Rainier Elementary School

Student-Parent Handbook

2026-2027

Respect Others
Encourage Good Decisions
Solve Problems

600 Third Street West

Rainier, WA 98576

https://elementary.rainier.education

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Quick Reference

Rainier Elementary Office	(360) 446-4020
Rainier Elementary Fax	(360) 446-4022
Rainier Middle School	(360) 446-2206
Rainier High School	(360) 446-2205
Special Education Department	(360) 446-7406
Rainier School District Office	(360) 446-2207
Transportation Department	(360) 446-2209

A Message from Mrs. Meldrum . . .

It is truly an honor to greet you on behalf of the entire staff and welcome you to Rainier Elementary School, "Home of the Cougars!" As a staff, we are committed to providing an environment where all students are able to reach their potential. Rainier Elementary School offers a strong, comprehensive academic program based on the Washington Learning Standards.

An effective and positive educational setting is one where the home, school and community work together. I strongly encourage and welcome parent involvement. Our staff work extremely hard to create a climate and school that is both challenging and loving. We maintain high standards of academic excellence and student achievement. We appreciate all your support as we strive to reach our goals this year.

This handbook contains essential information regarding our school and polices. I hope you find this information helpful in becoming familiar with our school's expectations. I look forward to a wonderful year. Please let me know if there is anything I can do to help make this year a success for both you and your children.

Our Vision, Mission & Values

Our Vision	The best education for every student, every day, every way
Our Mission	In partnership with our community and within a culture of belonging, educate and prepare responsible, well rounded citizens who can contribute and adapt in an every changing world.
Our Values	• ***Excellence*** *– We believe all children deserve support on their own journey to excellence.* • ***Character*** *– Every child is expected to participate, be hardworking, kind, positive, honest and respectful.* • ***Culture*** *– Every child matters and will be provided a safe, supportive environment in which to feel confident to succeed.* • ***Curiosity*** *– Every child is encouraged to question, explore and innovate.*

Regular Day and Early Release Wednesday Schedule

The safety of our students is of utmost importance to us. Supervision will ***begin at 8 am.***

Please no early drop offs as the building does not open for students until 8:00 am.
For the safety of our students, parents and/or guardians are not allowed to walk their students to class.

	Regular Day	Wednesday
Campus Open	8:00 am	8:00 am
Breakfast	8:00 am	8:00 am
First Bell	8:20 am	8:20 am
Tardy Bell	8:25 am	8:25 am
Morning Recess		
K, 1st, and 2nd	9:55 am	9:35 am
3rd, 4th, and 5th	10:55 am	10:30 am
Lunch		
Kindergarten and 1st Grade	11:10 am	10:45 am
2nd and 3rd Grade	11:35 am	11:10 am
4th and 5th Grade	12:00 pm	11:35 am
Afternoon Recess		
K, 1st, and 2nd	1:10 pm	1:05 pm
3rd, 4th, and 5th	1:30 pm	12:45 pm
Student Dismissal		
Life Skills	2:40 pm	1:40 pm
Kindergarten – 5th Grade	2:55 pm	1:55 pm

Wednesday Early Dismissal Time – 1:55 pm
½ Day Early Departure Time – 11:40 am

Rainier Elementary School and District Calendar

September

8 First Day of School Grades 1-12
8-10 WA Kids (Kinder Family Meetings)
11 First Day of School Kindergarten
16 Wednesday Early Release, 1:55 PM
22 Picture Day - Individual
23 Wednesday Early Release, 1:55 PM
30 Wednesday Early Release, 1:55 PM

October

7 Wednesday Early Release, 1:55 PM
14 Wednesday Early Release, 1:55 PM
21 Wednesday Early Release, 1:55 PM
28 Wednesday Early Release, 1:55 PM

November

3-6 Early Departure, 11:40 AM
11 No School, Veterans' Day
18 Wednesday Early Release, 1:55 PM
25 Early Departure 11:40 AM
26-27 No School, Thanksgiving Holiday

December

2 Wednesday Early Release, 1:55 PM
9 Wednesday Early Release, 1:55 PM
16 K-5 Winter Program, TBD
18 Early Departure, 11:40 AM,
Winter Break (Dec. 21 – Jan. 1)

January

4 Welcome Back, Regular Day of School
6 Wednesday Early Release, 1:55 PM
13 Wednesday Early Release, 1:55 PM
18 No School, Martin Luther King Jr. Day
20 Wednesday Early Release, 1:55 PM
27 Wednesday Early Release, 1:55 PM
29 Early Departure 11:40 AM

February

3 Wednesday Early Release, 1:55 PM
10 Wednesday Early Release, 1:55 PM
12 Possible Snow Make-Up Day
15 No School, Presidents' Day
17 Wednesday Early Release, 1:55 PM
24 Wednesday Early Release, 1:55 PM

March

3 Wednesday Early Release, 1:55 PM
10 Wednesday Early Release, 1:55 PM
17 Wednesday Early Release, 1:55 PM
24 Wednesday Early Release, 1:55 PM
30-31 Early Departure, 11:40 AM

April

1-2 Early Departure, 11:40 AM
5-9 No School, Spring Break
14 Wednesday Early Release, 1:55 PM
21 Wednesday Early Release, 1:55 PM
28 Wednesday Early Release, 1:55 PM

May

5 Wednesday Early Release, 1:55 PM
28 Possible Snow Make-Up Day
31 No School, Memorial Day

June

15 Field Day & Family BBQ
16 End of Year Awards Assembly
17 Last Day of School
Early Departure 11:40 AM

All dates subject to change
Please check website and email

What is Positive Behavioral Intervention and Support (PBIS)?

