Dear Students & Families,

It is with mixed emotions that we kick off the 2020-21 school year, knowing this is going to be a difficult year. Many in our community are experiencing deep loss, racism and greater economic difficulty all while having to be in separate spaces without the joy of connecting in person. I am confident, however, that the Rainier Prep community we build and sustain together this year can be a source of support, strength and growth for all of us.

Since our founding, we at Rainier Prep have sought and will continue to seek to provide a school where each child is known well, challenged, asked to question and wonder, encouraged to be truly curious about their world, and able to build academic and leadership skills for success in 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, ask who gets to write history and how, 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.

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. It has been significantly revised this summer to include online school information. Unlike in years past, we expect that some information will change throughout the year, so we are not printing physical copies. Please read the Handbook carefully and contact us with any questions. Together, we are building an amazing school community that can positively impact our world and all of our lives.

Sincerely,

Maggie O'Sullivan
School Leader
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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

<table>
<thead>
<tr>
<th>Definition</th>
<th>Examples of how families can model GUIDES values</th>
</tr>
</thead>
<tbody>
<tr>
<td>Grit   To never give up</td>
<td>Doing everything that is necessary to help your student achieve success, no matter how difficult the task.</td>
</tr>
<tr>
<td>Urgency To make every minute count</td>
<td>Taking the initiative to address issues proactively and constructively.</td>
</tr>
<tr>
<td>Integrity To be honest and trustworthy</td>
<td>Treating school staff, your student, and community members with respect and honesty.</td>
</tr>
<tr>
<td>Discovery To always ask questions and seek answers</td>
<td>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.</td>
</tr>
<tr>
<td>Excellence To always give your best</td>
<td>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%.</td>
</tr>
<tr>
<td>Society To be an active, contributing and respectful member of one’s community</td>
<td>Participating in school events and field studies. Staying active in the Parent Advisory Council. Volunteering when you can.</td>
</tr>
</tbody>
</table>
C. UNIFORMS AND DRESS CODE (IN PERSON)

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:

- **WHEN IN PERSON:** All students must wear a mask at all times. Masks may be any color, pattern, or design.
- 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 (Online)

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. Within the schedule, students will experience both synchronous and asynchronous work and classes. Synchronous means all students and the teacher are having the experience online at the same time. Asynchronous means that the students choose the time of day to complete the work.

Classes
Advisory classes will include content related to social / emotional learning, building positive relationships, conflict resolution, leadership, executive functioning, and organization, 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 and in life.

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. Students will have the opportunity to learn new skills, work together as a community, and further build on their leadership skills.

Mindful moment is a time of day for students to take a break from the computer and do a mindfulness practice or physical activity preferably outside if this is safe. They can choose from options like write or draw in a gratitude journal, run a mile, walk up a flight of stairs 10 times, meditate/ pray, or play with a family member.

Synchronous Work
Synchronous work will be used to accelerate new skills specific to each content, to build healthy relationships with peers and adults, and to discover and grow their understanding of the world. Additionally, synchronous work will focus on habits of discussion and developing oral language skills.

Asynchronous Work
Asynchronous work 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. Students will have time in their schedule to complete asynchronous work both independently as well as with teacher support. Asynchronous work will be assigned through Google Classroom as well as other online platforms; students and families will be able to check what assignments are due by looking at the grade level websites: https://sites.google.com/view/rpremotelearning/home

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. Research shows students who read regularly increase their vocabulary, score better on standardized tests and often improve their grades.
B. SCHOOL SUPPLIES

Rainier Prep will be providing supplies to students that will be available for pick-up on certain days while we are all online. Families should supply their students with earbuds, scratch paper and pens or pencils.

C. DESIGNATED WORK SPACE

Please work with each of your family members to determine what will be the Rainier Prep student’s work space during online instruction. This may be tricky but it is important for each student to know where they will work from each day.

D. CHROMEBOOK

All students will be loaned a chromebook for completing their school work. This device is designed for school work use. It will be returned at the end of each year. Families will set the expectations of when the chromebook is used and when/where it is put away and charged, so that it is ready to go each day.

IV. ACADEMICS (ONLINE AND IN-PERSON)

A. 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 Synergy Parent Portal (https://wa-rai.edupoint.com/PXP2_Login_Parent.aspx). Teachers update the grades at least weekly, usually more often.

As long as we are in an online learning format, Rainier Prep will have no weights within gradebooks. All synchronous and asynchronous work will be given credit based on points.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>93.0 - 100.0+</td>
</tr>
<tr>
<td>A-</td>
<td>90.0 - 92.9</td>
</tr>
<tr>
<td>B+</td>
<td>87.0 - 89.9</td>
</tr>
<tr>
<td>B</td>
<td>83.0 - 86.9</td>
</tr>
<tr>
<td>B-</td>
<td>80.0 - 82.9</td>
</tr>
<tr>
<td>C+</td>
<td>77.0 - 79.9</td>
</tr>
<tr>
<td>C</td>
<td>73.0 - 76.9</td>
</tr>
<tr>
<td>C-</td>
<td>70.0 - 72.9</td>
</tr>
<tr>
<td>F</td>
<td>&lt;69.9</td>
</tr>
</tbody>
</table>

*If your student qualifies for an IEP or 504 and receives a percentage 69.9 or below, then they will receive an “Incomplete” instead of an F and will be given the opportunity to make up work for credit. If you have any questions or concerns, please call the school and request to speak with Morgan Fernandez, Director of Instruction.

* Additionally, when applicable, grades may include: P (Passing), F (Failing), M (Medical), and I (Incomplete)
B. 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. Our commitment does not change in an online format. 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 Morgan Fernandez, Director of Instruction.

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 and is committed to supporting those needs within the virtual format. If you have any questions or concerns, please call the school and request to speak with Morgan Fernandez, Director of Instruction.

C. 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.

V. Academics (In-Person)

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 social / emotional learning, building positive relationships, conflict resolution, leadership, executive functioning, and organization, 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 homework. If homework is taking significantly longer than expected, please contact your student’s Advisor.

### Daily Homework Expectations by Course and Grade

<table>
<thead>
<tr>
<th></th>
<th>5th Grade</th>
<th>6th Grade</th>
<th>7th Grade</th>
<th>8th Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ELA</strong></td>
<td>30 minutes</td>
<td>30 minutes</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Math</strong></td>
<td>30 minutes</td>
<td>30 minutes</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Science</strong></td>
<td>Only if classwork is incomplete</td>
<td>Only if classwork is incomplete</td>
<td>As assigned</td>
<td>As assigned</td>
</tr>
<tr>
<td><strong>Social Studies</strong></td>
<td>Only if classwork is incomplete</td>
<td>Only if classwork is incomplete</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
<tr>
<td><strong>Reading</strong></td>
<td>30 minutes Reading Log</td>
<td>30 minutes Reading Log</td>
<td>30 minutes</td>
<td>30 minutes</td>
</tr>
</tbody>
</table>

### 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. 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.
E. 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:

- Hand Sanitizer containing at least 60% alcohol
- 2 Cloth Masks
- 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)
*Chromebooks: Students will bring their chromebook fully charged each day in the soft case provided.

