

STUDENT & FAMILY HANDBOOK

2018-2019

10211 12th Ave S
Seattle, WA 98168
(206) 494-5979
mainoffice@rainierprep.org





Dear Students & Families,

With great anticipation, we welcome you to the 2018-2019 school year. In June of 2018, we graduated our first class of 8th graders and sent them off to high school—turning a dream into reality, as each of our students pursue their pathway to a college degree and a life of leadership. 2019 will be another year of firsts, as we will send our first class of students who started with us in 5th grade to high school.

We set out five years ago to create Rainier Prep because the current reality our students face is greatly alarming. Low-income students in the United States have an 8% chance of graduating from a four-year college. Rainier Prep seeks to change these odds by providing a school where each child is well known, challenged, asked to question and wonder, encouraged to be truly curious about their world, and able to build the academic and leadership skills for college and life.

Rainier Prep provides a high rigor and high support environment so that all students can be on the pathway to college. We have an incredible staff who deeply believe in the potential and possibility of each and every one of our students. We build skills in reading, writing, and math that create the foundation for other learning and skill acquisition. In addition to these skills, our students build robots, read and analyze novels from around the world, question who and how history is written, create explosive and messy science experiments, work collaboratively across grade levels on their portfolio projects, and build strong friendships in their advisory groups.

At Rainier Prep, our goals for our students are bold. By working closely together, we seek to make it possible for every student who steps through our doors to go to and through college. In their time with Rainier Prep, your student(s) will have the chance to build their skills as a scholar and a leader. This pathway will not be easy, and there will be challenges along the way, but we will stay focused on the goal, work together, and persevere.

We are honored to serve as the founders and leaders of Rainier Prep. What follows this letter is the Rainier Prep Family Handbook which was created to help you and your student(s) be successful in reaching our goals. Please read it carefully to ensure that you are ready to begin the school year.

We encourage you to reach out to us and/or your student's advisor for any questions, concerns or ideas. Together, we are building an amazing school community that can positively impact our world and all of our lives.

Sincerely,

Maggie O'Sullivan
Co-founder & School Leader

Hong-Nhi Do
Co-Founder & Assistant Principal



TABLE OF CONTENTS

I. Rainier Prep	4
A. Introduction.....	4
B. Mission	4
II. School Culture	4
A. GUIDES	4
B. GUIDES Values	4
C. Uniforms and Dress Code	5
III. Academics	6
A. Overview	6
B. Homework and Reading	6
C. Holiday and Summer Homework.....	7
D. Grades.....	7
E. Field Studies.....	8
F. Special Education and Children with Special Needs.....	8
G. Requests for Specific Teachers or Peers	8
H. School Supplies.....	8
IV. Family Involvement	9
A. The Family-School Partnership.....	9
B. Communication	9
C. Student Led-Conferences	9
E. Getting Involved.....	10
F. Family Fundraising	10
G. Tutoring.....	10
V. School Day Information	10
A. Attendance	10
B. Arrival and Dismissal	11
C. School Closures.....	12
D. Bus Transportation	12
E. School Food	12
F. School Day Policies.....	13
VI. Required Documentation	13
A. Health Forms	14
B. Other Forms.....	14
VII. Discipline	15
A. Violence and Aggression	15
B. Consequences.....	16
C. Academic Dishonesty	17
D. Code of Conduct	18
Appendix A- Family Calendar	19
Appendix B	20
Appendix C	21
Appendix D	22

I. RAINIER PREP

A. INTRODUCTION

Rainier Prep is a college preparatory, public 5th – 8th grade school located in the Highline area. We prepare students to be successful in college prep high school classes by balancing the day with core academic skill building and real-world project-based learning. To accomplish this goal, we must work together as partners to make sure all of our students are successful.

The core values that drive Rainier Prep’s educational program are Grit, Urgency, Integrity, Discovery, Excellence, and Society (GUIDES). We believe in partnering closely with families and communities to foster a growth mindset of continuous improvement in all students.

B. MISSION

Rainier Prep’s mission is to prepare all students to excel at four-year colleges and to become leaders in their communities.

II. SCHOOL CULTURE

A. GUIDES

GUIDES is an acronym for the values we expect Rainier Prep students, staff, and families to live by everyday (Grit, Urgency, Integrity, Discovery, Excellence, and Society). We strive to go beyond expectations and be daily GUIDES to each other as we seek to develop our students and achieve our mission of college graduation and life of leadership.

B. GUIDES VALUES

	Definition	Examples of how families can model GUIDES values
Grit	To never give up	Doing everything that is necessary to help your student achieve success, no matter how difficult the task.
Urgency	To make every minute count	Taking the initiative to address issues proactively and constructively.
Integrity	To be honest and trustworthy	Treating school staff, your student, and community members with respect and honesty.
Discovery	To always ask questions and seek answers	Taking an active part in your student’s education by encouraging a love of reading, monitoring homework, and encouraging your student to work hard and be curious in all areas of life.
Excellence	To always give your best	Ensuring that your student is following our school policies (e.g., in school every day for the whole day, on time, in uniform) and encouraging your student to always give 100%.
Society	To be an active, contributing and respectful member of one’s community	Participating in school events and field studies. Staying active in the Parent Advisory Council. Volunteering when you can.