Positive Behavioral Intervention and Support (PBIS) is a way of creating a positive and predictable school environment. PBIS is focused on improving climate and culture through three basic ideas:

1) Develop consistent school wide and classroom beliefs.
2) Teach these beliefs to all students in a variety of ways.
3) Recognize students for following beliefs.

PBIS strategies also include using data for decision-making, providing extra support for struggling students, and consequences for not complying with beliefs.

At Rainier Elementary we have expectations for all areas of our school including: hallways, assemblies, office, bathrooms, bus, arrival (morning routine), cafeteria, pick-up, and playground. All staff teaches these expectations/beliefs through activities like "Cougar Camp" and assemblies. Staff then will provide recognition for students who follow our beliefs. Self-management strategies and discipline procedures are used with struggling students. Finally, data is collected and reviewed to improve the system.

PBIS creates a culture of respect that allows teachers and students to focus on academics. Through PBIS, misbehavior is minimized and self-management is maximized. The end result is more time for teaching and learning.

Rainier Elementary Cougar Code

- Respect Others
- Encourage Good Decisions
- Solve Problems

Rainier Elementary School-Wide Behavior Expectations

Morning Routine	
Respect Others:	Enter through front door
Encourage Good Decisions:	Proceed to classroom put away backpack
Solve Problems:	If eating breakfast go to cafeteria

In the Hallway	
Respect Others:	Hands and feet to self Acknowledge adults and peers with a smile Use kind words
Encourage Good Decisions:	Walk to the right of the hallway Walk in a line
Solve Problems:	Accept place in line

In the Office	
Respect Others:	Be patient
Encourage Good Decisions:	Stand on PAW Wait turn
Solve Problems:	Complete task

In the Bathroom "RULE OF 2"	
Respect Others:	2-points (all trash in garbage can)
Encourage Good Decisions:	2-pumps of soap 20 seconds of handwashing 2-minutes or less in most cases 2-pulls of paper towels
Solve Problems:	Wait turn outside door if bathroom is full Report any mishaps to an adult

On the Playground	
Respect Others:	Control your body Be a good sport
Encourage Good Decisions:	Walk in "Walking Zone" Use equipment properly Put equipment away after use Line up quickly when bell rings
Solve Problems:	Follow playground and game expectations Include others Take turns

In the Cafeteria	
Respect Others:	Throw away all trash Clean up eating area Wait patiently
Encourage Good Decisions:	Both hands on tray Table manners
Solve Problems:	Walking feet Enter/exit checkpoints

At Pick-Up Line	
Respect Others:	Be helpful Stay in line
Encourage Good Decisions:	Walk on sidewalk and grass area Belongings with you at all times
Solve Problems:	Listen to staff Watch for ride

On the Bus	
Respect Others:	Be kind Be a good neighbor
Encourage Good Decisions:	Be safe Stay seated until doors open
Solve Problems:	Sit in assigned seat Full body listening

At Assemblies	
Respect Others:	Enter in single file line Full body listening Crisscross and hands in lap
Encourage Good Decisions:	Cougar Paw (hand signal) Be mindful of others Follow teacher directions
Solve Problems:	Know who you can sit by

Library	
Respect Others:	Full body listening Respect books and materials
Encourage Good Decisions:	Use the shelf markers
Solve Problems:	Remember your old book

2026 – 2027 Rainier Elementary School Staff

Principal
Rita Meldrum, *meldrumr@*

Office Professionals
Debra Sutton, *suttond@*
Debbie Ortmayer, *ortmayerd@*

Special Education
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Title/LAP
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Counselor
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Social Emotional Learning (SEL)
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STEM
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Transportation
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Custodial
Rick Rossmaier & Matt Porco

Paraprofessionals
Christen Hammond
Stephanie Rickert
Michelle Troubetzkov
Shari Edminster
Deanna Acosta
Bethany Camera-Schley
Heidi Sprouffske
Steve Hentz
Aimee Ross
Tanya King
Rachel Aue

All email addresses end with ***rainier.wednet.edu* after the staff's name as listed above.

Academic Success

Students who are prepared for school do better in school. Here are some of the things students can do to be ready to learn and allow other students to learn, too.

- Come to class prepared.
- Follow adult directions and complete assignments on time.
- Come to school on time and ready to learn.

Arrival and Dismissal Procedures

The safety of our students is of utmost importance to us. Supervision will be provided from 8:00 am-8:20 am on our playground for your convenience. There is no playground supervision after school. When dropping students off, please drop them off in the student drop-off area at the front of the building so students do not need to cross the parking lot. **PLEASE PULL FORWARD** when dropping off students so that traffic doesn't back up in the parking lot. Please help us keep all students safe!