VI. 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, most Fridays, 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.

All families will need to have an email which they check regularly. We are beginning to build out our website to have more family information including technology support.

Families may also check their students’ grades at any time during the school year by logging in to the Synergy Parent Portal (https://wa-rai.edupoint.com/PXP2_Login_Parent.aspx). 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. Kowsar at 206-494-5979 x705 or khassan@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. Technology Support

We have added a place on our website with COVID support, technical support and online school information. We will continue to add resources.

D. 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.

E. In Person 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.

F. 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. During the 2020-21 school year we will not be having any in building volunteers.

G. 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.

H. 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.
VII. SCHOOL DAY INFORMATION (ONLINE)

A. ATTENDANCE

We are committed to ensuring that all students attend school on time and every day for all their classes. If for some reason your student will be absent/late to school, please 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. Washington State is currently updating their policies and rules regarding online school attendance. 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 logged into the google meet with their advisory by 9AM each day. Additionally, to be marked present in all other periods, students must be actively on the correct link for the full duration of the period.

Online Schedule:

<table>
<thead>
<tr>
<th></th>
<th>School Starts</th>
<th>School Ends</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Wednesday, Thursday</td>
<td>9:00 AM</td>
<td>3:40 PM</td>
</tr>
<tr>
<td>Friday</td>
<td>9:00 AM</td>
<td>1:50 PM</td>
</tr>
<tr>
<td>Half Days</td>
<td>9:00 AM</td>
<td>12:30 PM</td>
</tr>
</tbody>
</table>

A detailed student schedule can be found at https://www.rainierprep.org/covid19/.

C. ONLINE SCHOOL CLOSURES

We very rarely close school in the online format. 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, and we will change our Main Office voicemail message.

D. SCHOOL FOOD

Rainier Prep offers nutritious and well-balanced breakfast and lunch during the school day through Fresh-n-Local Foods. Meals to accommodate dietary restrictions can also be provided. 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 and on our website at https://www.rainierprep.org/meals/. Please complete the 2020-2021 Application for Free and Reduced-Price Meals. Applications may be submitted via:
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.

While school is taking place online, Rainier Prep families may pick up a breakfast and lunch mealbox (Drive-through Model) on Tuesdays. Each box will contain 5 breakfast and 5 lunch meals. Rainier Prep is currently finalizing the exact time of distribution with Fresh-n-Local. Meal distribution time and information will be posted to our website at https://www.rainierprep.org/meals/.

Meal Prices

- **Breakfast**
  - Full Price: $2.00
  - Reduced Price: $1.66

- **Lunch**
  - Full Price: $4.00
  - Reduced Price: $0.40

Because hunger is an impediment to learning, no child will be denied a school meal because of an inability to pay. It is the responsibility of parents or family to prepay for school meals, provide a breakfast or lunch from home, or complete an annual application establishing eligibility for free or reduced-price meals. Rainier Prep is unable to use state or federal funds to forgive student meal debts and has established guidelines to help families manage cafeteria accounts.

The following steps will be taken to communicate with families and students regarding their account:

- Kitchen staff may give verbal reminders to students that their meal account needs to be replenished if the account carries a balance of less than $10. (Verbal reminders will not reference whether the account is low or negative.)
- Students may be given a note to take home to inform parents that the meal account is low or negative, or notices may be mailed home.
- Families may receive a reminder phone call.
- Students will receive a complete meal regardless of their account balance.
- School staff will contact families with negative meal balances to inform about the need to add funds to their students’ account, determine ability to pay, or offer assistance connecting with resources or creating a payment plan, as appropriate.
- *The district may pursue collection efforts for delinquent meal accounts.*

Parents or guardians may request in writing to not allow their student to charge meals. Written request may be sent by email to nandrade@rainierprep.org or mainoffice@rainierprep.org or delivered to our main office.

**E. School Day Policies**

**Electronics at School:** Cell phones, smart watches, 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 or smart devices (including watches) out during the school day, they will be confiscated and given back to the parent/guardian directly. School staff will not investigate
student’s lost or stolen electronics.

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 B). 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 C). This policy sets forth guidelines and rules for your student’s use of computers, the Internet, and other school technological resources.

VI. SCHOOL DAY INFORMATION (IN PERSON)

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

Staff and students will have their temperature checked at the door every day. Per guidance from the Washington State Department of Health, all staff parents, guardians, and students should review the following questions on a daily basis and stay home if the answer is yes.

1. Do you have any of the following symptoms that are not caused by another condition?
   - Fever (100.4°F) or chills
   - Cough
   - Shortness of breath or difficulty breathing
   - Unusual fatigue
   - Muscle or body aches
   - Headache
   - Recent loss of taste or smell
   - Sore throat
   - Congestion or runny nose
   - Nausea or vomiting
   - Diarrhea

2. Have you been in close contact with anyone with confirmed COVID-19?
3. Have you had a positive COVID-19 test for active virus in the past 10 days?
4. Within the past 14 days, has a public health or medical professional told you to self-monitor, self-isolate, or self-quarantine because of concerns about COVID19 infection?
5. Have you traveled by plane in the last 14 days?

Additionally, 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:

- 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.

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

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 8:40 AM. 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:**

<table>
<thead>
<tr>
<th>Doors Open</th>
<th>School Starts</th>
<th>Dismissal</th>
</tr>
</thead>
<tbody>
<tr>
<td>Monday, Tuesday, Wednesday, Thursday</td>
<td>8:25 AM</td>
<td>8:40 AM</td>
</tr>
<tr>
<td>Friday</td>
<td>8:25 AM</td>
<td>8:40 AM</td>
</tr>
<tr>
<td>Half Days</td>
<td>8:25 AM</td>
<td>8:40 AM</td>
</tr>
</tbody>
</table>

**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, and we will change our Main Office voicemail message.

**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. Meals to accommodate dietary restrictions can also be provided. 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.

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. For meals that accommodate dietary needs, we ask that families make a yearly commitment. 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.

**Electronics at School:** Cell phones, smart watches, 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 or smart devices (including watches) out during the school day, they will be confiscated and given back to the parent/guardian directly. School staff will not investigate student’s lost or stolen electronics.

**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 B). 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 C). This policy sets forth guidelines and rules for your student’s use of computers, the Internet, and other school technological resources.
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 11th birthday.

<table>
<thead>
<tr>
<th></th>
<th>Hepatitis B</th>
<th>DTaP/TD/Tdap*</th>
<th>Polio*</th>
<th>MMR</th>
<th>Varicella</th>
</tr>
</thead>
<tbody>
<tr>
<td>K-5th Grade</td>
<td>3 doses</td>
<td>5 doses</td>
<td>4 doses</td>
<td>2 doses</td>
<td>2 doses OR Healthcare provider verifies child had disease</td>
</tr>
<tr>
<td>6th-8th Grade</td>
<td>3 doses</td>
<td>5 doses DTaP &amp; 1 dose Tdap</td>
<td>4 doses</td>
<td>2 doses</td>
<td>2 doses OR Healthcare provider verifies child had disease</td>
</tr>
</tbody>
</table>

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 Identification and Proof of Age: To verify identification and date of birth for students, a copy of one of the following documents must be provided to the Main Office before school begins: birth certificate, passport, state identification (ID) card, previously verified school records, or alternative documentation which includes the student’s name and birthdate.