C. UNIFORMS AND DRESS CODE

Uniforms and a Dress Code help maintain a school culture of unity and academic excellence. Our students wear uniforms to make clothing selection easier for families, avoid the inevitable distractions and status distinctions caused by clothing, and ensure that our students are focused on learning, not what other students are wearing.

Uniform:

- Navy, white, khaki, grey or black skirts, shorts, jumpers, dresses, or pants
 - Shorts and skirts should go to the knee
 - No jean or jean styled material
 - No sweatpants or sweatpants style material
 - No leggings or tights without real pockets
- Navy, white, khaki, grey, or black collared shirt (short or long-sleeve)
- Visible undershirts must be solid navy, white, khaki, grey, or black
- Navy, white, khaki, grey or black sweaters/crewneck sweatshirts, including those with Rainier Prep logo with collared shirt
- Tights and hijabs must be free of decorations/designs and be navy, white, khaki, grey, or black in color
- Closed-toe shoes that can be worn for in-school sports activities (no sandals or heels even on free dress days)
- No clothing, jewelry, accessories, or hair that is a distraction to the learning of the student or others
- Jackets and hoodies may not be worn in class
- Hats may not be worn in the building
- Students are encouraged to wear Rainier Prep or college shirts or sweatshirts on Fridays

We strongly prefer no logos or branding or other forms of decoration on clothing unless it's Rainier Prep. However, we will allow non-Rainier Prep logos on a collared shirt *if* they are smaller than the size of a quarter (coin).

If a student cannot correct a uniform infraction themselves, parents will need to immediately bring the appropriate item(s) to school, so the student is in uniform. Hygiene packs are critical for this reason!

Rainier Prep will have Spirit Days throughout the year where students may wear themed outfits. Additionally, students can earn free dress as an incentive. Clothing choice on these days must be respectful of a learning environment. For example, shorts and skirts should go to the knee and shirts should have at least short sleeves. Please ask your student's advisor if you need to confirm free dress on any given day.

Hygiene Packs:

All students will need a hygiene pack stored in their Advisory room. Families will send this pack to school with their students during the first week of school. The hygiene pack should include a clean uniform, an undershirt, socks, undergarments, deodorant, refreshing wipes (e.g., Kleenex Splash & Go), large baggies (for any dirty or wet clothes), and sanitary napkins.

To reduce loss, your student's hygiene pack and all clothing/items contained within should be clearly labeled with your student's first and last name. Please check in regularly with your student about the status of their hygiene pack as they should be replenished as needed by the student.

III. ACADEMICS

A. OVERVIEW

Rainier Prep’s daily schedule is designed to meet our goal to prepare all students to excel in a four-year college and become leaders in their communities. The school day consists of courses in Advisory, Reading, English Language Arts, Social Studies, Physical Education, Math, Science, and Enrichment.

Advisory classes will include content related to leadership, executive function, organization, and conflict resolution to ensure students have the skills and resources they need to be successful.

Math, English Language Arts (reading and writing), and Social Studies focus on accelerating all scholars in their foundational skills so that they are prepared to excel in high school.

Science assists students in becoming lifelong learners who discover and grow in their understanding of the world. The course combines essential topics in Earth, Life, and Physical Sciences.

Enrichment is an elective course where students will have diverse learning experiences outside of the traditional classroom model. They will have the opportunity to learn new skills, work together as a community, and further build on their leadership skills.

B. HOMEWORK AND READING

Homework is assigned in order to establish patterns of responsibility, develop successful study habits, help students learn to work independently, allow students to discover and explore topics and issues based on individual interests and needs, and prepare students for rigorous college prep classes.

All students are expected to read independently **30 minutes every day outside of the school day**. This reading may include reading assigned by teachers or independent reading chosen by the student. In 5th-6th grade, students will complete a reading log to demonstrate that they read and to create the habit for daily reading. In 7th-8th grade, students are still expected to read daily, but it will not be tracked on a reading log. Research shows students who read regularly increase their vocabulary, score better on standardized tests and often improve their grades. The chart below represents approximately how long students will need for their homework if their skills in that content area are on grade level. Also, weekend homework is longer than weekday. If homework is taking significantly longer than expected, please contact your student’s Advisor.

Daily Homework Expectations by Course and Grade

	5th Grade	6th Grade	7th Grade	8th Grade
ELA	30 minutes	30 minutes	30 minutes	30 minutes
Math	30 minutes	30 minutes	30 minutes	30 minutes
Science	Only if classwork is incomplete	Only if classwork is incomplete	As assigned	As assigned
Social Studies	Only if classwork is incomplete	Only if classwork is incomplete	30 minutes	30 minutes

Reading	30 minutes Reading Log	30 minutes Reading Log	30 minutes	30 minutes
---------	------------------------	------------------------	------------	------------

C. HOLIDAY AND SUMMER HOMEWORK

We are committed to ensuring students continue to grow and develop even during school breaks—a time when students can lose the gains they have made during the school year. To combat this, we may assign homework over holidays. All students should read daily throughout vacation. Many of our online learning programs are available for usage during breaks to practice skills and the library is a great resource for these times as well.

Students may be required to complete assignments over the summer if they underperform during the school year. This will both support them in understanding key foundational concepts and demonstrate the competency necessary for success in the next grade level.

D. GRADES

English Language Arts, Math, Physical Education, Science, and Social Studies courses are graded on an A-F scale. A passing grade is 70% or above. The chart below shows grade and corresponding percentage. There are four quarters in the school year, and students' grades start fresh at the beginning of each new quarter. Students and families will check the grades on the Illuminate Parent Portal (<https://rainierprep.illuminatehc.com/login>). Teachers update the grades at least weekly, usually more often.