Upon arriving at school, all students will enter through their grade level designated door. Once they enter, they will go to their classroom. If they choose to eat breakfast, they will do that after checking in with their homeroom teacher and washing their hands. Instruction begins at 8:25 AM. It is very important that students are in class on time. If your student is tardy, he/she must report directly to the office to get a tardy slip before going to class. Once again safety is our number one priority, and these guidelines help your student arrive and leave school as safely as possible:

Morning Drop Off

- The school is open for drop off as early as 8:00 am. If you arrive before 8:00 am you will need to keep your child in your vehicle until a visual signal from school personnel at 8:00 am.
- At 8:00 am, your child will enter the building through the front door.
- Our parking lot is one way. Please pull into the lane nearest the curb and exit by driving around to the left.
- To keep traffic moving please pull forward.
- It would be helpful if students are prepared with backpacks and coats ready to be dropped off quickly in this right lane.
- For your child's safety, please have them exit the vehicle on the passenger side closest to the sidewalk.
- Please do not stop on the crosswalk or exit your vehicle.
- ***After dropping off your student, please take care pulling away from the curb as other cars will be passing through.***

Afternoon Pick-Up

- Please do not get out of your vehicle if you are in the pick-up line to pick-up your child.
- If you choose to walk to come and pick-up your child, please wait over by the flag pole area and we will release your child to you. ***Please do not bring dogs with you to pick-up unless they are service animals.***
- Our parking lot is one way. Please pull into the lane closest to the school on the curb and exit by driving around to the left, through the back of the parking lot.
- Please continue to pull forward as other cars exit the pick-up zone. Our pick-up line runs more smoothly if the cars advance forward as far as possible when space opens up. Please pick-up your child quickly to prevent a traffic back-up.
- For your child's safety, we will have them enter the vehicle on the passenger side closest to the sidewalk.
- Please do not stop on the crosswalk or exit your vehicle.
- Please have your passenger side window down so we can communicate with you regarding pick-up.

Bike Riders and Walkers

If students walk to the middle/high school area either before or after school, they must board a bus and ride the bus between buildings. Parents who want their students to walk or bike to/from school must notify the elementary office to give permission. We ask all walker/bike riders to wait outside in our designated area until the traffic clears.

Bus Riding

Many Rainier students ride busses. We want the ride to be safe and pleasant. Bus drivers and teachers review bus safety rules and expectations with students. The Rainier School District has provided a handout, A Safe Ride, from the transportation department. This handout is available yearly for all students. It can be located at the school office, on the school website, and an embedded link in the "Annual Student Update" newsletter. These rules and expectations are strictly enforced for the safety of all students. Students can be suspended from the bus if they do not follow the expectations.

Glass items, balloon bouquets, and pets are not allowed on school busses for safety reasons. Students should be extremely careful at bus stops and when crossing streets. Students should understand that bus stops become dangerous when pushing and shoving occur. Students should arrive at the bus stop no more than 5 minutes before the scheduled time. If you have any questions, please contact our transportation department at 360-446-2209.

Change of After School Plans

If you find it necessary to change your student's after school plans, either send a note to school or call the school office **before 2:00 PM (1:00 on Wednesdays).** Students are not allowed to change their after school plans without verbal or written permission from a parent/guardian. We will send the student on his/her normal routine unless a parent/guardian lets the office know differently.

Attendance (Policy 3122 & 3122P)

Academic excellence is tied to good attendance. Students who are frequently absent – whether excused or unexcused – miss key components and essential practice. Regular school attendance is one of the most important parts of your school responsibilities. According to state law RCW 28A.225.010: All parents in this state of any child seven years of age and under eighteen years of age shall cause such child to attend the public school of the district in which the child resides and such child shall have the responsibility to attend for the full time when such school may be in session. Our school day is based on a 4 period day. See Rainier School District website for the full school board policy and procedure.

Rainier School District Attendance Guidelines

Any student who misses 50% or more their school day is considered absent. All absences are considered unexcused unless it meets one of the criteria in the RSD policy for an excused absence.

Unexcused Absences:

- After 1 unexcused absence RCW 28A.225.020 = **Inform** the student's parent/guardian by notice **in writing or by telephone**, in a language the parent is fluent, whenever the student has failed to attend school after one unexcused absence.
- After 3 unexcused absences within any month RCW 28A.225.020= **Schedule conference** with parent/guardian and student for the purpose of **identifying barriers** to the student's regular attendance and the **supports and resources** that may be made available to the family and the **steps to be taken** to support the student to attend.
- Between 2 and 7 unexcused cumulative absences in a school year RCW 28A.225.020 = **Take data-informed steps** to eliminate or reduce student's absences**. Convene the IEP or 504 team** if the student has an IEP or a 504 Plan to consider the reasons for the absences and adjust the IEP or 504 Plan as necessary. This is required and is in addition to the requirement to have a parent conference after 3 unexcused absences.
- Not later than the 7th unexcused absence in a month RCW 28A.225.030 = District shall do one of the following:

- **Enter into an agreement** with the student and parent establishing attendance requirements, OR
- **Refer** student to a **Community Engagement Board (CEB)**, OR
- **File** petition under subsection (1) of RCW 28A.225.030

- After 7 unexcused absences in a month and not later than 15 cumulative unexcused absences in a school year RCW 28A.225.035 = **File truancy petition** with Juvenile Court. Court must **stay** the petition. **Refer** the parent and child to a **community engagement board (CEB)** or other coordinated means of intervention if referral did not take place before the petition. CEB meeting must take place within **twenty days** of the referral. The CEB must meet with the child, a parent, and school district representative and enter into an agreement.

