Dear Students and Parents,

I would like to welcome you to Rainier Elementary School, "Home of the Cougars!" I know that we are going to have a great year, and I'm excited that you are here. It will be a year filled with learning and fun!

An effective and positive educational setting is one where the home, school and community work together. I strongly encourage and welcome parent involvement. Our faculty and 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 policies. 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.

Sincerely,

Rita Meldrum, Principal

******************************************************************************
Please sign and return this portion that you have read the Parent-Student Handbook which includes the discipline procedure. If you have any questions you can call your child's teacher at 446-4020.

_________________________________________   ________________________________
(Student Signature)                       (Date)

_________________________________________   ________________________________
(Parent Signature)                       (Date)
## Table of Contents

- **Calendar of Events** .................................................................................................................. 3
- **Rainier Elementary Staff** ........................................................................................................... 4
- **Building Schedule** .................................................................................................................... 5
- **Arrival and Dismissal Procedures** ............................................................................................ 6
  - **Drop off & Pick up Procedures** ............................................................................................ 6
  - **Bus Riding** ........................................................................................................................... 6
  - **Walkers or Bike Riders** ......................................................................................................... 6
  - **Change of After School Plans** ............................................................................................ 6
- **Parking Lot Map** ....................................................................................................................... 7
- **Attendance Policy and Procedures** .......................................................................................... 8
  - **Absences** ............................................................................................................................ 8
  - **Tardies** .................................................................................................................................. 8
  - **Planned Absences** ............................................................................................................... 8
  - **Early Pick up** ....................................................................................................................... 8
  - **Closed Campus** .................................................................................................................. 8
- **Visitors and Volunteers** ........................................................................................................... 9
  - **Parent Access to Classrooms** ............................................................................................. 9
  - **Guests and Visitors** .............................................................................................................. 9
  - **Student Visitors** .................................................................................................................. 9
  - **Volunteers** ........................................................................................................................... 9
- **Emergency Information** .......................................................................................................... 10
  - **Emergency School Closure** ............................................................................................... 10
  - **Emergency Procedures: Fire, Earthquake, Intruder** ............................................................ 10
  - **Finding Your Child in an Emergency** .................................................................................. 11
  - **Emergency Preparedness** .................................................................................................... 11
  - **Emergency Kits** .................................................................................................................. 11
- **Health Information** .................................................................................................................. 12
  - **First Aid Station** ................................................................................................................ 12
  - **Life Threatening Health Conditions** .................................................................................. 12
  - **Medications** ....................................................................................................................... 12
  - **Immunizations** .................................................................................................................... 12
  - **Insurance** ............................................................................................................................. 12
- **Student Behavior Management** ............................................................................................... 13
- **Harassment, Intimidation and Bullying Policy** ........................................................................ 13
- **Dress Code** ............................................................................................................................ 14
- **Food Service** .......................................................................................................................... 15
- **General Information** ................................................................................................................ 15
  - **Booster Club** ..................................................................................................................... 15
  - **Cell Phones and Electronic Equipment** ............................................................................... 15
  - **Class Placement** ................................................................................................................ 16
  - **Custody Issues** ................................................................................................................... 16
  - **Emergency Contacts Form** ................................................................................................. 16
  - **Family Access** ..................................................................................................................... 16
  - **Grades and Grading** ........................................................................................................... 16
  - **Internet Policy** .................................................................................................................... 16
  - **Lost and Found** .................................................................................................................. 16
  - **Office Telephone Use** ......................................................................................................... 16
- **Online Payments** ..................................................................................................................... 17
- **School Leadership Team** ......................................................................................................... 17
- **School Newsletter** .................................................................................................................... 17
- **Textbooks and Library Books** ................................................................................................ 17
- **Testing** .................................................................................................................................... 17
- **To Withdraw from School** ...................................................................................................... 17
- **Treats for School** ................................................................................................................... 17
- **Non-Discrimination** ................................................................................................................ 18
  - **Discrimination Complaint Procedure** .................................................................................. 18
## Rainier Elementary School and District Calendar

### August
- 31: Open House

### September
- 6: First Day of School
- 7: Regular Day of School, not an early release
- 14: Wednesday Early Release, 1:50 PM
- 21: Wednesday Early Release, 1:50 PM
- 22: Curriculum Night, time TBA
- 26: Picture Day - Individual
- 28: Wednesday Early Release, 1:50 PM