	Percentage
A	93.0 - 100.0+
A-	90.0 - 92.9
B+	87.0 - 89.9
B	83.0 - 86.9
B-	80.0 - 82.9
C+	77.0 - 79.9
C	73.0 - 76.9
C-	70.0 - 72.9
F	<69.9

English Language Arts, Math and 7th and 8th Social Studies are graded:

- 40% classwork/participation
- 45% assessments/projects
- 15% homework.

Science:

- 50% classwork/participation
- 50% assessments/projects

5th and 6th Grade Social Studies and all Physical Education are graded:

- 75% classwork/participation
- 25% assessments/project

* When applicable, grades may include: P (Passing), F (Failing), M (Medical), and I (Incomplete)

E. FIELD STUDIES

We take students on field studies to support the classroom curriculum and provide meaningful learning experiences. Information about upcoming field studies will be sent home regularly.

We often ask for adult volunteers to serve as chaperones. If you would like to chaperone a field study, please notify your student's advisor. Additionally, we will need to complete a background check on all chaperones one week prior to the field study, which can be filled out and returned to the office.

For student and/or staff safety, we will occasionally ask that you or another trusted adult accompany your student on the field study as an additional chaperone. If you cannot attend, your student may not be able to attend the field study. Additionally, students may not be invited to attend if past behavior warrants concern. Field studies provide valuable enrichment to our curriculum but are a privilege, not a right.

F. SPECIAL EDUCATION AND CHILDREN WITH SPECIAL NEEDS

Rainier Prep is dedicated to ensuring that every student has the skills and services necessary to excel in school. We work closely with families through the special education referral and evaluation process to coordinate special education services both in-house and with outside government agencies. If you have questions about your student's service or about special education in general, please contact one of our Learning Specialists.

Students learn at different rates, but some have significant difficulty in one or more of the following areas: social interaction, play, speech and language, vision, hearing, attention, behavior, or coordinating movement. Rainier Prep is here to help you access services to meet the unique learning needs of your student. If you have any questions or concerns, please call the school and request to speak with a Learning Specialist.

G. REQUESTS FOR SPECIFIC TEACHERS OR PEERS

Each year, we do our best to ensure that your student is placed in a classroom with teachers and other students that will provide the best possible learning experience. However, we do not accept nor accommodate requests for a specific teacher or for certain students to be placed in the same class.

H. SCHOOL SUPPLIES

Rainier Prep students carry a binder to and from their classes. This binder is an organizational tool that is leveraged daily. Therefore, at the beginning of the year, Rainier Prep will provide each student with a binder, a pencil pouch, and dividers to assist students in their organization. Items for families to purchase are noted below.

Rainier Prep School Supply List:

- Sharpened Pencils (at least 3 for the start of each day) *
- Earbuds (not over the ear headphones)
- Water bottle (labeled with student's name)
- Hygiene Pack (see page 5 for more details)
- *Recommended: heavy duty, zipping binder*

Only one binder will be provided by Rainier Prep. Families will be expected to replace any mishandled or worn binders throughout the year.

*5th Graders will only be using Number 2 style pencils (no pens and no mechanical pencils)

IV. FAMILY INVOLVEMENT

A. THE FAMILY-SCHOOL PARTNERSHIP

A strong family-school partnership is critical to a student's success. We look forward to collaborating closely with you in your student's pursuit of a pathway to college and lifetime of leadership.

B. COMMUNICATION

Communication is a two-way street at Rainier Prep!

As a school, we regularly communicate with you through phone calls, flyers, emails, recorded calls, text messages, and in-person meetings. Additionally, each Friday, your student receives the GUIDES flyer which highlights relevant school information (this flyer is emailed to families as well). Your student's Advisor is your primary source of information regarding your student, so please save their contact information.

Families may also check their students' grades at any time during the school year by logging in to the Illuminate Parent Portal (<https://rainierprep.illuminatehc.com/login>). Most parents set up a portal account during the enrollment process. However, if you are logging-in for the first time, you will need to create an account using a special access code provided by your student's advisor or the Main Office. If you have already created an account, login using your email and password.

All families have the right to information about their child's education in a language they understand. If at any time you would like an interpreter, or a document translated into your language please contact Ms. Lobos at 206-494-5979 x703 or klobos@rainierprep.org. We like to hear from you too! Call or email your student's teacher or advisor, the Main Office, or any staff member. If we do not pick up the phone, please leave a message and we will return your call within 24 business hours.

Please make sure the Main Office and your student's advisor have the most up-to-date contact information for yourself and at least one other emergency contact.

If you have any questions or concerns, please contact the school at 206-494-5979 x0 or mainoffice@rainierprep.org. If the school cannot address your concerns, you may follow the formal Complaint Policy, which is available upon request in the Main Office.

C. STUDENT LED-CONFERENCES

Rainier Prep student advisors meet with students and their families three times during the school year: August Family Meetings, Fall Student-Led Conferences, and Spring Student-Led Conferences. Rainier Prep staff will communicate with you at least three weeks before to schedule a specific time for your family's meeting. Please prioritize these meetings, as they help us to better know and support your student during the school year.