Excused Absence Guidelines:

- After 5 excused absences within any month or 10 cumulative excused absences in a school year RCW 28A.225.018 = **Schedule conference** with the parent of an elementary student and the child for the purpose of identifying barriers to attendance and supports/resources available to assist the family. If the student has an individualized education program (IEP) or 504 Plan, the IEP or 504 team must convene.

  A conference or IEP/504 team meeting is **not required if prior notice has been given** or a doctor's note has been provided and an academic plan has been put in place. This step of holding a conference for excused absences is only required for elementary school students.
  (https://www.k12.wa.us/sites/default/files/public/ossi/k12supports/Legally%20Required%20Steps_Elementary.pdf)

Picking up Students from School Early

We encourage parents to wait until school is dismissed before picking up your student. Those last few minutes are often spent establishing homework and reflecting on the learning for the day. Your student misses out on the chance to extend their learning or be productive the next day if they miss this important closing time. Students will be marked absent for the periods of the day they are not at school.

If you need to pick-up your student early, please come to the foyer (located through the first set of double doors) to sign him/her out. Once you are in the foyer, ***please push the button to call the office (doorbell)***. Your student will be called from the classroom at that time. Please do not go to the classroom to pick-up your student. If someone other than the parent/guardian will be picking up your student, please notify the office. Your student will only be released to someone on your student's Emergency Contact Form. Please have your ID ready for verification.

Planned Absences

Extended planned absences affect student learning and should be limited during the school year as much as possible. We encourage parents/guardians to schedule doctor appointments and vacations during non-school days. Please avoid planning events that will cause your student to be absent during the state assessment window of April and May. There is a pre-arranged absence form available in the office or on the following webpage (please download and fill out): https://www.rainier.wednet.edu/domain/49

Required Attendance Conference

If an elementary school student has five or more excused absences in any month, or ten or more excused absences in the school year, the school district is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the parent, student and school have made a plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan the team that created the plan needs to reconvene.

If your student has three unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

If your student has seven unexcused absences in any month or ten unexcused absences within the school year, we are required to file a petition with the Juvenile court, alleging a violation of RCW 28A.225.010, the mandatory attendance laws. The petition may be automatically stayed and your student and family may be referred to a Community Truancy Board, or you and your student may need to appear in Juvenile Court. If your student continues to be truant you may need to go to court.

Tardy

Students are expected to be in class on time. Class begins at 8:25 AM. Students arriving after school begins will be marked tardy until 9:00 AM. It is very important that students are in class on time. If your student is tardy, he/she must report to the office to get a tardy slip before going to class. After 9:00 AM, students will be marked absent for the periods of the day they are not at school.

When Your Child Is Absent

When your student is unable to attend school, please call the office, 360-446-4020, by 9:00 AM.

- Messages may be left before and after school hours.

- Please leave your student's name, teacher and reason for the absence.
- In order to excuse an absence, we must have contact with a parent or guardian.
- If unexcused, parents/guardians will receive an automated phone call from our School Messenger service.
- You may also enter attendance online using the Family Access System.

Booster Club

The Booster Club is a parent group that raises funds in order to enrich our children's curriculum. Membership is free to all school and community members. Without a committed group of motivated individuals, the Booster Club would not exist. The club is always in need of new members to renew the club's energy, ideas and enthusiasm. Meetings are held the first Tuesday of each school month at 5:30 PM in the elementary library (unless otherwise noted). Please come help us improve your child's educational experience; give one hour a month and join the Booster Club.

Building Entrance Procedure

We are dedicated to providing the safest environment for our students and staff. The elementary school has a secure access system, commonly known as a "buzz-in entry." All visitors (including family members & volunteers) are required to follow the buzz-in procedure during the school day.

When you arrive, press the button on the intercom. Guests may be asked to present a photo ID to the security camera. A staff member may ask you some clarifying questions before granting access to the building. We realize this system will require a change in practice for staff, families and visitors. Thank you for your support and patience as we work to create the safest learning environment possible.

Cell Phones & Smart Watches

Students are discouraged from bringing cell phones to school. However, we do recognize that occasionally parents permit their students to have a cell phone for personal security before and after school. We require students to turn cell phones off upon arrival at school and leave them in their backpack or book bag until they leave campus. Cell phones are not to be in the student's possession during class, lunch or recess. At no time are cell phones to be used during the school day. Students may wear smart watches at school; however, students may not use their watch during the school day for text messaging, phone calls, or any other use unrelated to school. We are happy to facilitate communication between students and parents through our office phones.