### October
- 5: Wednesday Early Release, 1:50 PM
- 12: Wednesday Early Release, 1:50 PM
- 14: Grandparents Day
- 19: Wednesday Early Release, 1:50 PM
- 26: Wednesday Early Release, 1:50 PM
- 28: Fall Festival

### November
- 2-3: Early Release, 11:35 AM, Conferences
- 4: Early Release, 11:35 AM, End of 1st Quarter
- 9: Wednesday Early Release, 1:50 PM
- 11: No School, Veterans Day
- 14-18: Food Drive!
- 16: 1st Quarter Awards Assembly
- 16: Wednesday Early Release, 1:50 PM
- 23: Early Release 11:35 AM, Thanksgiving Holiday
- 24-25: No School, Thanksgiving Holiday
- 30: Wednesday Early Release, 1:50 PM

### December
- 7: Wednesday Early Release, 1:50 PM
- 14: Regular Day of School, not an early release
- 15: Holiday Program, 7:00 PM Mountaineer Gym
- 16: Early Release, 11:35 AM, Winter Break
- 19-30: No School, Winter Break

### January
- 2: No School, New Year’s Holiday
- 3: First Day back after Winter Break
- 4: Wednesday Early Release, 1:50 PM
- 11: Wednesday Early Release, 1:50 PM
- 16: No School, Martin Luther King Jr. Day
- 18: Wednesday Early Release, 1:50 PM
- 25: Wednesday Early Release, 1:50 PM
- 27: Early Release 11:35 AM, End of Semester

### February
- 1: Wednesday Early Release, 1:50 PM
- 8: 2nd Quarter Awards Assembly
- 8: Wednesday Early Release, 1:50 PM
- 15: Wednesday Early Release, 1:50 PM
- 17: No School (Possible Snow Make up Day)
- 20-21: No School, President’s Day & Break Day

### March
- 1: Wednesday Early Release, 1:50 PM
- 2: Dr. Seuss’ Birthday
- 8: Wednesday Early Release, 1:50 PM
- 15: Wednesday Early Release, 1:50 PM
- 22: Wednesday Early Release, 1:50 PM
- 29-30: Early Release 11:35 AM, Conferences
- 31: Early Release 11:35 AM, End of 3rd Quarter

### April
- 3-7: No School, Spring Break
- 12: Wednesday Early Release, 1:50 PM
- 19: Wednesday Early Release, 1:50 PM
- 19: 3rd Quarter Awards Assembly
- 21: Parents and Pastries, 7:30 AM – 8:00 AM
- 26: Wednesday Early Release, 1:50 PM

### May
- 3: Wednesday Early Release, 1:50 PM
- 10: Wednesday Early Release, 1:50 PM
- 17: Wednesday Early Release, 1:50 PM
- 24: Wednesday Early Release, 1:50 PM
- 29: No School, Memorial Day
- 31: Wednesday Early Release, 1:50 PM

### June
- 9: Field Day
- 15: End of Year Awards Assembly
- 16: Early Release 11:35 AM, Last Day of School
- 19: Possible Snow Make Up Day, if needed

**Wednesday 1:50 PM Early Release will NOT happen on these days:**
- September 7, December 14,
- February 22, June 7 & 14

---

All Dates subject to change. Please check the website, monthly newsletter and notes sent home for updates.
Rainier Elementary School is committed to excellence in teaching and learning. We will provide a safe, child-centered learning environment in which diversity is celebrated, success is maximized, and lifelong learning is promoted. We will address the educational needs of all students by:

1. Providing appropriate curriculum
2. Offering a variety of effective instructional techniques
3. Accommodating diverse learning styles
4. Maintaining a positive, friendly environment

