

# Rainier High School



## **"Home of the Mountaineers"**

PO Box 98  
308 2<sup>nd</sup> St. West  
Rainier, WA 98576  
Phone: (360)-446-2205  
FAX: (360)-446-2208  
Web Site: [www.rainier.wednet.edu](http://www.rainier.wednet.edu)

This handbook belongs to:

Name: \_\_\_\_\_

Principal: John Beckman  
Vice Principal: Kristin Robinson  
Athletic Director: Robert Henry  
Counselor: Lauren Memmott  
Registrar: Kasey Yanusevich  
Vocational Director: Sandy Rosσμαier

## ***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*

# Welcome to Rainier High School

We developed this handbook to inform you of rules and procedures at our school. Knowing our procedures and expectations will help you succeed at Rainier High School. Please review this handbook. If you have any questions, please ask your teachers, counselor or principal.

## Administration

John Beckman	Principal.....	446-2205 beckmanj@rainier.wednet.edu
Kristin Robinson	Assistant Principal .....	446-2205 robinsonk@rainier.wednet.edu
Sandy Rossmaier	CTE Director.....	446-2205 rossmaiers@rainier.wednet.edu

Teachers	Department	Email Beginning
Michele Baker	Health/Foods/Preschool	bakerm@
Karissa Beckman	Math/Dual Credit	beckmank@
Ashley Caldwell	English	caldwella@
Bridget Chatman	Spanish	chatmanb@
Adam Cornwall	Band	cornwalla@
Samantha Dickerson	Back on Track	dickersons@
Brandon Eygabroad	Math	eygabroadb@
Jean Fitzgerald	Special Education	fitzgeraldj@
Josh Frunz	Biology/Phys. Educ.	frunzj@
Kelli Garner	Art	garnerk@
Eric Grizzle	English/Dual Credit	grizzlee@
Rob Henry	History/Dual Credit	henryr@
Kelly Hill	Special Education	hillk@
Angie Karnes	Agriculture	karnesa@
John Lybecker	Industrial Arts	lybeckerj@
Lauren Memmott	Counseling	memmottl@
Mark Mounts	History	mountsm@
Anecia Olson	Science	olsona@
Sandra Rossmaier	Business Education	rossmaiers@
Jessica Von Wendel	Teacher Librarian	vonwendelj@

\*All email addresses end with **rainier.wednet.edu** after the teacher name as listed above.

## I have read the rules and procedures listed in this handbook.

Student Signature \_\_\_\_\_

Parent Signature \_\_\_\_\_

## 2021-2022 Rainier High School ASB Officers

<b>President</b>	Mathis Bosch
<b>Vice President</b>	Bryn Beckman
<b>Secretary</b>	Madalyn Wilson
<b>Treasurer</b>	James Meldrum
<b>Asst. Treasurer</b>	Loren Wellman
<b>Sgt. at Arms</b>	Lilly Guerra
<b>Representative</b>	Janess Blackburn
<b>Advisor</b>	Mrs. Rossmaier

### Class Advisors

#### Senior Class

Advisor: Mr Henry  
Meet in Room #447

#### Junior Class

Advisor: Mr. Eygabroad  
Meet in Room #449

#### Sophomore

Advisor: Mr. Lybecker  
Meet in the Commons

#### Freshman Class

Advisor: Mrs. Baker  
Meet in the Old Gym

## Rainier High School ASB Activities/Clubs

You are encouraged to take part in the Activity Program at Rainier High School. It is a great way to meet new friends and have fun!

**Cheerleaders** – Any boy or girl in grades 9-12 can try out for the cheer squad. This group supports our athletic teams and builds school spirit and pride. Tryouts take place in the spring for upcoming school year.

Advisor – Mrs. Frost

**Chemistry Club**- Participate in fun activities related to Chemistry.

Advisor- Mrs. Olson

**Creative Writing Club** - is designed for students who enjoy writing.

Advisor – Mr. Grizzle

**FBLA (Future Business Leaders of America)** – This is a co-curricular club with business and marketing ties. It is required for Entrepreneurship.