Childfind

The Rainier School District is committed to addressing the unique needs of students with disabilities ages birth through 21 residing within the boundaries of the Rainier School District. This includes children with disabilities enrolled in private schools, including religious, as well as

children who are homeless (if your family is living in a temporary situation, you may contact the district where you are currently staying for a screening). Disabilities can be in any one of the several areas that ultimately affect a child's learning, such as the ability to think, to express oneself, to see or hear clearly, to get around or understand instructions given. Birth to 5 years old, children have access to free developmental assessment. Areas could include: approaches to learning, physical/motor, social/emotional, cognitive, communication and language, literacy, math/numeracy, sensory function, temperament, behavior, specific disabilities such as autism. If you have a child who you think might have a disability requiring special education instruction or significant accommodations at school or if you know of such a child, please feel free to contact the Rainier School District Special Education office at 360-446-7406.

Class Placement

Rainier Elementary staff meets as a team to discuss class placement. Classes are developed using the following criteria: academic, behavioral, social, and learning styles of the students. Due to balancing class loads we do not accept parent requests. Our staff of highly qualified teachers work hard to place students for academic success.

Closed Campus

Students are required to remain on the school grounds during the entire period of required school attendance. Students that have ridden the bus to school or have been dropped off before school by an adult are not allowed to leave the school grounds for any reason; students are considered truant if they leave. Permission to leave the school grounds during school hours will be granted only with written permission from a parent, teacher and or the office.

Custody Issues

Custody disputes must be handled by the courts. The school has no legal jurisdiction to refuse a biological parent access to their child and/or their child's school records. The only exception is when a signed restraining order or proper divorce papers, specifically stating visitation limitations, are on file in the school office. Any student's release to an adult which leaves the student's welfare in question will be handled at the discretion of the administrator or designee. Should any such situation become a disruption to the school, law enforcement 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 if any other person not listed on the emergency card attempts to pick-up a child.

Discipline

The Rainier Elementary School staff is dedicated to creating and maintaining a positive, productive environment for all students which is why we implemented PBIS. Since student behavior and a quality learning climate are closely related, we believe it is worth the effort to encourage and reinforce cooperation and responsible behavior from our students. The

students at Rainier Elementary School are expected to follow the following expectations throughout the building and on the playground.

The expectations at school are:

- Respect Others
- Encourage Good Decisions
- Solve Problems

Since we believe discipline to be a positive learning experience where children learn to manage their own behavior in a responsible manner, all consequences will have a learning component. We believe for any discipline plan to be effective, it must be consistent, communicated between staff, students, administration, and parents, and contain consequences.

Our school-wide behavior management is designed to bring about an increased recognition and promotion of good behavior. If problems arise, we work positively to find solutions. We listen carefully when a student is upset or misbehaving, redirect (especially with our youngest students), model appropriate behavior, talk informally with the child, and guide them through the process of making good choices. Consequences will be progressive and may include a verbal warning, a stop and think with a staff member, timeout, change of activity, change of location, loss of privileges, alternate classroom setting, suspension, or emergency removal. Parents may be asked to conference with us and/or support us in developing an appropriate plan for greater success.

The three expectations apply to all students at Rainier Elementary School. For serious infractions of the three school expectations, the student will receive a Behavior Referral Form; the parent/guardian will receive a phone call, and student will have loss of privileges. Example offenses include: foul language, disrespectful to people and/or property, acting in an unsafe manner, and fighting.

Dress Code

Dress and grooming should not interfere with the right to learn or teach. School is a place for learning and hard work. Students must dress appropriately and according to school rules. The Rainier dress code helps students focus on learning, teaches students important life skills, and contributes to our safe and orderly school environment. RES reserves the right to call home in the event the clothing interferes with learning.

- Students are required to wear shoes as required by state law.
- Clothing and/or accessories displaying or making reference to drug, alcohol, and/or tobacco or clothing displaying profane, vulgar, violent, discriminatory or sexual language or pictures shall not be worn.

- Apparel, accessories, or manner of grooming which indicates gang membership, affiliation, or promotion of gangs is prohibited.
- ***Hats (baseball caps) shall not be brought to school unless it is for a special occasion.***
- Stocking hats and/or other headgear, (i.e. hoods on sweatshirts, bandanas, sunglasses (unless
  medically justified), etc.) shall not be worn in the school building during the school day.
- Attire which exposes the torso or shoulders (i.e. halter tops, tank tops with "spaghetti straps", strapless shirts, see through clothing, and clothing that does not cover undergarments) is not appropriate school wear and are not allowed at school. Pants will be worn at waist level, even if a shirt covers the body.
- Jewelry and other accessories or clothing which may represent a safety hazard or danger to the welfare of the student or others shall not be worn (including wallet chains and spiked accessories).

Students who are dressed inappropriately will be asked to correct the problem. Students who cannot correct the problem may not attend class, lunch or other school activities until the problem is fixed.