Principal: Rita Meldrum meldrumr@rainier.wednet.edu
Student Support: Kim Sackett sackettk@rainier.wednet.edu
Secretary: Debra Sutton suttond@rainier.wednet.edu
Debbie Ortmayer ortmayerd@rainier.wednet.edu
Preschool: Chris Rearden reardenc@rainier.wednet.edu
Kindergarten: Lisa Charaba charabal@rainier.wednet.edu
Shanna Martin martins@rainier.wednet.edu
Cory Kirby kirbyc@rainier.wednet.edu
First Grade: Lyndsay Maciboba macibobal@rainier.wednet.edu
Dina Wagner wagnerd@rainier.wednet.edu
Sue White whites@rainier.wednet.edu
Second Grade: Jan Dickerson dickersonj@rainier.wednet.edu
Heidi Nelson nelsonh@rainier.wednet.edu
Kendall Thomas thomask@rainier.wednet.edu
Third Grade: Joy McNealley mcnealleyj@rainier.wednet.edu
Kayla Mounts mountsk@rainier.wednet.edu
Peggy Swanson swansonp@rainier.wednet.edu
Fourth Grade: Dani Bellows bellowsd@rainier.wednet.edu
Shannon Patterson pattersons@rainier.wednet.edu
Jessica St. Louis stlouisj@rainier.wednet.edu
Fifth Grade: Lisa Derion derionl@rainier.wednet.edu
Kelli Garner garnerk@rainier.wednet.edu
Physical Education: Jordan Owen owenj@rainier.wednet.edu
Music: Debrah Branch branchd@rainier.wednet.edu
Special Education: Chris Rearden (Pre - 3) reardenc@rainier.wednet.edu
Special Education: MaryJo Kenney (4th & 5th) kenneymj@rainier.wednet.edu
Title 1/LAP: Marianna Smith smithm@rainier.wednet.edu

Para Professionals:
Deanna Acosta Gail Blake Kristina Craig Genia Cruaudell
Katie Elliott Jan Ferrari Madonna Fortin Joanne Franklin
Donna Granahan Meredith Gunderson Justine Jones Amber Lantz
Tammy Nieman Chelsea Olsen Sarah Peer Angel Pflugmacher
Erin Pringle Bev Snow Larry Sutton
### Schedule of Arrival & Dismissal Times

Students should not arrive at school prior to 8:00 AM or remain after 2:55 PM (1:55 PM Wednesdays) as there is no supervision.

<table>
<thead>
<tr>
<th></th>
<th><strong>Regular Day</strong></th>
<th><strong>Wednesday</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Campus Open</strong></td>
<td>8:00 AM</td>
<td>8:00 AM</td>
</tr>
<tr>
<td><strong>Breakfast is served</strong></td>
<td>8:00 AM</td>
<td>8:00 AM</td>
</tr>
<tr>
<td><strong>Last bus arrival</strong></td>
<td>8:15 AM</td>
<td>8:15 AM</td>
</tr>
<tr>
<td><strong>First Bell</strong></td>
<td>8:20 AM</td>
<td>8:20 AM</td>
</tr>
<tr>
<td><strong>Tardy Bell</strong></td>
<td>8:25 AM</td>
<td>8:25 AM</td>
</tr>
<tr>
<td><strong>First Recess</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten &amp; 1st Grade</td>
<td>9:15 AM</td>
<td>9:05 AM</td>
</tr>
<tr>
<td>4th &amp; 5th Grade</td>
<td>9:30 AM</td>
<td>9:20 AM</td>
</tr>
<tr>
<td>2nd &amp; 3rd Grade</td>
<td>10:00 AM</td>
<td>9:45 AM</td>
</tr>
<tr>
<td><strong>Lunch &amp; Recess</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten &amp; 1st Grade Lunch</td>
<td>11:15 AM</td>
<td>10:50 AM</td>
</tr>
<tr>
<td>2nd &amp; 3rd Grade Lunch</td>
<td>11:30 AM</td>
<td>11:05 AM</td>
</tr>
<tr>
<td>4th &amp; 5th Grade Lunch</td>
<td>11:45 AM</td>
<td>11:20 AM</td>
</tr>
<tr>
<td><strong>Last Recess</strong></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Kindergarten &amp; 1st Grade</td>
<td>1:05 PM</td>
<td>12:30 PM</td>
</tr>
<tr>
<td>2nd &amp; 3rd Grade</td>
<td>1:35 PM</td>
<td>12:45 PM</td>
</tr>
<tr>
<td>4th &amp; 5th Grade</td>
<td>1:50 PM</td>
<td>1:10 PM</td>
</tr>
<tr>
<td><strong>Dismissal Time for Student Pick up</strong></td>
<td>2:50 PM</td>
<td>1:50 PM</td>
</tr>
<tr>
<td><strong>Dismissal Time for Bus Pick up</strong></td>
<td>2:55 PM</td>
<td>1:55 PM</td>
</tr>
</tbody>
</table>

**Wednesday Early Dismissal time – 1:50 PM**  
½ Day Early Release Dismissal Times – 11:35 AM
Arrival and Dismissal Procedures

Please note: No students are allowed on campus before 8:00 AM

Arrival Procedures
Upon arriving at school, all students eating breakfast should go to the multi-purpose room and then go to the playground. Crossing guards are at the crosswalks by 7:45 AM. 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.

