending on severity.	If threat to health/safety (nondiscretionary) → long-term suspension/expulsion. Re-engagement mandatory.
Inappropriate Language / Profanity	Detention or restorative correction.	1 day RRR.	3+ days RRR. OSS only for severe nondiscretionary situations.
Insubordination (defiance)	Detention, corrective action, or exclusion ≤2 days.	1–5 days RRR or OSS ≤10 days w/ services.	Long OSS only for serious nondiscretionary cases.
Off-Limits / Trespass	Detention, parent contact.	1–2 days RRR, mediation.	3–5 days RRR. OSS if safety concerns.
Reckless Endangerment	Detention, 1–3 days RRR.	3+ days OSS + family meeting.	3–6 days OSS + family meeting. If serious safety risk, nondiscretionary long-term possible.
Tardy / Truancy	1st/2nd = warning. 3rd = teacher contacts parents.	4th–6th = referral, lunch detention.	Further tardies = escalated interventions. OSS not used.

Theft / Stolen Property	1–5 days RRR; police referral possible.	5–10 days OSS + police notification.	11–90 days OSS or expulsion (if nondiscretionary) + police involvement. Re-engagement required.
Vandalism	1–3 days RRR + restitution. Police Referral for serious damage.	1–7 days OSS. Police Referral.	3–10 days OSS; police referral. Re-engagement if >10 days.
Lewd Conduct (language/ comments, gestures, distribution of images, exploitation)	Immediate corrective action and parent/guardian notification. RRR or in school consequence (removal of privileges). OSS 1-5 days if severe or detrimental to others or to the learning environment.	Immediate removal from the environment and parent/guardian notification. OSS (1-5 days). Notify law enforcement if conduct appears criminal.	OSS (1-10 days) and parent/guardian notification. Notify law enforcement if conduct appears criminal

SECTION 4- ATTENDANCE

Excused Absences Include:

1. Temporary illness or injury
2. Mental health related absences
3. School related program, field trip, or athletic event under the supervision of the school.
4. Approved absence by school principal.
5. An absence due to student being in the custody of the court or other law enforcement agency.
6. Emergency, serious illness, or death in the family.
7. Medical and dental appointment or extended absence due to health. Documentation shall be provided to the school from a medical provider.
8. Inclement weather related absences.

9. Extenuating circumstances approved by a school administrator.
10. Participation in religious observations.
11. College visits or job shadows approved by a school administrator.
12. Any pre-arranged absence previously filed with the school (see below).

Pre-arranged absences:

Prearranged absences include such things as interviews with college admissions officials, interviews with employers, job shadows, special family activities, and extenuating circumstances. Students must complete the pre-arranged absence form prior to the absence for this process. See the main office for more information.

To excuse an absence:

- A guardian must call the attendance office at 360-446-2206 on the day of the absence.
 - Failure to call and excuse the absence will result in an unexcused absence.
 - At the time of the call the parent must state the reason for the absence.
 - Please contact the attendance office regarding all absences including those that are unexcused or pre-arranged.
-

Make-up work for absenteeism:

See 'homework' in section 1. It is vital that students attend school to achieve the maximum amount of academic growth. It is highly recommended that students who are absent submit classwork and homework to their teachers in advance, on the original due date, or immediately upon return from any absence when possible. This helps ensure that the student is prepared to learn new material.

Truancy will result in a zero on all classwork and homework during the truancy period unless otherwise arranged with the classroom teacher.

Possible interventions for chronic absenteeism and truancy:

- Attendance letters or phone calls
- Parent meetings with school administration
- Mandatory meeting with school administrators or counselor
- Community Re-Engagement Board
- Family court involvement
- Additional assessment requirements such as WARN.S.
- A truancy court petition filed with Thurston County Courts
- The possibility of delayed academic progression or graduation

SECTION 5- HARRASSMENT, INTIMIDATION AND BULLYING [HIB]

Prohibition of Harassment, Intimidation, and Bullying (Policy 3207 & 3207P)

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

What is HIB?

HIB is any intentional electronic, written, verbal, or physical act of a student that:

- Physically harms another student or damages their property;
- Has the effect of greatly interfering with another student's education; or,
- Is so severe, persistent, or significant that it creates an intimidating or threatening education environment for other students.

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

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB

(https://docs.google.com/document/d/1Cz4Jwo_HgxcuzzDPrt_CH2nJnCw5xqk_SXQ2o3eIFJU/edit) 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.

For more detailed information about HIB, including district policies, procedures, and contact information, please visit District [Policies and Procedures](#). Additional resources and contact information are available at [RSD Additional Resources and Information](#).

Nondiscrimination (Policy 3210 & 3210P) Sexual Harassment (Policy 3205 & 3205P)

Rainier School District does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression 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. Lack of English language proficiency will not be a barrier to admission and participation in career and technical education programs.

Rainier School District will take steps to assure that lack of English language skills will not be a barrier to admission and participation in all educational programs.

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.

For more detailed information, including district policies, procedures, and contact information, please visit District [Policies and Procedures](#). Additional resources and contact information are available at the following link [RSD Additional Resources and Information](#).