PE Dress Code

- When your student has P.E., they must wear rubber sole/tennis type shoes (no backless tennis shoes). No open-toe sandals, flip-flops, platform, or dress shoes.
- Students may bring shoes to change into for P.E.
- Please wear shorts under dresses.
- A parental note is required for all students who are unable to participate in P.E. If the time is longer than 2 days, a note from their doctor will be required.

Drug, Tobacco and Weapon Free School (Policy 5201, 4215, 4210)

Drugs, drug paraphernalia, tobacco products of any kind, alcohol, and weapons are all illegal for students to have at school. Serious penalties have been established through District Policy and state laws for violations involving illegal items at school. Weapons of any nature, including knives, guns, and at times, facsimiles of weapons, carry automatic school suspension or expulsion provisions in state law. See Rainier School District website for the full school board policy.

Electronic Resources (Policy 2024)

Throughout the course of the school year students will use electronic devices as an important piece of their learning in multiple classes and subjects. This might be, to name a few, accessing information, creating documents and presentations to demonstrate learning. In doing this, Rainier School District will ensure that the access provided to students is filtered and protected per the Children's Internet Protection Act or CIPA. In turn, students are expected to

follow the Rainier School District Network and Information Systems Use that aims to promote positive and effective digital citizenship among students and staff. Digital citizenship represents more than technology literacy. Successful, technologically-fluent digital citizens live safely and civilly in an increasingly digital world. They recognize that information posted on the Internet is public and permanent and can have a long-term impact on an individual's life and career. Expectations for student and staff behavior online are no different than face-to-face interactions. See Rainier School District website for the full school board policy.

Internet Policy

Rainier School District requires a signed internet use policy form prior to a student's internet access at our school. Our district has filters in place to restrict inappropriate websites. Students are closely monitored by staff. Any student attempting to purposely access unapproved or inappropriate websites may lose computer privileges.

Emergency Information

The Rainier Elementary staff is committed to maintaining a safe school environment. To keep our school safe, we all need to work together. If we all respect one another, make good decisions and report unsafe behavior to staff members or administration, our school will continue to be safe.

Drills & Procedures

We conduct regular fire, earthquake and lockdown drills to acquaint the children with emergency procedures. These drills are in accordance with state guidelines and the emergency plan coordinated throughout the school district. In the event of an emergency or other unusual circumstance, it might be necessary to dismiss school early. School personnel will make every attempt to reach parents or emergency contacts on file. Our School Messenger system will also be activated. Parents should formulate emergency plans in advance to make sure their child(ren) know what to do and where to go as it may not be possible to alert parents ahead of time. In some cases, students will be required to remain at school. Even in emergency situations, students may only be released by authorized school personnel.

Emergency Contacts

It is very important that emergency contacts are updated annually either through Family Access or contacting the office. If you have any changes in address, phone number, or place of employment and employment phone number, please update through Family Access or contacting the office.

Locating Your Student in an Emergency

We have special procedures in place to keep your student safe in an emergency. Please help us keep all students safe by doing the following:

- Please do not call your student on a cell phone during an emergency. Rainier staff members will provide students with directions on how to keep safe. Outside calls will be disruptive and confusing for everyone.
- If you want to pick-up your student from school, come to the Student Release Center which will be clearly marked.

School Closure

The school district makes every effort to ensure that parents are informed when school has to close due to inclement weather, unforeseen situations or an emergency. Our School Messenger system will call the primary number for each family. Information is put on the school website at https://www.rainier.education. In addition, local TV and radio stations are alerted.

Family Access

Rainier School District recognizes many parents would like to play a greater role in their child's education. To make it easier for you to get involved, we are providing you with the ability to view your student(s) information anytime day or night. Parents can view their child's schedule, grades, attendance, demographic home information, meal account balance and pay any fees such as preschool tuition or field trips. You can pay online directly through Family Access. Family Access is also ideal for non-custodial parents to keep informed of their student's school activities.

If you do not know your login or password to access this site, please contact the office and we will gladly help. Please keep your username and password safe as they are only assigned to you and are confidential. If you feel your password has been compromised, you can change your password on the site by following the prompts.

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible student") certain rights with respect to the student's education records. These rights are:

The right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parents or eligible student of the time and place where the records may be inspected.

The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading. To amend a record, the parent or

eligible student should write to the school principal (or appropriate official) clearly identifying the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent the FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the school discloses educational records, without consent, to officials of another school district in which a student seeks or intends to enroll. {NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or eligible student of the records request unless it states in its annual notification that it intends to forward records on request.}

The right to file a complaint with the US Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The name and address of the office that administers FERPA is:

Family Policy Compliance Office
US Department of Education
400 Maryland Avenue SW
Washington DC 20202-4605

Health Emergencies and First Aid

State law limits the first aid we may give your child at school. In case your child becomes ill or receives a serious injury, you will be notified. In the event that the primary parent is not available, we will attempt to reach an emergency contact person. If your child seems to be ill

in the morning, please do not send him/her to school. Please keep us advised of any health status, activity restrictions or other relevant information.

First Aid Station

First aid services are provided throughout the school day by office personnel. Most visits to the office can be fixed with a quick ice pack, band aid and rest. In case of a head injury or serious injury, we will contact a parent or guardian.