Morning Drop Off
- Parents are requested not to drop off their children earlier than 8:00 AM as there is no supervision for students until 8:00 AM.
- Our parking lot is one way! Please pull into the lane closest to the school and exit by driving around to the left, through the back of the parking lot (see map).
- Parents are requested to pull to the curb and all the way forward past the fire lane to help prevent a traffic back-up on the main street.
- It would be helpful if students are prepared and ready to be dropped off quickly in this lane.
- No cars are to be left unattended and please do not stop on the crosswalk. If you park, please use the crosswalk and escort your student to the school.
- After dropping off your student, please take care pulling away from the curb. Other cars will be passing through, parking or leaving the parking lot.

Afternoon Pick Up
- Our parking lot is one way! Please pull into the lane closest to the school and exit by driving around to the left, through the back of the parking lot (see map).
- Please pull all the way forward past the fire lane. Your student will be dismissed when you are stopped in that forward area. Our pick up line will move faster 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 on the main street.
- No cars are to be left unattended and please do not stop on the crosswalk. Reminder signs are posted.
- If you park, please use the crosswalk and escort your student to the car.
- Several staff members will be out assisting the pick-up line.

No students are allowed to walk through the parking lot unescorted.

Bus Riding
Many Rainier students ride buses. 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 at the school office and is sent home yearly with all our students. 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 buses 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.

Walkers and Bike Riders
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 in the office until the traffic clears.

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 2:30 PM (1:30 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.
**Morning Drop Off**

- Parents are requested to pull to the curb and all the way forward past the fire lane to help prevent a traffic back-up on the main street.
- It would be helpful if students are prepared and ready to be dropped off quickly in this lane.
- No cars are to be left unattended and please do not stop on the crosswalk. If you park, please use the crosswalk and escort your student to the school.
- After dropping off your student, please take care pulling away from the curb. Other cars will be passing through, parking or leaving the parking lot.

**Afternoon Pick up**

- Please pull all the way forward past the fire lane. Your student will be dismissed when you are stopped in that forward area. Our pick up line will move faster if the cars advance forward as far as possible when space opens up. Please pick up your child quickly to prevent traffic back-up on the main street.
- No cars are to be left unattended and please do not stop on the crosswalk.
- If you park, please use the crosswalk and escort your student to the car.
- Several staff members will be out assisting the pick-up line.
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.

Two critical provisions for the truancy bill that parents need to be aware of are:

1. Students with five unexcused absences during a single month or ten unexcused absences in a semester must be reported to the juvenile justice court system via a petition.
2. Unexcused absences of one half day or more must be strictly recorded and school’s follow-up communication to parents recorded.

School districts are required to report all attendance records to the Superintendent of Public Instruction on an annual basis.

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.

Tardy

Instruction 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.

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.

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.

The final minutes of the day are very important.

If you need to pick up your student early, please come to the office to sign him/her out. 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.

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.
Visitors and Volunteers

Parent Access to Classrooms
Rainier Elementary School welcomes and encourages visits by parents. Parents have the right to access their child's classroom and or school sponsored activities for the purpose of observing class procedure, teaching material and class conduct, provided such observation does not disrupt the classroom procedure or learning activity.

- All visitors to a school or classroom shall obtain the approval of the principal, and if the visit is to a classroom, the time will be arranged after the principal has conferred with the teacher.
- If the parent is disruptive or under the influence of alcohol or drugs, the staff member in charge shall direct the person to leave immediately.
- If the person refuses to leave, the staff member or superintendent shall immediately call for the assistance of a law enforcement officer.

Guest and Visitor Policy

All visitors must check in at the office and wear a visitor's badge before going in or on to other parts of the building and playground. For the safety of our students, staff members will be keeping an eye out for the visitor badges that must be visible at all times.