Advisor – Mrs. Rossmaier

**FCA (Fellowship of Christian Athletes)** – Group of Christian athletes who meet to learn and share.

**FFA** – Members are offered a variety of leadership and fun activities throughout the school year. Open to students enrolled in an agriculture course.

Advisor – Ms. Karnes

**Interact Club** – Show your generosity by participating in community service orientated activities. This organization is sponsored by Rotary Club.

Advisor – Mrs. Baker

**Knowledge Bowl** – Members compete in an academic competition against other schools.

Advisor – Mrs. Chatman

**National Honor Society** – This organization is nationally chartered. It is a community service organization that recognizes students who have achieved a high GPA and demonstrated good citizenship. Students must apply for admission in the spring.

Advisor – Ms. Dickerson

**Pep Band** – Support your teams by participating in Pep Band at football and basketball games. Students are encouraged to take part in this program.

Advisor – Mr. Cornwall

**Robotics Club** - participates in robotics competition each year. Our season is September to January and our meets are on Tuesday and Thursday from 3-5 p.m. Come and be the next great innovator with the RHS Robotics Team!

Advisor – Mr. Cornwall

**Skills USA** – A technology based club with ties to Industrial Technology.

Advisor – Mr. Lybecker

**Spanish Club** – Come learn about different cultures and have fun getting to know other students in many different activities. Open to students who have taken a Spanish course.

Advisor – Mrs. Chatman

**Weight Lifting Club** - focuses on physical and mental toughness of members through intense training, family like environment and grueling competition.

Advisor – Mr. Bartell

## Meeting Dates

- Monday's at lunch: **Skills USA** meet in Mr. Lybecker's room
- Tuesday's at lunch: **FFA** meet in Mrs. Karnes room
  - Second Tuesday of month: **FBLA** in Mrs. Rossmailer's room
- Wednesday's:
  - **FCA** at 7:30am in Mr. Mounts' room
  - **Interact** at lunch in Mrs. Baker's room
- Thursday's at lunch: **Spanish Club** in Mrs. Chatman's room
- 1st Friday of month at lunch: **NHS** in Miss Dickerson's room
- 2nd Friday of month at lunch: **Weight Lifting Club**

**Athletics** – Rainier High School offers a diverse athletic program open to all students. Students are encouraged to become involved. Rainier is a member of the Southwest Washington 2B Athletic Conference.

### Fall Sports

Football .....Mr. Bartell

Volleyball.....Mrs. Ooms

Cross Country (boys and girls) ..... Mr. Henry/Mrs. Beckman

### Winter Sports

Boys Basketball.....Mr. Sheaffer

Girls Basketball..... Mr. Eygabroad

Wrestling..... Mr. Holterman

### Spring Sports

Fastpitch .....\_\_\_\_\_

Baseball.....Mr. Mounts

Girls Track .....Mr. Henry

Boys Track ..... Mr. Frunz

**Fees** – Activity cards are sold annually by the ASB in order to assist in financing the student activities. These cards admit the holder to all athletic events and activities at free or reduced costs. Excluding post-season play. ASB cards are required for all

athletes, activity members and ASB officers. In order to vote in all class elections, students must hold an ASB card.

ASB Card .....\$50  
Combination Lock.....\$8  
Course Fee.....Per Teacher

## **Section 1 - General Information**

### **ACADEMICS**

**Student are expected to manage their homework responsibilities and stay organized with tasks and due dates. Students and teachers can utilize a variety of tools such as 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 appropriate 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.
- A student is allowed two make-up days for each day of excused absence. It is the student's responsibility to contact the teacher during an

appropriate time to ask for make-up assignments and to discuss a plan for completion of missed assignments.

- Parents may request homework for extended absences of three or more days through the pre-arranged absence process.

### **BUS BEHAVIOR**

Students at Rainier High 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.

### **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 a designated area.

### **CHEATING/PLAGIARISM**

High 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.

### **DANCES**

Dances will take place periodically throughout the year. Dances will end at 10:00 pm. The doors will be closed one hour after the doors open. Any student leaving the dance will not be allowed to return. There will be 1 guest allowed per student. Guests must be a high school student in good standing at their high school. Guests who do not attend high school will not be allowed without prior approval. Guest passes must be submitted one week prior to the dance.