D. CLASSROOM OBSERVATIONS

If you would like to observe your student's classroom, please speak to your student's teacher or advisor at least one day before to ensure there is no conflict with a field study or other scheduled event. Observations should be

no more than two hours and should not occur during the first four weeks of school while students are getting accustomed to their classroom and routines. For safety reasons, always check in with the Main Office before going to the classroom or playground.

E. GETTING INVOLVED

Rainier Prep Community Advisory Board: The Advisory Board consists of parents, family members, students, and school staff. They meet on a quarterly basis and support our school with special events and family programming.

Volunteers: We welcome and invite family and community participation in our school! To become a volunteer, fill out the appropriate form in the Main Office. Volunteers who are expected to have unsupervised contact with students will be required to undergo a background check. Please consider sharing your knowledge and skills with our school.

F. FAMILY FUNDRAISING

Family fundraising is not encouraged as we want families' time and energy focused on the academic success and well-being of their student. If a person or group wants to fundraise, they will need to obtain prior permission from the School Leader.

G. TUTORING

Our teachers cannot receive additional compensation for working with Rainier Prep students. Your student's teacher will provide additional support during school hours to ensure that your student is making progress. For this reason, we ask you not to ask your student's teacher for additional paid tutoring outside of school.

V. SCHOOL DAY INFORMATION

A. ATTENDANCE

We are committed to ensuring that all students come to school on time and every day for the entire day. If for some reason your student will be absent/late to school, you must call or email the Main Office by 8:45AM.

Students who miss many school days are likely to fall behind their classmates both academically and socially. Be aware that school attendance is mandatory, and truancy is subject to Washington State laws including truancy petitions with the juvenile court. A student is considered truant if they miss 5 or more unexcused days in a month or 10 or more unexcused days in a year. Any absence from school is unexcused unless it meets one of the criteria provided by the Washington Administrative Code 392-401-020, including:

- Illness, health condition, or medical appointment. A doctor's note will be required if a student is absent for 3 or more days due to an illness.
- Family emergency including, but not limited to, a death or illness in the family;
- Religious or cultural purpose including observance of a religious or cultural holiday
- Absence related to the student's homeless or foster care dependency status

If your student is ill with a contagious illness or has the following symptoms or ailments, please keep him/her home and seek a doctor's care:

- Fever of 99.5 degrees or higher
- Flu or sickness involving vomiting or diarrhea
- Pinkeye (Conjunctivitis): eye infection; causes redness, swelling, discharge
- Ringworm: fungal infection affecting any part of the skin

If school personnel believe your student has any of the conditions mentioned above, your student may be sent home to reduce the chance of spreading/infecting others. Please keep your student home until their flu symptoms or fever have been gone for 12 hours. Your student may return to school if he/she provides documentation from a doctor stating that pinkeye is no longer contagious/spreadable or that treatment has started for ringworm.

Per Washington State Health Guidelines and recent findings in the Health Field, the issues noted below should not prevent a child from attending school. However, if your student or household is experiencing any of the following, please alert your student’s advisor and the main office. We will respect your student’s privacy, while reducing exposure to others.

- Lice: tiny insects that live on the scalp or in a person’s clothing
- Bed bugs: tiny insects that are reddish-brown, flat, and oval that live in clothing and furniture

If your student is regularly absent from or late to school, we will expect you to meet with us to discuss strategies to improve your student's attendance.

Number Unexcused Absences	School Responsibility	Expected Parent Action
One	Automated Phone Call	Call Main Office
Two in one month	Student Advisor will call family School will send attendance notification letter	Discuss solutions for improving attendance with Student Advisor. Implement strategies.
Three in one month	Conference with student & family. Sign Attendance Agreement.	Conference with Rainier Prep staff. Sign Attendance Agreement.
Seven in one month	File Truancy Petition with King County Juvenile Court and/or refer to a Community Truancy Board	Respond to any court mandated actions
Ten total during the school year (at Rainier Prep or a prior school)	File Truancy Petition with King County Juvenile Court and/or refer to a Community Truancy Board	Respond to any court mandated actions

Family vacation should be planned around school breaks and will be considered unexcused absences.

If a student misses 20 consecutive days, the student will be automatically unenrolled. The family is welcome to reapply but may be placed on the waiting list.

B. ARRIVAL AND DISMISSAL

Students will be considered on time if they are sitting in their assigned seat in their advisory classroom by 8:40AM. Additionally, to be marked present in all other periods, students must be in their assigned seat when the bell finishes ringing.

Anyone picking up a student (including parents) must be on the Pick-Up List. To add/remove people to/from this list, the legal guardian must contact the Main Office or the student’s advisor at least 24 hours before this

authorized adult will pick up your student.

All dismissal arrangements should be finalized with your student(s) prior to the start of the school day. Additionally, students and families should try to maintain a consistent dismissal plan to reduce mistakes and ensure students arrive home safely.

Doors Open, School Starts, and Dismissal Schedule:

	Doors Open	School Starts	Dismissal
Monday, Tuesday, Wednesday, Thursday	8:25 AM	8:40 AM	4:15 PM
Friday	8:25 AM	8:40 AM	1:50 PM
Half Days	8:25 AM	8:40 AM	12:30 PM

C. SCHOOL CLOSURES

We very rarely close school. Always assume that our school is open even if Highline Schools are not. If we decide to close/delay the opening of school, you will receive an email and recorded call.