Student Visitors
Student visitors are discouraged as it is disruptive to the classroom. Student visitors may come at lunch time with permission from the teacher and principal. Please contact the school at least one day ahead of the intended visit.

Volunteers
Rainier School District welcomes and encourages parents and guardians to volunteer in our schools. According to Washington State Law, all volunteers who work with children must submit to a background check. Please fill out the volunteer form included with the August Welcome packet and available at the office 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 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.
**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.

**Emergency School Closure**

The school district makes every effort to insure 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 [www.rainier.wednet.edu](http://www.rainier.wednet.edu). In addition, local TV and radio stations are alerted.

**Emergency Procedures**

Emergency drills are held each month during the school year and include fire drills, earthquake drills, and lock down drills. These drills are held so students and staff become familiar with what to do in case of an emergency at school. In case of an actual emergency during school hours, parents should not telephone the school since this only hinders emergency relief efforts. We will make every effort to provide for the safety and comfort of the students. As conditions permit, we will communicate to parents regarding whatever emergency situation is occurring. Parents should not attempt to enter the school building during an emergency and should report to the main office or other designated area. Even in emergency situations, students may only be released by authorized school personnel.

**Fire Procedures**

1. When you hear a fire alarm, line up and follow directions given by your teacher.
2. Exit quickly and quietly according to the evacuation plan posted in your classroom.
3. Walk to your classroom's designated area on the field and line up.
4. No talking.
5. Your teacher or another staff member will take attendance on the field.
6. Wait for an announcement from the office stating the emergency/drill is over before returning to the building.
7. Follow the directions of your teacher(s) at all times.

**Earthquake Procedures**

1. At the beginning of an earthquake, students inside the building should "duck and cover," crouching underneath desks and tables. If there are no tables or desks to crouch under, stay away from windows and near inner walls and doorways. No talking.
2. Students outside the building should immediately get as far away as possible from buildings, power poles, trees, power lines and other tall objects which might fall.
3. After an earthquake, students should stay where they are until a teacher or staff member gives them directions. Students should follow their teacher's directions at all times.
4. Under no circumstances should any student approach or re-enter the school building until instructed to do so by a person in authority.
5. Under no circumstances should a student leave the school campus during or after an earthquake without permission from a person in authority.

**Intruder Procedures**

Students and staff will be notified of an Intruder Alert if an unidentified person has been noticed on or near the Rainier Elementary school campus. Staff members will lock all classroom doors, shut and cover windows, and remain in lock-down until notified. During a lock-down, students should follow their teacher's directions at all times.
Finding 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 following these procedures during emergencies:

1. 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.

2. If your student calls you during an emergency, tell them to hang up the phone and listen to the directions of the Rainier staff members in charge.

3. If you want to pick up your student from school, come to the Main Office or the Student Release Center which will be marked. School officials will locate your student and release them to you.

Emergency Preparedness
As an extension of our commitment of establishing a safe and comfortable learning environment for our students, we ask your participation in implementing Rainier’s Emergency Preparedness Plan. In order to prepare for a possible emergency situation in our area, every student in our school should have an Emergency Preparedness Kit. The focus of this kit is to help comfort the student should an emergency arise at school and in the unlikely event that something disastrous happens and we weren’t able to get your student home.

<table>
<thead>
<tr>
<th>Emergency Kits</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Items required for the kit</strong></td>
</tr>
<tr>
<td>2 small boxes or cans of juice</td>
</tr>
<tr>
<td>2 large heavy duty trash bags</td>
</tr>
<tr>
<td><strong>Select four items from those below</strong></td>
</tr>
<tr>
<td>1 can soup or stew (7 oz.)</td>
</tr>
<tr>
<td>1 small container of pudding</td>
</tr>
<tr>
<td>1 fruit cup</td>
</tr>
<tr>
<td>Some items to avoid:</td>
</tr>
</tbody>
</table>

Place items in a two gallon zip lock bag, with the student’s name and teacher’s name on it and bring it to class. All items must be nonperishable. Please check the expiration dates. Kits will be returned at the end of the school year if not used.

The Booster Club also has these kits available for a cost.