### **DISPLAYS OF AFFECTION**

Students are to display appropriate conduct at school and school-sponsored events at all times. Excessive displays of affection are not permitted. Excessive displays of affection may include kissing, hugging, and other close bodily contact.

## **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 to the student 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.**

### ***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.**  
**No shorter than 5" above the knee.**

### ***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 that use weapons, alcohol, tobacco, drugs or gang affiliation will not be permitted.**
- ✓ **Accessories that cause any disruption or pose a safety risk are not permitted. Such as dog collars, chokers, and sharp objects.**
- ✓ **No undergarments should be showing at any time.**
- ✓ **Blankets are not to be worn to class.**
- ✓ **Hoods are not to be worn at any time while in school facilities.**
- ✓ **Costumes are only allowed on specified dates.**

## **ELECTRONIC EQUIPMENT & VALUABLES**

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 in hall or PE lockers.

## **FINES**

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 transcripts, report cards, and diplomas. Please pay your fines/fees in a timely manner by working with the front office of your school.

## **SCHOOL COUNSELING SERVICES**

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 such as academic course planning, post high school planning, on time graduation,

schedule changes, social and emotional concerns, college planning, career planning, and scholarship applications. The counseling office is located downstairs in the high school across the hall from the staff room and 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.

### **GRADUATION REQUIREMENTS**

All RHS classes and other graduation requirements required for graduation must be completed by the last day of senior finals in order to participate in graduation ceremonies. Courses taken outside of RHS must be completed and documentation must be provided by the student to the registrar's office by June 1<sup>st</sup>. Verification of passing grades for running start and skills center must be provided to the registrar's office by the last day of senior finals. Seniors must be in good standing to participate in the senior trip and all fines must be paid prior to the trip.

### **HALLWAYS & OUTDOOR SPACES**

Hallways and all outdoor spaces on school property are an extension of the learning environment and all school rules and expectations apply to these spaces.

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 to the student or others. Therefore, students will wear appropriate clothing at school and school-sponsored activities. Please review the guidelines below.

### **CELL PHONES**

The use of a cell phone is a great responsibility. Cell phones are allowed at school as long as they are not a distraction to the learning environment. Use of a cellphone while in a classroom will be determined by each teacher. Students failing to comply with a classroom policy regarding cell phones will be subject to classroom discipline. Repeated offenses will be referred to administration for further disciplinary action.

#### **CELL PHONE GUIDELINES**

- ✓ Using phones or other recording devices to take pictures or videos in a classroom is absolutely prohibited without prior approval from that classroom teacher.
- ✓ Using cell phones or other recording devices to take pictures or videos without permission of school staff is prohibited.
- ✓ Using cell phones or other recording devices to take pictures or videos of students while at school or school events is prohibited.
- ✓ Students may use phones during lunch, but must refrain from taking photos or videos at all times.



### **CLOSED CAMPUS AND SCHOOL HOURS**

School hours are from 8:25 a.m. to 3:00 p.m. The building is open to students from 7:45 a.m. to 3:15 p.m. unless the student is involved in a supervised before or after school activity.

RHS is a closed campus. Once students come on campus by walking, being dropped off by parent, or riding the bus, they must stay on campus until the end of the school day unless excused through the office. **Students will not be excused to leave campus at lunch to get food from a store or food establishment. Parents must be present to check out their student at lunchtime. Students leaving campus without being excused from the office will receive a disciplinary infraction per school policy.**

**If a school activity starts after school, students must leave campus and come back at the starting time of the activity unless supervised by an adult.**

### **INJURY & ILLNESS AT SCHOOL**

If you become injured or ill while at school, ask your teacher to report 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.