Illness

Students with the following symptoms will be sent home: a fever >100.4, cough, shortness of breath, headache, sore throat, fever, diarrhea/vomiting, loss of taste or smell, congestion or runny nose, muscle or body aches, unusual fatigue. Return date will vary depending on symptoms and guidance from, *Thurston County Public Health and Social Services (PHSS) and Thurston County Schools COVID-19 Student Pathway*. Students must be symptom free for ***24 hours before returning to school.***

Insurance

Insurance is available at a nominal cost through a private group who provides us with enrollment forms and information explaining the various plans and premiums. The information is available in the office and on the district website. The school does not provide insurance for the students.

Life Threatening Health Conditions

Washington law requires students with life-threatening illnesses or allergies to have treatment orders and medication orders, from your doctor, at school before the first day of school.

- A life-threatening condition is a health condition that could put your child in danger of death during the school day if medication or treatment orders are not in place.
- Examples include: severe food allergies, severe insect bite allergies, bee sting allergies, severe asthma, diabetes, heart disorders and bleeding disorders.
- Students with food allergies need to have a written notice, including a physician's signature, listing foods the child should not eat. This information will be shared with school staff and the Food Service staff.

Medication at School

Medication, either prescription or over the counter, will be dispensed by school personnel ONLY when a parent has provided the medication in its original container along with a signed permission slip from a physician. **This is a State Law.**

- When it is necessary for the school to administer prescription or nonprescription medication to a student on a daily basis, the parent AND physician must fill out and sign an authorization for medication form.
- All medications must be in the original container with manufacturers and pharmacy instructions, as well as dosages and expiration date printed clearly on the label. For prescription medication, some pharmacies will provide a second bottle for school.
- Prescription/dosage changes cannot be taken over the phone; changes must come directly from the doctor.
- Parents or guardians must bring the medication to school. Both the school and the parent must sign in and sign out any type of medication. **Do not let your child transport any type of medication to school. It could be considered a violation of the school drug policy.**

Infectious Diseases (Policy 3414)

District Policies & Procedures can be accessed using the following link Policies and Procedures *(https://www.rainier.education/resources/policies-and-procedures).*

Lost and Found

Our lost and found is located by the gym. Please have your student check for lost items. Twice yearly, articles that have not been claimed are donated to charity. Items left on buses are usually kept by the bus driver and given to the office the next school day if not claimed. It would be helpful if parents put the child's name on articles in order to help us return them if lost.

Lunch/Breakfast Program

Breakfast and lunch are served daily through our school lunch program.

Money, Valuables and Toys

The school is not responsible for your lost or stolen items. You should not bring to school any items of value such as toys, electronic devices, fidget spinners, and trading cards. Toys and other distractions negatively affect the learning process and are a temptation to other students.

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.

For information about your rights or grievance procedures, visit Rainier School District website. Additional resources and contact information are available at the following link RSD Additional Resources and Information *(https://docs.google.com/document/d/1CTP9mm9I2_yxU1KO83pfdA7CxQ3VoVzUxTZXXCSGB2E/edit?usp=sharing*) and District Policies & Procedures using the following link Policies and Procedures *(https://www.rainier.education/resources/policies-and-procedures).*

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.

Discrimination
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, gender identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. See Rainier School District website for the Civil Rights Coordinator; Title IX Office; and 504 Coordinator.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: District Policies & Procedures using the following link Policies and Procedures.
(https://www.rainier.education/resources/policies-and-procedures).

Sexual Harassment

The Rainier School District is committed to a positive and productive education free from discrimination, including sexual harassment. Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: District Policies & Procedures using the following link Policies and Procedures *(https://www.rainier.education/resources/policies-and-procedures).*

Complaint Options: Discrimination and Sexual Harassment

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

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

Complaint to the School District

Step 1. *Write Our Your Complaint*

In most cases, complaints must be filed within one year from the date of the incident or

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

Step 2: *School District Investigates Your Complaint*
Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: *School District Responds to Your Complaint*
In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

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

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

You have 20 calendar days to file a complaint to OSPI from the day you received the

decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:
Email: Equity@k12.wa.us **|** ***Fax:*** 360-664-2967
Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options
Office for Civil Rights, U.S. Department of Education
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

Washington State Human Rights Commission
1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website

For more detailed information, including district policies, procedures, and contact information, please visit District Policies and Procedures *(https://www.rainier.education/resources/policies-and-procedures).* Additional resources and contact information are available at the following link RSD Additional Resources and Information *(https://docs.google.com/document/d/1CTP9mm9I2_yxU1KO83pfdA7CxQ3VoVzUxTZXXCSGB2E*)

Office Telephone Use

Many times students need to use the office telephone to reach parents for school related matters. Teachers also have a phone in their classroom and may allow students to use it to make calls home. More often than that, parents need to call the office to relay important messages to their children. The office phone is a business phone and students are required to have a written note from a staff member in order to use the phone. We do not allow students to use the phone to make after school plans with friends.