D. BUS TRANSPORTATION

Rainier Prep provides bus services for students living within Highline Public Schools through a contract with Harlow’s Bus Company. Bus routes do not go to individual homes but rather to a central location where a number of students can be picked up and dropped off. Please check with the Main Office or rainierprep.org for the most updated list of bus routes.

As soon as we are notified of bus delays, Rainier Prep sends out text messages to all families who have joined the service. As soon as you know your students’ route, please join this service by texting 84483 with your student’s route in the text field (ex. Route1, Route2, Route3, or Route4). Please call Harlow’s Dispatch in unusual cases at 253-939-7700.

All students should be at their designated stop 5 minutes prior to the scheduled departure. Students are expected to be respectful and follow all school rules while waiting for the bus, riding the bus, and returning home.

Riding the bus is a privilege not a right, and misbehavior may lead to revoked bus privilege or other consequences, including phone calls home, parent meetings, student removal from bus (1 day to 2+ weeks), and community service. In order to keep everyone safe, we have specific bus expectations that students are required to follow. While on the bus, students should remain seated in their assigned seat, out of the aisle, facing forward, and speaking at a Level 2 (partner) voice.

E. SCHOOL FOOD

Rainier Prep offers nutritious and well-balanced breakfast and lunch during the school day through Fresh-n-Local Foods. All students are welcome to participate in the school meal program.

Families, who may be eligible, can apply for free or reduced-price meals for their student(s). Applications for free and reduced meal benefits are available at the Main Office. For those who pay for full or reduced priced meals, you can fill your student’s meal account by visiting www.mymealtime.com. Monthly reminders will be sent home to ensure that your student’s account does not run out of funds. Student’s with a low balance may not be able to

purchase the regularly served meal and may be offered an alternate meal until their account balance can cover the cost for their meal.

To ensure that we always order enough for our students who eat school provided meals, we ask that families commit to purchasing lunch for a full month at a time. School menus will be made available through the Guides Flyer as well as our website.

For more information about school food or pricing, please contact the Main Office.

F. SCHOOL DAY POLICIES

Nut Policy: The school is nut-aware. This means that all foods should be free of peanuts to accommodate our students with severe peanut allergies.

Junk Food Policy: We offer nutritious breakfasts and lunches. If you choose to send food to school with your student, please send healthy items like fresh fruits, vegetables, juice boxes that contain 100% juice, sandwiches, whole wheat crackers, etc. If students bring junk food to school (examples include: cookies, cupcakes, candies, sugary drinks, etc.) or items with artificial flavors, coloring, or ingredients, we will either throw it out or send it home. Chips that are all natural such as corn tortilla chips or baked chips are allowed. Our focus is to encourage healthy eating habits realizing that food affects our brains and ability to learn.

Birthday Celebration Policy: While we love celebrating student's individualism and academic achievements, we do not celebrate student birthdays through in-school birthday celebrations. Please do not bring special treats to the school for your student's birthday.

Lost & Found: The Lost & Found is located in the Main Office. Items left in the Lost & Found will be donated at the school's discretion after a certain period of time. Please label all your child's items to make it easier to return to them if they are lost.

Anti-Harassment, Anti-Intimidation, Anti-Bullying, and Anti-Discrimination Policy: Harassment, intimidation, bullying, and discrimination are unacceptable and will not be tolerated. Please ensure that you and your student read and understand the Student Anti-Harassment, Anti-Intimidation, and Anti-Bullying Policy (see Appendix A). This policy sets forth guidelines for preventing, reporting, and responding to potential acts of harassment, intimidation, and bullying.

Technology and Social Media Acceptable Use Policy: Please ensure that you and your student read and understand the Technology and Social Media Acceptable Use Policy (see Appendix B). This policy sets forth guidelines and rules for your student's use of computers, the Internet, and other school technological resources.

Electronics at School: Cell phones and other electronics should remain off and stored in the student's backpack during school hours unless directed by school staff. The school is not responsible for lost or stolen cell phones or other personal technology that students elect to bring to school. If students have cell phones out during the school day, they will be confiscated and given back to the parent/guardian. School staff will not investigate student's lost or stolen electronics.

VI. REQUIRED DOCUMENTATION

Several forms are required upon admission to Rainier Prep, some forms are required annually thereafter, and one form is required if you withdraw. The following is a summary of the forms that must be submitted to the school's Main Office upon acceptance to Rainier Prep. They will remain in your student's file and are confidential. Blank copies are available upon request in the Main Office.

A. HEALTH FORMS

Immunization Records: Based on your student’s age, there are certain immunizations your student must receive to attend school (please see table below from the Washington State Department of Health). Your doctor records the immunization information on your student’s Certificate of Immunization Status and a copy of this record is required upon admission to Rainier Prep. Any time he or she receives additional immunizations, please provide an updated copy. If your student’s immunizations are not up-to-date, your student may not attend school.

Please note, 1 dose Tdap is required on or after a student’s 11 birthday.

	Hepatitis B	DTaP/TD/Tdap*	Polio*	MMR	Varicella
K-5th Grade	3 doses	5 doses	4 doses	2 doses	2 doses OR Healthcare provider verifies child had disease
6th-8th Grade	3 doses	5 doses DTaP & 1 dose Tdap	4 doses	2 doses	2 doses OR Healthcare provider verifies child had disease

B. OTHER FORMS

Family Compact: As part of your student’s enrollment and re-enrollment each year, you sign a compact—your pledge to abide by Rainier Prep policies and values.