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.

<table>
<thead>
<tr>
<th>Acceptable Documents</th>
</tr>
</thead>
<tbody>
<tr>
<td>Any of the following, showing the parent/guardian’s name and address:</td>
</tr>
<tr>
<td>• Driver’s license</td>
</tr>
<tr>
<td>• Utility bill (cable, gas, landline phone, electric, water bill)</td>
</tr>
<tr>
<td>• Lease or rent statement</td>
</tr>
<tr>
<td>• Tax documents</td>
</tr>
<tr>
<td>• Paychecks</td>
</tr>
<tr>
<td>• Social security card</td>
</tr>
<tr>
<td>• Bank statement</td>
</tr>
<tr>
<td>• Cell phone bill</td>
</tr>
<tr>
<td>• Letters from banks, employers, private insurance companies, or hospitals</td>
</tr>
<tr>
<td>• 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</td>
</tr>
</tbody>
</table>

**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 (ONLINE)

This section is under construction. General guidance during synchronous (live) class are that teachers will:

- Restate expected behavior
- Provide an individual reminder.
- If needed, remove the student from that online class and contact parent(s).

We will continue to follow behavioral expectations in the online environment, more severe behavior instances (including harassment, bullying, and intimidation) will have consequences in line with our disciplinary policies and procedures.

C. CONSEQUENCES (IN-PERSON)

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 or who have been assigned Reflection Room for two separate instances 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 and will be given access to both academic and behavioral support. In the case of In School Suspension, a parent pick-up and meeting is required. If your student is suspended, a member of the school staff will call to inform you and will provide you with the appropriate paperwork.

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 ten days or fewer. A long-term suspension refers to the removal of a student for disciplinary reasons for a period of more than ten 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 and provide you with the correct paperwork. You will make arrangements with the school for your student to complete missed assignments.

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:

<table>
<thead>
<tr>
<th>1st Incident</th>
<th>2nd Incident</th>
<th>3rd Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Zero</td>
<td>● Zero</td>
<td>● Academic dishonesty three times in one class will result in an automatic F in the course</td>
</tr>
<tr>
<td>● Reflection Room (in-person)</td>
<td>● Redoing assignment (no credit)</td>
<td></td>
</tr>
<tr>
<td>● Parent Meeting</td>
<td>● Reflection Room (in-person)</td>
<td></td>
</tr>
<tr>
<td>● Written Reflection on why integrity matters (1 paragraph minimum)</td>
<td>● Parent Meeting</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Before/After school community service 1 week (in-person)</td>
<td></td>
</tr>
<tr>
<td></td>
<td>● Create a poster about Integrity to be placed in a common space at school (will be adapted to online)</td>
<td></td>
</tr>
</tbody>
</table>
Misuse of Rainier Prep Technology (In-Person)
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. As students move into a more connected world, they will need to build technology skills in order to be successful in their future schooling and careers. While using technology both in and outside of school, 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.

The use of technology at school is a privilege. If students are not following the Student Technology and Social Media Acceptable Use Policy outlined in Appendix C as well as the expectations for the assignment outlined by a teacher in class, the following consequences will apply:

<table>
<thead>
<tr>
<th>1st Incident</th>
<th>2nd Incident</th>
<th>3rd Incident</th>
<th>4th+ Incident</th>
</tr>
</thead>
<tbody>
<tr>
<td>● Student will be assigned Reflection Room</td>
<td>● Student will be assigned Reflection Room</td>
<td>● Student will be assigned Reflection Room</td>
<td>● Student will be assigned Reflection Room</td>
</tr>
<tr>
<td>● Student will be off computers / technology for the rest of that specific class period</td>
<td>● Student will be off computers / technology for the rest of the day</td>
<td>● Student will be off computers / technology until parent meeting or until team agrees the student may be responsible</td>
<td>● Student will be off computers / technology until parent meeting or until team agrees the student may be responsible</td>
</tr>
<tr>
<td>● Parent phone call or email</td>
<td>● Parent will be contacted by phone or an in-person meeting</td>
<td>● A parent meeting and “technology re-engagement plan” is required</td>
<td>● A parent meeting and “technology re-engagement plan” is required</td>
</tr>
<tr>
<td>● This incident will be logged, as consequences are cumulative</td>
<td>● This incident will be logged, as consequences are cumulative</td>
<td>● Technology - related project and/or assignment to be completed during recess</td>
<td>● Technology - related project and/or assignment to be completed during recess</td>
</tr>
<tr>
<td>*If this happens during Q1, student will be assigned to Digital Literacy Enrichment</td>
<td>*If this happens during Q1, student will be assigned to Digital Literacy Enrichment</td>
<td>*If this happens during Q1, student will be assigned to Digital Literacy Enrichment</td>
<td>*If this happens during Q1, student will be assigned to Digital Literacy Enrichment</td>
</tr>
</tbody>
</table>

D. Code of Conduct

<table>
<thead>
<tr>
<th>Level One Behavior</th>
<th>Level Two Behavior</th>
<th>Level Three Behavior</th>
<th>Level Four Behavior</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behaviors that impact the student</td>
<td>Behaviors that interfere with the learning of others</td>
<td>Behaviors that affect the community</td>
<td>Behaviors that are dangerous and/or illegal</td>
</tr>
<tr>
<td>● Not prepared</td>
<td>● Teasing/name calling</td>
<td>● Cheating</td>
<td>● Fighting</td>
</tr>
<tr>
<td>Interventions May Include</td>
<td>Interventions May Include</td>
<td>Interventions May Include</td>
<td>Interventions Will Include</td>
</tr>
<tr>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>--------------------------------</td>
<td>---------------------------------------------</td>
</tr>
<tr>
<td>Nonverbal Redirection</td>
<td>Nonverbal Redirection</td>
<td>Parent contact</td>
<td>Immediate office referral</td>
</tr>
<tr>
<td>Reflection Table</td>
<td>Reflection Table</td>
<td>Reflection Room</td>
<td>Admin/ parent/ teacher conference</td>
</tr>
<tr>
<td>Buddy class</td>
<td>Buddy class</td>
<td>Loss of privilege</td>
<td>Suspension or Expulsion</td>
</tr>
<tr>
<td>Working Recess</td>
<td>Working Enrichment</td>
<td>Behavior plan</td>
<td>Pick up from school by family member</td>
</tr>
<tr>
<td>Loss of privilege</td>
<td>Verbal Warning</td>
<td>Pick up from school by family member</td>
<td></td>
</tr>
<tr>
<td>Verbal warning</td>
<td>Parent contact</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parent contact</td>
<td></td>
<td></td>
<td></td>
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<td></td>
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APPENDIX A
Family Calendar – replace page with Family Calendar in final PDF version
APPENDIX B

NONDISCRIMINATION NOTIFICATION
Rainier Prep 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) has been designated to handle questions and complaints of alleged discrimination. They are available at 10211 12th Ave S. Seattle, WA 98168 or by phone at (206) 494-5979.