Online Payments

As a convenience to families, Rainier School District provides a way to make online payments from home or work, 24/7 through InTouch. The link and instructions can be located on our websitehttps://wa-rainier.intouchreceipting.com/ You will be able to make payments for any child in your household using Discover, VISA or MasterCard credit or debit cards. Online payments can be made for food service, field trips, and any fees. There is a $0.60 convenience fee.

OSPI State Report Card

For information about the State Report Card for Rainier School District please use the following link: http://www.k12.wa.us

Parent Conduct

According to RCW 28A.635.100, it is unlawful for any person, singly or with others, to intimidate by threat of force or violence any school employee or student who is in the conduct of his/her duties or studies.

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 (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.

For more detailed information, including district policies, procedures, and contact information, please visit District Policies and Procedures *(https://www.rainier.education/resources/policies-and-procedures).* Additional resources and contact information are available at the following link RSD Additional Resources and Information *(https://docs.google.com/document/d/1CTP9mm9I2_yxU1KO83pfdA7CxQ3VoVzUxTZXXCSGB2E*).

Report Cards and Conferences

Parent/Teacher conferences will be held for students in grades K-5 at the conclusion of the first and third quarters. Report cards will be issued at the end of second and fourth quarter. Information regarding conferences will be sent home in the monthly newsletters.

School Board Policies & Procedures

All Rainier School District Board Policies and Procedures can be accessed on the Rainier School District website at https://www.rainier.education/

School Newsletter

Information concerning school activities, events, general items of interest and the breakfast/lunch menu are published and emailed to families as close to the last day of the month as possible. The newsletter will also keep you informed of important days and changes in the schedule. Check the school district website for any changes or updates as well. Please contact the office if you need paper copies sent home with your child.

State Assessments

- Students in grades 3-5 will take the Smarter Balanced Assessment in April/May.
- Students in 5th grade will also take a Science Assessment in April/May.

Textbooks & Library Books

- **Textbooks** are provided free of charge; it is the parent's responsibility to pay for lost or damaged books. Final report cards are held on all unpaid lost or damaged textbooks.
- **Library Books:** Students have one library class per week and are free to check out books on an individual basis at other times. Students are expected to use library books with care. A fine will be assessed for lost or damaged books and final report cards are held on all unpaid fines. Students with outstanding lost or damaged library book fines will not be allowed to check out another book until the lost book is returned or fines are paid.

Treats for School

For student health and safety, any snacks brought in to share with other students must follow these guidelines:

- ***Store packaged treats only.***
- Prior to sending snacks to school, please contact your child's teacher for approval.
- Due to growing concerns regarding severe food allergies, please do not bring products containing peanuts or peanut oils.

Visitors

Due to the safety of our students, we do not allow parents and/or guardians to walk their child(ren) to their classroom. If a parent or guardian wants to observe in their child's classroom, they must schedule with the principal or designee. A one (1) day notice is required for any classroom observation. The principal or the teacher may request that the parent leave if the observation is a disruption or distraction to the instructional process at any time. With principal and teacher permission it may be possible for a friend or relative to visit during school lunch. However, we do discourage students visiting during instructional time as we believe it disrupts the educational process.

Volunteers

We welcome and encourage parents and guardians to volunteer in our school. The Rainier School District is required by Washington State Law (Child/Abuse Information Act RCW 43.43.830 through 43.43.845) to have all volunteers complete a background check and criminal history disclosure statement. All volunteers must be cleared through the Washington State Patrol Criminal History (WATCH) program before volunteering. Volunteer Forms are also available at the office and on the elementary website.

- Please fill out the Volunteer Form included with the August Welcome Packet if you anticipate that you will be volunteering to work with students or going on any field trips.
- Once you arrive at school, please sign in at the office and pick-up a badge. These badges are to be worn by all volunteers.
- Confidentiality is of the utmost importance in your association with teachers and students. What you see and hear at school is private. You are in a unique position when you volunteer in the classroom to have information that is not to be shared. Students you observe in the classroom or the school cannot be discussed with other parents, faculty or staff. You may not discuss a child even with that child's parents. You must always refer any questions regarding students at Rainier Elementary to the child's teacher or the principal.
- When you are volunteering at Rainier, you are demonstrating your support for education. Please understand that in academic settings it is important to be able to give your full attention to the task at hand. For this reason, do not bring any children with you when you are volunteering during school hours.
- If you are on a fieldtrip, we assume you are chaperoning. We are expecting your full attention for the children you are supervising on the field trip.
- Cell phones are to be turned off in the classrooms.
- Volunteers are not to discipline students.

If you are unable to help out during the school day, there are other school related activities that could use your help. Feel free to call the office for more information. Your involvement is important to your child.

Withdrawal from School

A parent or guardian should come to the office stating when the child will be leaving and where they will be going. If it is impossible for a parent or guardian to come in person, please call or send a note to the school with the above information. Make sure your student(s) have returned all textbooks and library books and that all fees, including breakfast/lunch fees, have been paid before withdrawing. If your child has a remaining balance in his or her meal account it will be necessary for the school to have a forwarding address in order to mail you a refund check for the balance due to you.