### **LOCKERS**

Lockers are open to students at the discretion of school administration. Lockers are the property of RSD and may be inspected at any time by designated personnel. Students are expected to treat lockers with care. They are to be kept clean and free of materials that can cause damage. No decorations should be placed on the walls around the lockers unless approved by ASB (see "POSTERS" section). **No trash or expired food is to be stored in lockers.** All student belongings must be stored inside your locker, not on the hallway floor. All lockers will be assigned a lock by the school office. If you lose the lock there is a \$8 replacement fee. PE locks can be purchased in the office for \$8. **All locks used in the building must be purchased from Rainier High 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, cannot dispense any medication without prior physician **and** parent/guardian approval.
- Students may not carry any medications with them while at school or on a bus, unless they have prior permission to carry in place, through Dr./parent/school 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.
- Medication must 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.

### **PARKING LOT**

In keeping with the school board policy governing the use of cars by students during school hours, the following regulations have been adopted.

- 1) Students must possess a valid driver's license and proof of insurance in order to drive a motorized vehicle on any RSD Campus.
- 2) If cars are parked in a fire or handicap zone, they will be towed at owner's expense. Students are not to block the entrances or exits of the parking lots, driveways, or loading zones.
- 3) There is to be no student parking in reserved parking areas or visitor parking spaces. There will be no warnings for students parking in reserved areas.
- 4) In cooperation with the City of Rainier there is to be NO STUDENT PARKING along the streets bordering Rainier High School.
- 5) When parking in designated student parking areas, students are to follow proper parking procedures. These include parking between lines, pulling into parking spaces and occupying only one parking space. The owner of the vehicle will be responsible for all charges that may be incurred in the towing and impounding process.
- 6) Speed limits are 20 mph in a school zone and 10 mph in parking lots.
- 7) Students are not permitted to ride in the back of trucks while on school property for safety reasons.
- 8) Students may not go to the parking lot during the school day or at lunch or passing time. If it is necessary to go to your car during the school day, you must have permission from the office.

### **POSTERS & HALLWAY DECOR**

All posters need to be cleared with the ASB advisor prior to hanging in the school building. Use of paint and / or glitter is prohibited. This includes the exterior of lockers and the space around lockers.

### **SNOW DAYS**

Consult the District website, radio, or television after 6am for school cancellations or delays. Parents are highly encouraged to sign up for district alerts and follow school district social media pages for the most up to date information. School information will be reported via the School Messenger system and the local media outlets.

### **STUDENT AWARDS & RECOGNITION**

At RHS, we believe students should be recognized for outstanding behavior, excellent grades, student growth, regular attendance and participation in school athletics and activities.

**Honor Roll:** Students who earn a grade point average of 3.0 on their semester report cards will be members of the honor roll and will receive recognition. Students who earn a 4.0 GPA will earn assignment to the "Principal's list".

**Awards Assembly:** At the completion of each semester, each teacher will give classroom and subject achievement awards.

### **TELEPHONE USE**

In case of an emergency, students may use the phone in the office. Messages for students will be taken from guardians or emergency contacts only and will be delivered to students during the next.

### **VENDING MACHINES**

Students should not be using the vending machines during class time. Student can access vending machines before or after school and during lunch. Using a vending machine during passing time does not excuse a student being tardy for their next class.

### **VISITORS**

Guardians are welcome to visit school. Please check in the office to sign in and receive a visitor pass. All others must make an appointment prior to arrival, with the office. RHS will not allow school-aged visitors during school hours.

### **WITHDRAWAL FROM COURSE**

Withdrawal fail (a failing grade) grades will be recorded on a student's transcript if a student withdraws from a course nine (9) days after the semester begins. Students may change classes with guardian and teacher permission during the 1<sup>st</sup> 4 days of the semester.

#### **Withdrawal from School**

If you are withdrawing from RHS, please follow the steps listed below.

1. Request a withdrawal form from RHS registrar.
2. Return all classroom materials and get each teacher to sign off on the withdrawal form.
3. Pay all fines, clean out locker and receive sign off from the front office.
4. Return library books and library will sign off.
5. Bring the completed withdrawal form to the RHS registrar.

### **Section 2 - Code of Conduct**

#### **ASSEMBLY CONDUCT**

Students must follow all school rules and expectations during assemblies. School discipline policy will apply to students not able to fulfill these expectations. Students shall also...