Title IX Coordinator: Karen Lobos, Director of Operations, klobos@rainierprep.org
Section 504/ADA Coordinator: Mash Machlyagina, Learning Specialist mmakhlyagina@rainierprep.org
Civil Rights Compliance Coordinator: Karen Lobos, Director of Operations klobos@rainierprep.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). A copy of Rainier Prep's district's nondiscrimination policy and procedure is provided in Appendix D of the Student & Family Handbook available on Rainier Prep's website: www.rainierprep.org

RAINIER PREP STUDENT ANTI-HARASSMENT, ANTI-INTIMIDATION, ANTI-BULLYING, AND ANTI-DISCRIMINATION NOTIFICATIONS
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.

Sexual Harassment:
Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity.

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

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

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

REPORTING HARASSMENT, INTIMIDATION, BULLYING, AND DISCRIMINATION
Tell your teacher, an administrator, another adult (including a parent/guardian) or to the district's Title IX Officer listed above, 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. You also have the right to file a complaint (see below). A copy of your district’s sexual harassment policy and procedure is provided in Appendix D of the Student & Family Handbook available on Rainier Prep’s website: www.rainierprep.org.

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

PROCESS FOR COMPLAINT TO RAINIER PREP SCHOOL DISTRICT

Step 1. Write Our Your Complaint
In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

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

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

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

**Complaint to OSPI**

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

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI:

- **Email:** Equity@k12.wa.us
- **Fax:** 360-664-2967
- **Mail or hand deliver:** PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit our [website](#), or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

**Other Discrimination Complaint Options**

*Office for Civil Rights, U.S. Department of Education*

206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | OCR Website

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | Human Rights Commission Website
APPENDIX C
RAINIER PREP
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
RAINIER PREP
OTHER POLICIES

COMPLAINT POLICY

Rainier Prep believes that if a citizen has a question, suggestion, or complaint, the citizen should first discuss this directly with the person involved as most complaints can be resolved informally. If the issue is not resolved, the citizen should bring it up with the appropriate administrator who shall attempt to resolve the issue through a conference with the citizen and the staff member. If the issue cannot be resolved in the manner described above, the citizen should complete the Request for Consideration of Complaint Form (available in the school office).

The school administrator or designee shall verbally explain the complaint process at the time Request for Consideration of Complaint Form is given to the citizen and inform the citizen of the right to have an advocate assist in representing the citizen’s position. The complaint shall:

A. Be in writing;
B. Be signed by the complaining parties, and
C. Set forth specific acts, conditions or circumstances of concern.

The School Leader/designee will conduct or coordinate an investigation of the complaint and reach a decision within twenty (20) school work days after receipt of the complaint. The decision of the School Leader/designee shall be communicated in writing to the parties involved. Should a complaint be submitted with less than twenty (20) school work days remaining within the regularly scheduled school calendar, reasonable extension of this timeline shall be allotted as deemed necessary by the investigator. If the complaint is not resolved to the citizen’s satisfaction, the citizen may request, within five (5) school work days, the complaint be referred to the Director of the Board. The School Leader/designee shall refer the matter within five (5) school work days.

The parties involved in the complaint will have the opportunity to meet with the Director of the Board/designee within twenty (20) school work days after the Director of the Board or designee receives the Request for Consideration of Complaint Form. Such a request to meet with the Director of the Board or designee shall be made by the citizen within five (5) school work days from the time the citizen requested the referral. Such a request from the staff member shall be made within five (5) school work days from the time the staff member was notified of the complaint. The Director of the Board or designee shall also have the right to establish a review committee if desired, or directly make a decision. In cases of physical injury to a student, the complaint will be referred to a review committee established by the Director of the Board.

When a review committee is established, the committee shall be representative of the interests involved. The Director of the Board or designee will appoint the committee chairperson within ten (10) school work days after receiving the Request for Consideration of Complaint Form. The committee will review the citizen’s complaint and submit a written recommendation to the

Director of the Board within twenty (20) school work days after the committee chairperson has been appointed.

The Director of the Board will make a decision and notify the citizen, in writing, within ten (10) school work days after:
A. Receiving the Form and the School Leader/designee’s decision; or
B. Meeting with the parties involved in the complaint; or
C. Receiving the written recommendation of the review committee.

The response of the Director of the Board shall clearly state either:

1. That the school district denies the allegations contained in the complaint; or
2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance within the school district; PROVIDED that any such corrective measure deemed necessary shall be instituted as expeditiously as possible but in no event later than 30 calendar days following the date of the Director of the Board’s response to the complaining party.

The Director of the Board or designee has full authority to resolve the complaint within the limits of Board policy and state and federal law.

REGULATION OF DANGEROUS WEAPONS ON SCHOOL PREMISES

It is a violation of Rainier Prep (the “District”) policy and state law for any person to carry a firearm or dangerous weapon on school premises, school-provided transportation or areas of other facilities being used exclusively for school activities unless specifically authorized by state law. Carrying a dangerous weapon onto school premises, school-provided transportation, or areas of other facilities being used exclusively for school activities in violation of RCW 9.41.280 is a criminal offense.

Rainier Prep will post “Gun-Free Zone” signs, and any and all violations of this policy and RCW 9.41.280 will be reported annually by the School Leader to the Superintendent of Public Instruction.

DANGEROUS WEAPONS

The term “dangerous weapons” under state law includes:

- Any firearm;
- Any device commonly known as “nun-chu-ka sticks,” consisting of two or more length of wood, metal, plastic, or similar substance connected with wire, rope, or other means;
- Any device, commonly known as “throwing stars,” which are multi-pointed, metal objects designed to embed upon impact from any aspect;
- Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile by the discharge of compressed air, carbon dioxide, or other gas;
- Any portable device manufactured to function as a weapon and which is commonly known as a stun gun, including a projectile stun gun which projects wired probes that are attached to the device that emit an electrical charge designed to administer to a person or an animal an electric shock, charge, or impulse;
• Any device, object, or instrument which is used or intended to be used as a weapon with the intent to injure a person by an electric shock, charge, or impulse;
• The following instruments:
  • Any dirk or dagger;
  • Any knife with a blade longer than three inches;
  • Any knife with a blade which is automatically released by a spring mechanism or other mechanical device
  • Any knife having a blade which opens, or falls or is ejected into position by the force of gravity, or by outward, downward, or centrifugal thrust or movement; and
  • Any razor with an unguarded blade;
• Any sling shot, sandbag, or sandclub;
• Metal knuckles;
• Any metal pipe or bar used or intended to be used as a club;
• Any explosive;
• Any weapon containing poisonous or injurious gas;
• Any implement or instrument which has the capacity to inflict death and from the manner in which it is used, is likely to produce or may easily and readily produce death.