**Important Numbers**

<table>
<thead>
<tr>
<th>Rainier School District Numbers</th>
<th>Non Emergency Numbers</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rainier District Office 360-446-2207</td>
<td>Thurston Co. Sheriff 360-786-5500</td>
</tr>
<tr>
<td>Rainier High School 360-446-2205</td>
<td>Yelm Police Department 360-458-5701</td>
</tr>
<tr>
<td>Rainier Middle School 360-446-2206</td>
<td>Yelm Fire Department 360-458-2799</td>
</tr>
<tr>
<td>Rainier Elementary School 360-446-4020</td>
<td>or 360-894-2517</td>
</tr>
<tr>
<td>Rainier School Transportation 360-446-2209</td>
<td></td>
</tr>
</tbody>
</table>

911 for Emergencies
Health 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, temperature check, band aid and rest. In case of a head injury or serious injury, we will contact a parent or guardian. Any student with a temperature of 100 degrees or above will be sent home. Please keep the student at home for 24 hours fever free.

Illness
Students with a fever or who are vomiting will be sent home. They may return to school after 24 hours of being symptom free.

Lice
Any student with lice will be sent home. Students may return to school if lice-free.

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
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 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 a school authorization slip.
- All medications must be in the original container with manufacturers and pharmacy instructions and 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 or 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.

Immunization
The state mandates that children must have received their immunizations, or an exemption be signed by your doctor, before they can attend school. Parents need to be aware a child would stay at home until he or she meets state requirements.

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 is included in the August Welcome Packet. The school does not provide insurance for the students.
Student Behavior Management

Our student behavior plan has three basic school expectations:

1. Respect Others  
2. Encourage Good Decisions  
3. Solve Problems

The Rainier Elementary School Staff believes in fostering a nurturing, caring community where learning is respected and valued as the key to future success. In order to create that caring community where all children feel safe, capable, lovable, and an important part of society, we have established the following discipline plan. This plan is developed to assist all members of this community to learn skills on how to get along with each other in a way that produces a nurturing, safe environment of learning and give them problem solving skills for the future.

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), talk informally with the boys and girls, and guide them through the process of making good choices. Some consequences for misbehavior are as follows:

- A verbal warning
- A stop and think talk with a para educator, teacher or principal
- A "time out"
- Loss of privilege
- Parent contact
- Short or long term suspension, expulsion
- Removal from program or activity
- Other appropriate consequences

The three rules apply to all students at Rainier Elementary school. Each classroom has a system for dealing with minor infractions of these rules. Each classroom system is explained to the student by the teacher at the beginning of the year. For serious infractions of the three school rules, the student will receive a behavior report; the parent/guardian will receive a phone call, and loss of privileges. Example offenses include using foul language, being disrespectful to people or property, and acting in an unsafe manner such as fighting.

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.

Harassment, Intimidation or Bullying of Students or Staff (HIB)

Rainier School District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentional written, verbal, or physical act, including but not limited to one shown to be motivated by any characteristic race, color, religion, ancestry, national origin, gender, sexual orientation, mental or physical disability, or other distinguishing characteristics, when the intentional written, verbal, or physical act:

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

*Any person wishing to report harassment, intimidation or bullying may do so using the Rainier School District HIB reporting form available in all school offices and the counselors' offices.
Dress Code

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. Students who do not comply with the dress code will face disciplinary action.

Dress Code Expectations

- Coats designed for extreme, cold weather will need to be hung up on a coat hook upon entering the classroom. Students may wear sweatshirts with or without hoods, vests, light waist-length windbreakers, fleece jackets, shawls, ponchos, sweat jackets and cotton pullovers.
- Pants, shorts, overalls and shirts must be properly sized. Waistbands must fit securely at the waist, about the hipbone, with no underwear showing. No sagging or dragging is allowed. Straps on overalls must be fastened.
- Pants and shorts must be neatly and securely hemmed or cuffed, and may not touch the ground. Belts must be properly sized and worn though the belt loops.
- Shorts, skirts and dresses must at least reach the fingertips in the back and the front when hands are extended at the sides.
- Tank tops are allowed but cannot have wide arm holes or spaghetti straps.
- Appropriate footwear must be worn at all times. For safety reasons, slippers, house slippers, and flip flops are not allowed.