Media Release, Permission, and Consent: We often document and share our success by taking pictures and videotaping our students, families, and staff. These pictures may be used for professional development, educational materials, or school promotional materials. This form gives your consent for your student and/or your family to be included in these recordings, pictures or videos.

Field Study Form: Our students participate in field studies throughout the school year, and you sign one form consenting to your student’s participation for all years that they attend Rainier Prep. You may be asked to complete additional consent forms for special field studies.

Student’s Birth Certificate: Birth certificates verify identification and date of birth for students. A copy of your student’s birth certificate must be provided to the Main Office before school begins.

Enrollment Form: This form provides pertinent details about you and your student that allow us to serve your student in an educational setting. This form also includes information typically gathered by the Federal government through other documents such as the Ethnic Identification Form, Home Language Questionnaire, etc.

Student Housing Questionnaire: The answers to the questions in this questionnaire can help determine the services a student may be eligible to receive under the McKinney-Vento Act 42 U.S.C. 11435 The McKinney Vento Act provides services and supports for children and youth experiencing homelessness.

Washington State Residency: Students must live in Washington State to attend our school because we are a Washington State public school. You must provide a proof of residency upon admission. If your permanent address changes during the school year, please provide a new proof of residency and change your address information in the Main Office. Students who move out of Washington State must withdraw immediately. Withdrawal forms are available in the school’s Main Office.

Acceptable Documents

Any of the following, showing the parent/guardian's name and address:

- Driver's license
- Utility bill (cable, gas, landline phone, electric, water bill)
- Lease or rent statement
- Tax documents
- Paychecks
- Social security card
- Bank statement
- Cell phone bill
- Letters from banks, employers, private insurance companies, or hospitals
- Any letter from a government agency (for food stamps, from the IRS, HRA, Medicaid, City Housing Authority, ACS, Child Health Plus, etc.) listing resident's name and address

Privacy of Information: You will receive a form and notification relating to the Family Educational Rights and Privacy Act (FERPA). The form relates to the display of your student's schoolwork in our halls and classrooms. It also allows your student to be in the school yearbook. The notification provides you with additional details about directory information and accessing your student's educational records.

Re-Enrollment Forms: In the spring of every school year, Rainier Prep parent/guardians will be required to declare their intention to re-enroll for the next school year. Parents/guardians who choose to re-enroll for the following year will also be required to re-sign certain forms.

VII. DISCIPLINE

Rainier Prep is an institution of learning. We expect all community members to be respectful, embrace our GUIDES values, and create a safe, orderly space for learning and growth. Preparing our students to excel in a four-year college and to be leaders in their community is no simple feat and every moment is valued. Therefore, we cannot allow one child to disrupt the learning environment for all. In order to establish and maintain a school culture that promotes learning and respect for others, we have established the Code of Conduct, which contains a list of possible infractions and consequences.

Please keep in mind that the list of unacceptable conduct and consequences is not exhaustive. Rainier Prep can supplement this Code of Conduct with additional rules as appropriate. In addition, violations of the Code of Conduct and resulting consequences are subject to the discretion of the school and may be supplemented and/or adjusted accordingly. A student's prior conduct and his/her disciplinary history may be factors in determining the appropriate consequence for an infraction.

The Code of Conduct will be enforced at all times. Students must adhere to the Code of Conduct when at school, on school grounds, participating in a school-sponsored activity, and walking to or from, waiting for, riding the school bus, or riding on public transportation to or from school or a school-sponsored activity. Serious misconduct outside of the school—including electronic activities—can be considered a school disciplinary offense when the misconduct or the student's continued presence at the school has or would have a significant detrimental effect on the school and/or has created or would create a risk of substantial disruption to the work of the school.

A. VIOLENCE AND AGGRESSION

We must ensure that our students are safe at all times in our schools. Rainier Prep does not tolerate aggressive or violent conduct that puts the safety of our students, staff, or community in jeopardy.

B. CONSEQUENCES

Loss of Privileges

If a student performs below expectations, fails to submit required work, violates the Code of Conduct, or generally fails to maintain the standard of academic rigor expected of students, then the student's participation in enrichment, recess, field studies, fine arts projects and performances, or other privileges—to which students are normally entitled—may be temporarily revoked.

Working Recess

Students who do not fully complete their daily reading log and/or do not have an independent reading book, pencils, and binder with them at the start of advisory will be assigned Working Recess. During this time, students will read.

Working Enrichment

Students who do not turn in completed homework on time will need to attend Working Enrichment that day unless they are already assigned to study hall. This time will be devoted to completing homework and then to independent reading once homework is complete.

Reflection Room

At Rainier Prep, we believe in the power of restorative justice, positive discipline, and helping to empower students to resolve conflicts on their own or within a small group. Students who violate the Code of Conduct may be required to reflect on their behavior and, when applicable, make reparations. During Reflection Room, students will be able to talk through the incident with an adult and/or other students if necessary, in order to find a solution.

Parent Pick Up Required

In order to promote consistency and family communication, students who have had three or more disciplinary actions in one day will be asked to stay after school and wait for a parent to pick them up. We will ask the family to stay for a brief meeting with **a Rainier Prep staff member** to ensure success for the following day. Additionally, students who earn Reflection Room three or more times in a week, will be required to have a family meeting.