In addition, the following are weapons in violation of this policy:
• Any knife or razor not listed above, except for instruments authorized or provided for specific school activities;
• Any object other than those listed above which is used in a manner to intimidate, threaten, or injure another person and is capable of easily and readily producing such injury.

REPORTING DANGEROUS WEAPONS
An appropriate school authority will promptly notify the student’s parents or guardians and the appropriate law enforcement agency of known or suspected violations of this policy.

Students who violate this policy will be subject to discipline. Students who have possessed a firearm on any school premises, school-provided transportation, or school-sponsored activities at any facility shall be expelled for not less than one year pursuant to RCW 28A.600.420. The School Leader may modify the one-year expulsion for a firearm on a case-by-case basis.

The District may also suspend or expel a student for up to one year if the student acts with malice (as defined under RCW 9A.04.110) and displays a device that appears to be a firearm.

No expulsion under RCW 28A.600.420 prevents the District from continuing to provide educational services in an alternative educational setting in compliance with RCW 28A.600.015. Any alternative setting should be comparable, equitable, and appropriate to the regular education services a student would have received without the exclusionary discipline. Example alternative settings include one-on-one tutoring and online learning.

EXCEPTIONS TO STATE LAW AND THIS POLICY
The following persons may carry firearms into school buildings, as necessary, although students engaged in these activities are restricted to the possession of rifles on school premises:

1. Persons engaged in military, law enforcement, or school district security activities;
2. Persons involved in a school authorized convention, showing, demonstration, lecture or firearm safety course; and
3. Any federal, state or local law enforcement officer.

The following persons over eighteen years of age and not enrolled as students may have firearms in their possession on school property outside of school buildings:

- Persons with concealed weapons permits issued pursuant to RCW 9.41.070 who are picking up or dropping off students; and
- Persons conducting legitimate business at the school and in lawful possession of a firearm or dangerous weapon if the weapon is secured within an attended vehicle, is unloaded and secured in a vehicle, or is concealed from view in a locked, unattended vehicle.

Persons may bring dangerous weapons, other than firearms, onto school premises if the weapons are lawfully within the person's possession and are to be used in a school-authorized martial arts class.

**PERSONAL PROTECTION SPRAY**

Persons over eighteen years of age, and persons between fourteen and eighteen years of age with written parental or guardian permission, may possess personal protection spray devices on school property. No one under eighteen years of age may deliver such devices. No one eighteen years or older may deliver a spray device to anyone under fourteen, or to anyone between fourteen and eighteen who does not have parental permission.

Personal protection spray devices may not be used other than in self-defense as defined by state law. Possession, transmission or use of personal protection spray devices under any other circumstances is a violation of District policy.

*RP Adoption Date: November 2019*
*WSSDA 4210*
*Classification: Essential*
*WSSDA Revision Date 2016*

**HOMELESS STUDENTS POLICY**

**HOMELESS STUDENTS - Enrollment Rights and Services**

To the extent practical and as required by law, Rainier Prep will work with homeless students and their families to provide them with equal access to the same free, appropriate education (including public preschool education) provided to other students. Special attention will be given to ensuring the identification, enrollment, and attendance of homeless students not currently attending school, as well as mitigating educational barriers to their academic success. Additionally, Rainier Prep will take reasonable
steps to ensure that homeless students are not stigmatized or segregated in a separate school or in a separate program within a school on the basis of their homeless status.

Rainier Prep will provide homeless students services for which they are eligible, including Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

Homeless students are defined as lacking a fixed, regular and adequate nighttime residence, including those students who are:

A. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;
B. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations;
C. Living in emergency or transitional shelters;
D. Abandoned in hospitals;
E. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation;
F. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings; or
G. Migratory children living in conditions described in the previous examples.

The school leader will designate an appropriate staff person to be Rainier Prep’s McKinney-Vento liaison for homeless students and their families. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy. Rainier Prep’s homeless student liaison is responsible for training the building points of contact.

Best interest determination
In making a determination as to which school is in the homeless student’s best interest to attend, Rainier Prep will presume that it is in the student’s best interest to remain enrolled in their school of origin unless such enrollment is against the wishes of a parent, guardian or unaccompanied youth.

Attendance options will be made available to homeless families on the same terms as resident families of Rainier Prep, including attendance rights acquired by living in attendance areas, other student assignment policies, inter-district choice options.

If there is an enrollment dispute, the student will be immediately enrolled in the school in which enrollment is sought, pending resolution of the dispute. The parent or guardian will be informed of Rainier Prep’s decision and the reasons therefor, (or informed if the student does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. Rainier Prep’s liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

Once the enrollment decision is made, the school will immediately enroll the student, pursuant to Rainier Prep’s policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school.
If the student does not have immediate access to immunization records, the student will be admitted under a personal exception. Students and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and Rainier Prep liaison is directed to assist. Records from the student’s previous school will be requested from the previous school pursuant to Rainier Prep’s policies. Emergency contact information is required at the time of enrollment consistent with Rainier Prep’s policies, and in compliance with the state’s Address Confidentiality Program when necessary. However, Rainier Prep cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless students are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless student is living in another district but will attend his or her school of origin in this district, Rainier Prep will coordinate the transportation services necessary for the student, or will divide the costs equally.

Rainier Prep’s liaison for homeless students and their families will coordinate with local social service agencies that provide services to homeless children and youths and their families; other school districts on issues of transportation and record transfers; and state and local housing agencies responsible for comprehensive housing affordability strategies. This coordination includes providing public notice of the educational rights of homeless students where such children and youth receive services under the McKinney-Vento Act, such as schools, family shelters and soup kitchens. The notice must be disseminated in a manner and form that parents, guardians and unaccompanied youth receiving such services can understand, including, if necessary and to the extent feasible, in their native language. Rainier Prep’s liaison will also review and recommend amendments to Rainier Prep’s policies that may act as barriers to the enrollment of homeless students and will participate in professional development and other technical assistance activities, as determined by the state-level (OSPI) coordinator for homeless children and youth programs.

The school leader will:

A. Strongly encourage Rainier Prep staff, including substitute and regular bus drivers to annually review the video posted on the OSPI website on identification of student homelessness;
B. Strongly encourage every Rainier Prep’s homeless student liaison to attend trainings provided by the state on identification and serving homeless youth. Ensure that Rainier Prep includes in materials provided to all students at the beginning of the school year or at enrollment, information about services and support for homeless students (i.e., the brochure posted on the OSPI website).
C. Use a variety of communications each year to notify students and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent brochures directly to students and families, announcing the information at school-wide assemblies, posting information on Rainier Prep’s website).

Facilitating on-time grade level progression
Rainier Prep will: 1) waive specific courses required for graduation for students experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or 2) provide reasonable justification for denial of the waiver. In the event Rainier Prep denies a waiver and the student would have qualified to graduate from their sending school district, Rainier Prep will provide an alternative process of obtaining required coursework so that the student may graduate on time.
Rainier Prep will consolidate partial credit, unresolved, or incomplete coursework and will provide students experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the student.