The following examples of inappropriate dress are not allowed at Rainier:

- Clothing with pictures, symbols or words that promote or depict alcohol, tobacco, drugs, gangs, vandalism, bigotry, violence, sexual topics, suicide or have messages with inappropriate “double meanings”.
- Clothing that clings to the body, reveals a bare midriff (stomach) or torso when the students bend over or raise their arms.
- Hats, bandannas, visors, sunglasses, hoods, and other head gear are not to be worn inside the building.
- Clothing or accessories with spikes or chains.
- Clothing with excessive holes, cuts, or tears.
- Pajamas, beach wear and night clothes.
- Gloves and mittens are not to be worn inside the building.

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. Students who refuse to correct the problem will be disciplined. Repeated dress code violations will lead to more serious discipline.

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. Girls need to wear shorts under their 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.

The principal will determine if questionable attire is acceptable, if a child chooses to wear inappropriate clothing to school.
Food Services

Rainier School District offers breakfast and lunch to students. Breakfast is served from 8:00 AM to 8:20 AM.

Meal Accounts

Our meal accounting system for breakfast and lunch is computerized. All students are assigned an account and deposits are made into this account. Deposits can be made by students before school and they post to the account that day. We encourage you to pay for multiple meals with each deposit and keep track of when your student purchases a meal. Each time a student has a meal or purchases milk the computer will automatically deduct the cost from your child's account. If a child's meal account runs out of money, an email will be sent to the parent/guardian and a written notice will be sent home with the child. Until such time as the meal account is paid up, the child will only be able to purchase one (1) breakfast and one (1) lunch per day and will not be allowed to make ala carte purchases. The cost of those meals will be added to the negative balance of the meal account. If the meal account has a balance of (-$10.00), a phone call will be made to the parent/guardian by Food Service staff. If a meal account has a balance of (- $30.00), the account will be referred to the district business office for collection. You can check your child's balance through Skyward Family Access and online payments can be made; the link is on the school website: www.rainier.wednet.edu.

National School Lunch Program

The district participates in the National School Lunch/Breakfast program (a free/reduced program for families who qualify). Applications are sent home in the August Welcome packet, and are available at the office throughout the school year. Forms need to be completed and returned to the Food Services Secretary.

If your child received these benefits at the end of last school year, they will be eligible for the same benefits for the first week of the new school year. At that time, a new application must be submitted and approved in order for the benefits to continue.

Meal Prices

<table>
<thead>
<tr>
<th>Costs</th>
<th>Full Price Student Breakfast</th>
<th>Full Price Student Lunch</th>
<th>Full Price Student Breakfast + Lunch</th>
<th>Reduced Price Student Breakfast</th>
<th>Reduced Price Student Lunch</th>
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<tr>
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<td></td>
<td></td>
<td></td>
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<td>4 &amp; 5: $0.40</td>
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<tr>
<td>Weekly</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>4 &amp; 5: $2.00</td>
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<tr>
<td>Monthly</td>
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<td>$49.00</td>
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<td></td>
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<td></td>
<td></td>
<td>4 &amp; 5: $8.00</td>
</tr>
</tbody>
</table>

General Information

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 Monday of each school month at 6:30 PM in the elementary library. Come help us improve your child's educational experience; give one hour a month and join the Booster Club.

Cell Phones and Electronic Equipment

Please do not allow your children to bring CD players, handheld electronics, cell phones, or anything electronic to school. They are a disruption to the school process. Items, if seen, will be taken for the day. Students will be told to take the item home and not to bring it back again. If a student needs to bring a cell phone to school, they are to keep the phone in their backpack turned off. These types of equipment and toys present a liability issue for the school and we do not want to see them lost or stolen. Please remind your student to leave them at home.
Class Placement
Rainier Elementary staff meets as a team to discuss class placement. We do not allow parent requests. Classes are developed using the following criteria: academic, behavioral, social, and learning styles of the students. We try to have a balance of boys and girls in each class. Our staff of highly qualified teachers works hard to place students for academic success.

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, the police department will be contacted and an officer will be requested to intervene. Parents are asked to make every attempt not to involve the school in custody issues. The school will make every attempt to reach the custodial parent if any other person not listed on the emergency card attempts to pick up a child.

Emergency Contact Forms
It is very important that the emergency forms you fill out on the first day of school are kept current. Please notify the office if you have any changes in address, phone number, or place of employment and employment phone number. On the back is a parent comment section. We welcome any questions, concerns, or comments. Please sign the emergency form, as your signature is also permission to contact you by way of school messenger with any updates or reminders from the school.