In-School Suspension

A student who repeatedly violates the Code of Conduct or compromises the safety of others may receive an in-school suspension. During an in-school suspension, a student will be required to complete academic coursework separate from their classmates.

If your student is suspended, a member of the school staff will call to inform you.

Out-of-School Suspension and Expulsion

A student who repeatedly and/or seriously violates the Code of Conduct and/or compromises the safety of others may be suspended.

A short-term suspension refers to the removal of a student from the school for disciplinary reasons for a period of five days or fewer. A long-term suspension refers to the removal of a student for disciplinary reasons for a period of more than six days. Expulsion refers to the permanent removal of student from school for disciplinary reasons.

If your student is suspended, a member of the school staff will call to inform you. You will make arrangements with the school for completing missed assignments for your student during his/her suspension.

C. ACADEMIC DISHONESTY

At Rainier Prep, we value academic integrity and expect students to be completing their own work to the best of their ability at all times. Violations of the academic integrity policy will result in the following consequences:

1st Incident	2nd Incident	3rd Incident
<ul style="list-style-type: none"> ● Zero ● Reflection Room ● Parent Meeting ● Written Reflection on why integrity matters (1 paragraph minimum) 	<ul style="list-style-type: none"> ● Zero ● Redoing assignment (no credit) ● Reflection Room ● Parent Meeting ● After school community service 1 week ● Oral Presentation to a class on why integrity is important, what they did to violate community norms and what they plan to do in the future 	<ul style="list-style-type: none"> ● Academic dishonesty three times in one class will result in an automatic F in the course

D. CODE OF CONDUCT

Level One Behavior	Level Two Behavior	Level Three Behavior	Level Four Behavior
<i>Behaviors that impact the student</i>	<i>Behaviors that interfere with the learning of others</i>	<i>Behaviors that affect the community</i>	<i>Behaviors that are dangerous and/or illegal</i>
<ul style="list-style-type: none"> ● Not prepared ● Out of seat ● Not following directions ● Incorrect voice level ● Eye rolling ● Running / bumping ● Chewing gum ● Supplies not ready ● Eating at unapproved times ● Incorrect dress code ● Technology misuse 	<ul style="list-style-type: none"> ● Teasing/name calling ● Unsafe or rough play ● Excluding others ● Gossiping/rumors ● Inappropriate response to teacher redirect ● Talking out of turn repeatedly ● Disrespect towards property/others ● Walking away from an adult talking to you ● Repeated Level One Behaviors 	<ul style="list-style-type: none"> ● Cheating ● Lying ● Profanity ● Leaving classroom without permission ● Bullying/ Harassment <ul style="list-style-type: none"> ● Repeated Level Two Behaviors 	<ul style="list-style-type: none"> ● Fighting ● Weapons ● Assault ● Drugs/Alcohol ● Theft ● Skipping School ● Endangering the lives of others
Interventions May Include	Interventions May Include	Interventions May Include	Interventions Will Include
<ul style="list-style-type: none"> ● Nonverbal Redirection ● Reflection Table ● Buddy class ● Working Recess ● Working Enrichment ● Loss of privilege ● Verbal warning ● Parent contact 	<ul style="list-style-type: none"> ● Nonverbal Redirection ● Reflection Table ● Buddy class ● Reflection Room ● Loss of privilege ● Verbal Warning ● Parent contact ● Parent/ teacher conference 	<ul style="list-style-type: none"> ● Parent contact ● Reflection Room ● Loss of privilege ● Behavior plan ● Admin/ parent/ teacher conference ● Pick up from school by family member 	<ul style="list-style-type: none"> ● Immediate office referral ● Admin/ parent/ teacher conference ● Suspension or Expulsion ● Pick up from school by family member

2018-2019 ACADEMIC CALENDAR

Rainier Prep

Updated 8/1/2018



Date	Event
August 2018	
Wednesday, August 15 - Thursday, August 16 Wednesday, August 22	Advisor & Family Meetings: Advisor Schedules Visit with Each Family 7th Grade Orientation: 8:40AM-12:30PM 8th Grade Orientation (New Students): 8:40AM-12:30PM
Thursday, August 23	5th & 6th Grade Orientation: 8:40AM-12:30PM
Friday, August 24	5th & 6th Grade Orientation: 8:40AM-12:30PM
Tuesday, August 28	First Day of School
September 2018	
Monday, September 3	No School: Labor Day
October 2018	
Friday, October 26	No School: Teacher Professional Development
November 2018	
Thursday, November 8 - Friday, November 9	No School: Student-Led Conferences with Family and Advisor
Monday, November 12	No School: Veteran's Day
Wednesday, November 21	Half Day: Dismissal at 12:30PM
Thursday, November 22 - Friday, November 23	No School: Thanksgiving Break
December 2018	
Monday, December 24 - January 4	No School: Winter Break
January 2019	
Monday, January 7	No School: Teacher Professional Development
Monday, January 21	No School: Martin Luther King Jr. Day
February 2019	
Friday, February 1	No School: Teacher Professional Development
Friday, February 15 - Monday, February 18	No School: President's Day
March 2019	
Thursday, March 7 - Friday, March 8	No School: Student-Led Conferences with Family and Advisor
Friday, March 29	No School: Teacher Professional Development
April 2019	
Monday, April 8 - Friday, April 12	No School: Spring Break
May 2019	
Monday, May 6 - Friday, May 9	Washington State Smarter Balance ELA & Math Test
Monday, May 20	Washington State Science Test (5th & 8th Grade Only)
Monday, May 27	No School: Memorial Day
June 2019	
Thursday, June 20	Last Day of School: Dismissal at 12:30PM

APPENDIX B

STUDENT ANTI-HARASSMENT, ANTI-INTIMIDATION, ANTI-BULLYING, AND ANTI-DISCRIMINATION POLICY

All students should feel safe and welcome at school. We do not tolerate acts of harassment, intimidation, bullying, or discrimination. This includes behaviors that take place outside of school if they harm others or disrupt students' education.