Informed consent for healthcare
Informed consent for healthcare of behalf of a student experiencing homelessness may be obtained from a school nurse, school counselor, or homeless student liaison when:

a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries;

b. The student meets the definition of a “homeless child or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001; and

c. The student is not under the supervision or control of a parent, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

Rainier Prep and the Rainier Prep employee authorized to consent to care under this policy are not subject to administrative sanctions or civil damages resulting from the consent or non-consent for care or payment for care.

RP Adoption Date: 2018
WSSDA 3115
Classification: Essential
WSSDA Revision Date 2018.04

Nondiscrimination 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 harmful 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 acceptable 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 against. 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 Director of Operations.

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.

Rainier Prep believes that if a community member has a question, suggestion, or complaint, the community member should first discuss this directly with the person involved as most complaints can be resolved informally. If the issue is not resolved, the community member should bring it up with the appropriate administrator who shall attempt to resolve the issue through a conference with the community member and the staff member. If the issue cannot be resolved in the manner described above, the community member should complete the Request for Consideration of Complaint Form (available in the school office).

COMPLAINT PROCEDURE

The School Leader or a designee shall verbally explain the complaint process at the time Request for Consideration of Complaint Form is given to the community member and
inform the community member of the right to have an advocate assist in representing the community member’s position. The complaint shall:

1. Be in writing;
2. Be signed by the complaining parties, and
3. Set forth specific acts, conditions or circumstances of concern.

The School Leader or designee will conduct or coordinate an investigation of the complaint and reach a decision within twenty (20) school work days after receipt of the complaint. The decision of the School Leader or designee shall be communicated in writing to the parties involved.

- Should a complaint be submitted with less than twenty (20) school work days remaining within the regularly scheduled school calendar, reasonable extension of this timeline shall be allotted as deemed necessary by the investigator.

If the complaint is not resolved to the community member’s satisfaction, the community member may request, within five (5) school work days, the complaint be referred to the Director of the Board. The School Leader or a designee shall refer the matter within five (5) school work days.

The parties involved in the complaint will have the opportunity to meet with the Director of the Board or a designee within twenty (20) school work days after the Director of the Board or designee receives the Request for Consideration of Complaint Form. Such a request to meet with the Director of the Board or designee shall be made by the community member within five (5) school work days from the time the community member requested the referral. Such a request from the staff member shall be made within five (5) school work days from the time the staff member was notified of the complaint. The Director of the Board or designee shall also have the right to establish a review committee if desired, or directly make a decision. In cases of physical injury to a student, the complaint will be referred to a review committee established by the Director of the Board.

When a review committee is established, the committee shall be representative of the interests involved. The Director of the Board or designee will appoint the committee chairperson within ten (10) school work days after receiving the Request for Consideration of Complaint Form. The committee will review the community member’s complaint and submit a written recommendation to the Director of the Board within twenty (20) school work days after the committee chairperson has been appointed.

The Director of the Board will make a decision and notify the community member, in writing, within ten (10) school work days after:

1. Receiving the Form and the School Leader or designee’s decision; or
2. Meeting with the parties involved in the complaint; or
3. Receiving the written recommendation of the review committee. The response of the Director of the Board shall clearly state either:
   1. That the school district denies the allegations contained in the complaint; or
2. The nature of such reasonable corrective measures deemed necessary to eliminate any such act, condition or circumstance within the school district; PROVIDED that any such corrective measure deemed necessary shall be instituted as expeditiously as possible but in no event later than 30 calendar days following the date of the Director of the Board’s response to the complaining party. The Director of the Board or designee has full authority to resolve the complaint within the limits of Board policy and state and federal law.

Adopted December 2019
WSSDA 3210
Classification: Essential
WSSDA Revision Date: March 2016

STUDENT NONDISCRIMINATION PROCEDURE

Anyone may file a complaint against Rainier Prep alleging that Rainier Prep has violated anti-discrimination laws. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the Rainier Prep Board of Directors. This grievance procedure will apply to the general conditions of the nondiscrimination policy (Policy 3210). As used in this procedure:

A. Grievance means a complaint which has been filed by a complainant relating to alleged violations of any state or federal anti-discrimination laws.

B. Complaint means a written charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws. The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) Specific misrepresentations by Rainier Prep that it had resolved the problem forming the basis of the complaint; or 2) Withholding of information that Rainier Prep was required to provide under WAC 392-190-065 or WAC 392-190-005. Complaints may be submitted by mail, fax, e-mail or hand-delivery to any district, school or to Rainier Prep compliance officer responsible for investigating discrimination complaints. Any district employee who receives a complaint that meets these criteria will promptly notify the compliance officer.

C. Respondent means the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

The primary purpose of this procedure is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken. Rainier Prep is prohibited by law from intimidating, threatening, coercing or discriminating against any individual for the purpose of interfering with their right to file a grievance under this policy and procedure and from retaliating against an individual for filing such a grievance.

A. Informal Process for Resolution

Anyone with an allegation of discrimination may request an informal meeting with the Director of Operations or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the
complainant may submit a written complaint to the Director of Operations or appropriate compliance officer. During the course of the informal process, Rainier Prep must notify the complainant of their right to file a formal complaint.

B. Formal Process for Resolution

Level One: Complaint to District

The complaint must set forth the specific acts, conditions or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer will provide the complainant a copy of this procedure. The compliance officer will investigate the allegations within 30 calendar days. Rainier Prep and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the School Leader with a full written report of the complaint and the results of the investigation.

The School Leader or designee will respond to the complainant with a written decision as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit.

In the event an extension is needed, Rainier Prep will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time Rainier Prep responds to the complainant, Rainier Prep must send a copy of the response to the office of the School Leader of public instruction.

The decision of the School Leader or designee will include: 1) a summary of the results of the investigation; 2) whether Rainier Prep has failed to comply with anti-discrimination laws; 3) if non-compliance is found, corrective measures Rainier Prep deems necessary to correct it; and 4) notice of the complainant’s right to appeal to the school board and the necessary filing information. The School Leader’s or designee’s response will be provided in a language the complainant can understand and may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964.

Any corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the School Leader’s mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two – Appeal to the Board of Directors

If a complainant disagrees with the School Leader’s or designee’s written decision, the complainant may appeal the decision to Rainier Prep board of directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.

The board shall schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the School Leader or for good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. Unless otherwise agreed to by the complainant, the board will render a written decision
within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision. The decision of the board will be provided in a language the complainant can understand, which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act. The decision will include notice of the complainant’s right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. Rainier Prep will send a copy of the appeal decision to the office of the superintendent of public instruction.

Level Three - Complaint to the Superintendent of Public Instruction

If a complainant disagrees with the decision of the board of directors, or if Rainier Prep fails to comply with this procedure, the complainant may file a complaint with the superintendent of public instruction.

1. A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

2. A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-discrimination laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of Rainier Prep subject to the complaint; 4) A copy of Rainier Prep's complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

3. Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the School Leader or board. Following the investigation, OSPI will make an independent determination as to whether Rainier Prep has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and Rainier Prep that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation Rainier Prep must provide to demonstrate that corrective action has been completed.