- Show a positive attitude at all times.
- Sit in your assigned area.
- Give your full attention to the speaker or presenter.
- Enter and exit in a safe and orderly way, as directed.

#### **Commons/Lunchtime Conduct**

- Show a positive attitude at all times.
- Report to designated lunch areas.
- Socialize quietly with those sitting near you.
- Clean up the table and floor when you are finished.
- Cooperate with staff and food service workers.
- Use your manners.

#### **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.

#### **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,

### **COMPUTER LAB RULES & USE PRIVILEGES**

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:**

Cyber safety and security is the responsibility of the entire school community. 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.
- Student email accounts (commercial or district) may be used for educational purposes ONLY.
- Account IDs and passwords are to be used by the account owner only. The account holder is held responsible for all account activity.
- Students shall not provide personal information 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 High 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.
- Students are highly encouraged to check their school email daily.
- Running Start & New Market students shall check the online school bulletin and email daily.
- The student will be removed from the system after graduation or leaving the school district.
- 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.

- 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 reasonable 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 any other concerns to the school's technology contact. Students should not forward chain letters or jokes.
- **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 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.
- 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.

### **Section 3 - Discipline Procedures**

It is imperative that a safe environment exists to promote an orderly learning environment at Rainier High School. A general set of rules exists by which students are expected to follow. Students are expected to follow all reasonable requests made by adults working within Rainier High School. In all discipline cases, a student and his/her guardians are entitled to their due process rights as outlined in school board policy and state law.

#### **CLASSROOM DISCIPLINE POLICY**

Each teacher will have a progressive discipline policy used in his or her classroom. The rules and consequences will be posted in the room and each teacher will go over the procedures with the students on the first day of school and re-visit these as necessary. Students who have exhausted the steps in the classroom discipline plan will be referred to the office. Violations of classroom expectations will be communicated to guardians when necessary.

## **SCHOOL-WIDE DISCIPLINE**

The Levels of Misconduct are designed to handle more severe infractions and out of class improper behavior; offenses are cumulative throughout a student's school career.

### **Level One Misconduct- Warning, redirection, guardian conference, and/or detention.**

- Non-compliance with classroom policies and discipline including use of cell phone
- Disruptive conduct outside the classroom
- Spitting
- Using profanity
- Littering
- Inappropriate computer use
- Parking lot infraction
- Forging notes
- Violating dress code
- Public display of affection
- Excessive tardies
- Failure to serve detention
- Failure to follow staff instructions
- Cheating or plagiarism– 1<sup>st</sup> offense
- Lying or other dishonestly when communicating with school staff

### **Level Two Misconduct- Guardian conference, detention, ISS, or OSS**

- 2nd offense of Level One misconduct
- Lewd gestures or inappropriate language
- Teasing of others/intimidation/bullying/harassment
- Theft or property damage(misdemeanor)
- Violation of closed campus
- Excessive failure to serve detention
- Displays of drug/alcohol/tobacco use
- Use of cell phone or electronic device to capture photograph or video while at school

### **Level Three Misconduct- ISS, OSS, or Expulsion, Student/Guardian conference prior to returning**

- Second Offense of Level Two misconduct
- Repetitive level one/level two misconduct.
- Cheating or plagiarism– 2<sup>nd</sup> Offense
- Possession, use, or glorification of tobacco, vape device, or other electronic cigarette.
- Physical Altercation/Fighting/Assault
- Disrespectful or defiance towards teachers or other school staff
- Sexual Harassment
- Theft – Police Referral
- Vandalism - Police Referral
- Lewd Conduct/Indecent Exposure
- Possession of Weapon – Emergency Expulsion & Police Referral
- Other Criminal Activity—Emergency Expulsion & Police Referral
- Disruptive Conduct that causes substantial or material disruption or obstruction to any school function or operation
- Refusal to comply with a staff person's directive

If the safety of students and staff is in question at any time, students will be placed on emergency expulsion pending a full investigation. During an emergency expulsion, a decision will be made to suspend, expel or reinstate within 10 days. **In some situations, depending on severity, school administrators obtain full discretion in regards to disciplinary procedure.**