We are **all** responsible for stopping harassment, intimidation, bullying, and discrimination before and when they happen.

HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION

In general, bullying:

- Is **targeted** and **repeated**;
- involves a **power imbalance**;
- creates a **hostile environment**; and
- has **substantial negative consequences**.

Harassment, intimidation, bullying, and discrimination can be behaviors that are physical, verbal, social, written and/or electronic. Here are examples of harassing or bullying behaviors when targeted and repeated:

Physical: Hitting, kicking, pinching, pushing, or damaging/forcibly taking others' property

Verbal: Name-calling, put-downs, making threats, teasing, or spreading hurtful rumors

Social: Deliberately harming another student's friendships or relationships

Written: Slam books, graffiti, or texting that hurt or embarrass others

Electronic: Posting or sending messages, pictures, or emails that hurt or embarrass others

PREVENTING HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION

Respect toward others is one of our most important principles. Always treat others as you would want to be treated. It is never okay to engage in conduct involving harassment, intimidation, or bullying.

You are responsible for your own actions, even if everyone else is acting inappropriately. While you don't have to be friends with every single student at school, you do have to be respectful at all times.

REPORTING HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION

Tell your teacher, an administrator, or another adult (including a parent/guardian) right away if you believe you or someone else is being harassed, intimidated, bullied, or discriminated. Parents/guardians may also report these types of potential acts to teachers and administrators. Rainier Prep will investigate and put a stop to any harassment, intimidation, bullying, and discrimination. Reports may be made orally or in writing. For any additional questions, concerns, or information on Rainier Prep's policy and procedures, please contact Rainier Prep's Compliance Officer.

CONSEQUENCES

Students will be disciplined for violating this policy up to and including suspension and expulsion.

NO RETALIATION

There will be no retaliation against anyone who, in good faith, reports or assists in the investigation of potential acts of harassment, intimidation, bullying, or discrimination.

APPENDIX C

STUDENT TECHNOLOGY AND SOCIAL MEDIA ACCEPTABLE USE POLICY

Technology is an important part of Rainier Prep's school model and a great learning tool. Students will use technology to research projects, watch educational videos, build websites, take assessments, and so much more. Students should be safe, appropriate, and responsible when using technology in order to ensure that Rainier Prep is a community in which all students can thrive.

If you violate this policy, you may lose technology privileges or be subject to other disciplinary consequences. Rainier Prep can monitor the use of its technology at any time. Rainier Prep may also use filtering software that blocks inappropriate content and/or websites.

By "technology" we mean computers, tablets, phones, mobile devices, the Internet, social media (which includes Facebook, Instagram, and others), blogs, email, chat rooms, and other online services.

This policy covers the use of **ANY** technology (not just technology owned by the school), **including off-campus use**, which could disrupt the school or students' education and/or interfere with others' rights. This policy is meant to be representative and does **NOT** cover every single situation.

BE SAFE

- Never share information about yourself or pictures with strangers
- If you meet someone online, do **not** meet in person
- If someone sends you a message that makes you feel uncomfortable, tell your parents or a teacher right away

BE APPROPRIATE

- Be polite, kind, and respectful. It's okay to disagree with others' views, but do so respectfully
- **Harassment, inappropriate language, intimidation, and bullying will not be tolerated. It is not acceptable to be mean, make fun of, embarrass, or pick on others. You also cannot curse or use other language online that you would not be able to use at school.**
- Don't post anything you wouldn't want friends, parents, teachers, college admissions officers, or a future employer to see! (Even if you think your site is private, it's probably not—people can view and share what you post, now and far into the future.)
- Don't "friend" your teachers or other Rainier Prep staff online
- Don't view, send, or post messages or pictures that would be inappropriate for school, would harm another person, and/or would disrupt school
- Respect others' privacy
- Don't pretend you are someone else or use someone else's identity online
- Do your own work. Don't plagiarize (presenting others' ideas or writings as your own)

BE RESPONSIBLE

- **YOU** are responsible for **YOUR** online conduct
- When using technology at school, follow the teacher's instructions
- Don't copy or download books, music, movies, pictures, or anything else without the owner's permission.
- Don't gamble or engage in illegal activity online.
- If you are unsure whether something violates this policy, ask your teacher
- If someone violates this policy, immediately report the violation to a teacher
- If you accidentally come across something inappropriate, notify school staff immediately

APPENDIX D

OTHER POLICIES

Please visit Rainier Prep main office or our website to find a copy of our most updated policies:

COMPLAINT POLICY

FIREARMS, WEAPONS, AND THREATS OF VIOLENCE POLICY

HOMELESS STUDENT POLICY

NONDISCRIMINATION POLICY

PARENT "RIGHT TO KNOW" POLICY

SERVICE ANIMALS IN SCHOOLS POLICY

SEXUAL HARASSMENT POLICY

WELLNESS POLICY