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 students’ school activities.

If you do not know your log in or password to access this site, please contact the office and we will gladly help. Please keep your user name 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.

Grades and Report Cards
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 each quarter. Information regarding conferences will be sent home in the monthly newsletters. You can access your child’s grades online in the Skyward Family Access for grades 3-5.

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.

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.

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 & Family Access
As a convenience to families, Rainier School District Schools provides a way to make online payments from home or work, 24/7 through Family Access. The link is on our website: www.rainier.wednet.edu. You will be able to make payments for any child in your household using Discover, American Express, VISA or MasterCard credit or debit cards. Online payments can be made for food service, field trips, and any fees. There is a 3.6% convenience fee.

School Leadership, Data, and Community Outreach Teams
Our School Leadership, Data, and Community Outreach Teams are groups of dedicated staff members and parents that work together to constantly improve the educational program at Rainier Elementary. These teams examine our educational programs, and works with the staff to suggest directions and actions we can take so that we offer the best education to our students. Team members meet every month during the school year to discuss matters of educational impact.

School Newsletter
Information concerning school activities, events, general items of interest and the breakfast/lunch menu are published and sent home with the students 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.

Textbooks and Library Books
- **Textbooks** are furnished 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 fees. Students with outstanding lost or damaged library book fees will not be allowed to check out another book until the last book is returned or fees are paid. This rule will carry over from year to year if fees for lost or damaged books are not paid.

Testing
- **Smarter Balance**
  Students in grades 3 - 5 will take the Smarter Balance Assessment in April and May. Smarter Balanced Assessment (SBA) assessments are aligned to the Common Core State Standards (CCSS) in English language arts/literacy and mathematics for grades 3-8 and 11. That means students in all states will be taught to the same high standards. Smarter Balanced will provide parents, students, and teachers a clearer window on whether students are on track to graduate high school, and are ready for college and the workplace. For family resources regarding the Smarter Balance assessment, please visit OSPI's website: www.K12.wa.us/resources/default.aspx#2

  Please note we will still be assessing 5th grade students using the MSP Science assessment.

To Withdraw 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 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 you.

Treats for School
For student health and safety, any snacks brought in to share with other students must follow these guidelines:
- Prior to sending snacks to school, please contact your child's teacher for approval.
- Due to growing concerns severe food allergies, students must not bring products containing peanuts or peanut oils.
- Students must not share food at lunch.
Non-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 or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employee(s) have been designated to handle questions and complaints of alleged discrimination:

Discriminación política declaración Rainier School District no discrimina en todos los programas o actividades de sexo, raza, credo, religión, color, origen nacional, edad, veterano o estado militar, orientación sexual, expresión de género o identidad, discapacidad o el uso de un animal de guía o servicio de perros entrenados y proporciona un acceso equitativo a los Boy Scouts y otros grupos de jóvenes designados Los empleados siguientes han sido designadas para manejar las preguntas y las denuncias de presunta discriminación:

<table>
<thead>
<tr>
<th>Title IX Coordinator</th>
<th>Section 504/ADA Coordinator</th>
<th>Bilingual Programs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bryon Bahr</td>
<td>John Beckman</td>
<td>Marianna Smith</td>
</tr>
<tr>
<td>P.O. Box 98 Rainier, WA 98576</td>
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<td>P.O. Box 98 Rainier, WA 98576</td>
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<td><a href="mailto:smithm@rainier.wednet.edu">smithm@rainier.wednet.edu</a></td>
</tr>
</tbody>
</table>

Discrimination Complaint Procedure
If you feel you have been discriminated against and you wish to make a complaint with the school or school district you have the right to do the following:

1. Report your concerns to your child's teacher or principal immediately.
2. If that is not possible contact the district office.
3. If your complaint is not resolved you have the right to file a complaint with the school district and or contact the following agencies at any time to request an investigation of the allegation of discrimination:

**Office for Civil Rights, U.S. Department of Education**
915 Second Avenue, Room 3310
Seattle, WA 98174-1099
(206) 607-1600 / TDD: (877) 521-2172
www2.ed.gov/about/offices/list/ocr

**Washington State Human Rights Commission**
P.O. Box 42490
Olympia, WA 98504-2490
(360) 753-6770 / Toll Free: (800) 233-3247 / TTY: (800) 300-7525