#### **FIREARMS AND DANGEROUS WEAPONS ON SCHOOL PREMISES:**

Possession of a weapon, explosive or other item capable of causing bodily harm is prohibited on school grounds. Students who possess firearms or any item resembling a weapon on district property or at school activities will be expelled. Students in possession of any object that looks like a weapon, such as a toy or “dummy” gun, air gun, knife or grenade, or any item that acts as a laser pointer, will be subject to discipline, disciplinary transfer, suspension or expulsion, as well as reporting to law enforcement. **“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)”**

**Any offense:** will result in an Emergency Expulsion, Investigation of incident, and decision for expulsion or long-term suspension. Students and guardians are required to participate in any requirements for the student to return to school which may include a school conference or risk assessment.

#### **DRUG & ALCOHOL DISCIPLINE POLICY**

Students suspected to be under the influence or in possession of drugs or alcohol on school grounds or at school activities may be referred to law enforcement at any time and will be subject to the following disciplinary action:

**First Offense – Student/guardian conference, intervention activities, ISS, or OSS.**

Disciplinary action may be reduced if the student:

- Receives a drug/alcohol/mental health assessment and
- Fully follows the recommendations of the assessment.

**Second Offense- Student/Guardian conference, intervention activities, ISS, OSS, or expulsion.**

The disciplinary action may be reduced if the student:

- Participates in drug/alcohol assessment, mental health assessment and
- Fully follows the recommendations of the assessment

#### **Additional Offenses**

Expulsion

#### **Exception**

If the student is in possession of a substance with intent to sell or distribute, the student may be expelled and referred to police on first offense.

**\*Students refusing to cooperate with administrators will be considered to be under the influence or in possession of drugs/alcohol.**

**\*The above offenses are cumulative throughout a student’s school career.**

#### **Section 4 - Attendance Procedures**

Washington state law mandates that students attend school. Attendance records become a part of a student’s permanent record. It is the philosophy of Rainier School District that regular attendance is essential for academic success. When a student is absent, it is impossible to gain the same degree of learning that a student would experience through group involvement in the regular class. Regular

attendance also has value in the sense that it teaches personal responsibility and commitment to one's work, which establishes habits and patterns that prepare the student to become a successful adult.

Any student who misses 50% or more of 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.

**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. School suspensions.
12. College visits or job shadows approved by the school administrator
13. 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 'Academics' 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 Truancy Board
- Family court involvement
- Additional assessment requirements such as WARNS.
- A truancy court petition filed with Thurston County Courts
- The possibility of delayed academic progression or graduation.

### **PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES RELATED TO ABSENTEEISM/TRAUCY**

A student **must be in attendance all day** on the day of practice/competition/activity to participate. Students who have medical appointments must clear those appointments with the principal or athletic director prior to the absence in order to participate that day.

Students who are excused from a physical education class for medical reasons by a physician or guardian are not allowed to participate in athletic practices or competitions for that day or time period.

## **Section 5 – Nondiscrimination and Sexual Harassment**

Under state law, information about every school district's discrimination, sexual harassment policy, and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school or district (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC 392-190-060).

### **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. The following employee(s) has been designated to handle questions and complaints of alleged discrimination:

**Civil Rights Coordinator:** Kristin Robinson,  
robinsonk@rainier.wednet.edu

PO Box 98 Rainier, WA 98576, (360)-446-2205

**Title IX Office:** Kristin Robinson, robinsonk@rainier.wednet.edu

PO Box 98 Rainier, WA 98576, (360)-446-2205

**504 Coordinator:** John Beckman, beckmanj@rainier.wednet.edu

PO Box 98 Rainier, WA 98576, (360)-446-2205

**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: <https://www.rainier.wednet.edu/Page/817>

### **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, who is listed above. 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:  
<https://www.rainier.wednet.edu/Page/817>

**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 resolve your concerns.

**COMPLAINT TO THE SCHOOL DISTRICT**

***Step 1. Write 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](mailto: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 our website, 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](mailto: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](mailto:OCR.Seattle@ed.gov) | OCR Website

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](http://HumanRightsCommission.org)