All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved,

OSPI may take action including but not limited to referring Rainier Prep to appropriate state or federal agencies empowered to order compliance.
A complaint may be resolved at any time when, before the completion of the investigation, Rainier Prep voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

Level Four - Administrative Hearing
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

Mediation
At any time during the discrimination complaint procedure set forth in WAC 392-190-065 through 392-190-075, a district may, at its own expense, offer mediation. The complainant and Rainier Prep may agree to extend the discrimination complaint process deadlines in order to pursue mediation.

The purpose of mediation is to provide both the complainant and Rainier Prep an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator. Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.

Mediation must be conducted by a qualified and impartial mediator who may not: 1) Be employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) Have a personal or professional conflict of interest. A mediator is not considered an employee of Rainier Prep or charter school or other public or private agency solely because he or she serves as a mediator.

If the parties reach agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a district representative who has authority to bind Rainier Prep.

Preservation of Records
The files containing copies of all correspondence relative to each complaint communicated to Rainier Prep and the disposition, including any corrective measures instituted by Rainier Prep, will be retained in the office of the compliance officer for a period of six years.

Adopted December 2019
WSSDA 3210P
Classification: Essential
WSSDA Revision Date: January 2015
**STUDENT sexual harassment policy**

Rainier Prep (the “District”) is committed to a positive and productive education free from discrimination, including sexual harassment. This commitment extends to all students involved in academic, educational, extracurricular, athletic, and other programs or activities of the school, whether that program or activity is in a school facility, on school transportation or at a class or school training held elsewhere.

**Definitions**

For purposes of this policy, sexual harassment means unwelcome conduct or communication of a sexual nature. Sexual harassment can occur adult to student, student to student or can be carried out by a group of students or adults and will be investigated by the District even if the alleged harasser is not a part of the school staff or student body. The District prohibits sexual harassment of students by other students, employees, or third parties involved in school activities.

Under federal and state law, the term “sexual harassment” may include:

- acts of sexual violence;
- unwelcome sexual or gender-directed conduct or communication that interferes with an individual’s educational performance or creates an intimidating, hostile, or offensive environment;
- unwelcome sexual advances;
- unwelcome requests for sexual favors;
- sexual demands when submission is a stated or implied condition of obtaining an educational benefit;
- sexual demands where submission or rejection is a factor in an academic, or other school-related decision affecting an individual.

A “hostile environment” has been created for a student when sexual harassment is sufficiently serious to interfere with or limit the student’s ability to participate in or benefit from the school’s program. The more severe the conduct, the less need there is to demonstrate a repetitive series of incidents. In fact, a single or isolated incident of sexual harassment may create a hostile environment if the incident is sufficiently severe, violent, or egregious.

**Investigation and Response**

If the District knows, or reasonably should know, that sexual harassment has created a hostile environment, it will promptly investigate to determine what occurred and take appropriate steps to resolve the situation. If an investigation reveals that sexual harassment has created a hostile environment, the District will take prompt and effective steps reasonably calculated to end the sexual harassment, eliminate the hostile environment, prevent its recurrence and as appropriate, remedy its effects. The District will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of the District, either formally or informally. The District will take these steps every time a
complaint, alleging sexual harassment comes to the attention of the District, either formally or informally.

Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Regardless of whether the misconduct is reported to law enforcement, school staff will promptly investigate to determine what occurred and take appropriate steps to resolve the situation, to the extent that such investigation does not interfere with an ongoing criminal investigation. A criminal investigation does not relieve the District of its independent obligation to investigate and resolve sexual harassment.

Engaging in sexual harassment will result in appropriate discipline or other appropriate sanctions against offending students, staff or other third parties involved in school activities. Anyone else who engages in sexual harassment on school property or at school activities will have their access to school property and activities restricted, as appropriate.

Retaliation and False Allegations

Retaliation against any person who makes or is a witness in a sexual harassment complaint is prohibited and will result in appropriate discipline. The District will take appropriate actions to protect involved persons from retaliation.

It is a violation of this policy to knowingly report false allegations of sexual harassment. Persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

Staff Responsibilities

The School Leader will develop and implement formal (RP3205P) and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy.

Any school employee who witnesses sexual harassment or receives a report, informal complaint, or written complaint about sexual harassment is responsible for informing the district Title IX or Civil Rights Compliance Coordinator. All staff are also responsible for directing complainants to the formal complaint process.

Reports of discrimination and discriminatory harassment will be referred to the District’s Title IX/Civil Rights Compliance Coordinator. Reports of disability discrimination or harassment will be referred to the district’s Section 504 Coordinator.

School staff, including employees, contractors, and agents shall not provide a recommendation of employment for an employee, contractor, or agent that the district/school, or the individual acting on behalf of the school, knows or has probable cause to believe, has engaged in sexual misconduct with a student or minor in violation of the law.
Notice and Training

The School Leader will develop procedures to provide age-appropriate information and education to staff, students, parents and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff orientation. This policy and the procedure, which includes the complaint process, will be posted in the building in a place available to staff. Information about the policy and procedure will be clearly stated and conspicuously provided to each employee and reproduced in the staff and student/family handbook and school website. Such notices will identify the District’s Title IX coordinator and provide contact information, including the coordinator’s email address.

Policy Review

The School Leader and Title IX Officer will make an annual review of the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the review. The School Leader is encouraged to involve staff, students, volunteers, and parents in the review process.

Adopted: November 2019

WSSDA 3205

Classification: Essential

WSSDA revision date: revised July 2015

STUDENT SEXUAL HARASSMENT PROCEDURE

The procedure is intended to set forth the requirements of policy RP3205, including the process for a prompt, thorough, and equitable investigation of allegations of sexual harassment and the need to take appropriate steps to resolve such situations. If sexual harassment is found to have created a hostile environment, staff must take immediate action to eliminate the harassment, prevent its reoccurrence, and address its effects.

This procedure applies to sexual harassment (including sexual violence) targeted at students carried out by other students, employees or third parties involved in Rainier Prep activities. Because students can experience the continuing effects of off-campus harassment in the educational setting, Rainier Prep will consider the effects of off-campus conduct when evaluating whether there is a hostile environment on campus. Rainier Prep has jurisdiction over these complaints pursuant to Title IX of the Education Amendments of 1972, Chapter 28A.640, RCW and Chapter 392-190 WAC.

Notice

- Information about Rainier Prep's sexual harassment policy will be easily understandable and be in each student, staff and family handbook.
- In addition to reproduction of this procedure and policy RP3205, Rainier Prep will provide annual notice to employees that complaints pursuant to this procedure may be filed at the school’s office, located at 10211 12th Ave S, Seattle, WA.

Staff Responsibilities
In the event of an alleged sexual assault, the School Leader or designee will immediately inform: 1) the Title IX/Civil Rights Compliance Coordinator so that Rainier Prep can appropriately respond to the incident consistent with its own grievance procedures; and 2) law enforcement.

The School Leader or designee will notify the targeted student(s) and their parents/guardians of their right to file a criminal complaint and a sexual harassment complaint simultaneously.

Confidentiality

- If a complainant requests that his or her name not be revealed to the alleged perpetrator or asks that Rainier Prep not investigate or seek action against the alleged perpetrator, the request will be forwarded to the Civil Rights Compliance Coordinator for evaluation.
- The Civil Rights Compliance Coordinator should inform the complainant that honoring the request may limit its ability to respond fully to the incident, including pursuing disciplinary action against the alleged perpetrator.
- If the complainant still requests that his or her name not be disclosed to the alleged perpetrator or that Rainier Prep not investigate or seek action against the alleged perpetrator, Rainier Prep will need to determine whether or not it can honor such a request while still providing a safe and nondiscriminatory environment for all students, staff and other third parties engaging in Rainier Prep activities, including the person who reported the sexual harassment. Although a complainant's request to have his or her name withheld may limit Rainier Prep's ability to respond fully to an individual allegation of sexual harassment, Rainier Prep will use other appropriate means available to address the sexual harassment.

Retaliation

Title IX prohibits retaliation against any individual who files a complaint under these laws or participates in a complaint investigation. When an informal or formal complaint of sexual harassment is made, Rainier Prep will take steps to stop further harassment and prevent any retaliation against the person who made the complaint, was the subject of the harassment, or against those who provided information as a witness. Rainier Prep will investigate all allegations of retaliation and take actions against those found to have retaliated.

Informal Complaint Process

Anyone may use informal procedures to report and resolve complaints of sexual harassment. Informal reports may be made to any staff member. Staff will always notify complainants of their right to file a formal complaint and the process for the same. Staff will also direct potential complainants to the Civil Rights Compliance Coordinator. Additionally, staff will also inform an appropriate supervisor or professional staff member when they receive complaints of sexual harassment, especially when the complaint is beyond their training to resolve or alleges serious misconduct.

During the course of the informal complaint process, Rainier Prep will take prompt and effective steps reasonably calculated to end any harassment and to correct any discriminatory effects on the complainant. If an investigation is needed to determine what occurred, Rainier Prep will take interim measures to protect the complainant before the final outcome of Rainier Prep's investigation (e.g., allowing the complainant to change academic or extracurricular activities or break times to avoid contact with the alleged perpetrator).

Informal remedies may include:
● An opportunity for the complainant to explain to the alleged harasser that his or her conduct is unwelcome, offensive or inappropriate, either in writing or face-to-face;
● A statement from a staff member to the alleged harasser that the alleged conduct is not appropriate and could lead to discipline if proven or repeated;
● Developing a safety plan;
● Separating students; or
● Providing staff and/or student training.

Informal complaints may become formal complaints at the request of the complainant, parent or guardian, or because Rainier Prep believes the complaint needs to be more thoroughly investigated.

Rainier Prep will inform the complainant and the parent or guardian how to report any subsequent problems. Additionally, Rainier Prep will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by Rainier Prep and complainant.

**Formal Complaint Process**

**Level One – Complaint to Rainier Prep**
Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. At any level in the formal complaint process, Rainier Prep will take interim measures to protect the complainant before the final outcome of Rainier Prep’s investigation.

The following process will be followed:

**Filing of Complaint**

- All formal complaints will be in writing and will set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The Title IX Coordinator may draft the complaint based on the report of the complainant for the complainant to review and approve. The School Leader or Title IX Coordinator may also conclude that Rainier Prep needs to conduct an investigation based on information in his or her possession, regardless of the complainant's interest in filing a formal complaint.
- The time period for filing a complaint is one year from the date of the occurrence that is the subject matter of the complaint. However, a complaint filing deadline may not be imposed if the complainant was prevented from filing due to: 1) specific misrepresentations by Rainier Prep that it had resolved the problem forming the basis of the complaint; or 2) withholding of information that Rainier Prep was required to provide under WAC 392-190-065 or WAC 392-190-005.
- Complaints may be submitted by mail, fax, e-mail or hand-delivery to Rainier Prep Title IX Coordinator at 10211 12th Ave S, Seattle, WA. Any Rainier Prep employee who receives a complaint that meets these criteria will promptly notify the Coordinator.

**Investigation and Response**

- The Title IX Coordinator will receive and investigate all formal, written complaints of sexual harassment or information in the coordinator’s possession that they believe requires further investigation. The Coordinator will delegate his or her authority to participate in this process if such action is necessary to avoid any potential conflicts of interest. Upon receipt of a complaint, the Coordinator will provide the complainant a copy of this procedure.
- Investigations will be carried out in a manner that is adequate in scope, reliable and impartial. During the investigation process, the complainant and accused party or parties, if the
complainant has identified an accused harasser(s), will have an equal opportunity to present witnesses and relevant evidence. Complainants and witnesses may have a trusted adult with them during any Rainier Prep-initiated investigatory activities. Rainier Prep and complainant may also agree to resolve the complaint in lieu of an investigation. When the investigation is completed, the Coordinator will compile a full written report of the complaint and the results of the investigation.

School Leader Response

- The School Leader or designee will respond in writing to the complainant and the alleged perpetrator within thirty (30) calendar days of receipt of the complaint, unless otherwise agreed to by the complainant or if exceptional circumstances related to the complaint require an extension of the time limit. In the event an extension is needed, Rainier Prep will notify the complainant in writing of the reason for the extension and the anticipated response date. At the time Rainier Prep responds to the complainant, Rainier Prep must send a copy of the response to the Washington Office of the Superintendent of Public Instruction.

- The response of the School Leader or designee will include: 1) a summary of the results of the investigation; 2) a statement as to whether a preponderance of the evidence establishes that the complainant was sexually harassed; 3) if sexual harassment is found to have occurred, the corrective measures Rainier Prep deems necessary, including assurance that Rainier Prep will take steps to prevent recurrence and remedy its effects on the complainant and others, if appropriate; 4) notice of the complainant’s right to appeal to the school board and the necessary filing information; and 5) any corrective measures Rainier Prep will take, remedies for the complainant (e.g., sources of counseling, advocacy and academic support), and notice of potential sanctions for the perpetrator(s) (e.g., discipline).

- The School Leader or designee’s response will be provided in a language complainant can understand and may require language assistance for complainants limited English proficiency in accordance with Title VI of the Civil Rights Act of 1964. If the complaint alleges discriminatory harassment by a named party or parties, the coordinator will provide the accused party or parties with notice of the outcome of the investigation and notice of their right to appeal any discipline or corrective action imposed by Rainier Prep.

- Any corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty (30) days after the School Leader’s mailing of a response, unless the accused is appealing the imposition of discipline and Rainier Prep is barred by due process considerations or a lawful order from imposing the discipline until the appeal process is concluded. Staff may also pursue complaints through the District’s anti-discrimination policy.

- Rainier Prep will inform the complainant and the parent or guardian how to report any subsequent problems. Additionally, Rainier Prep will conduct follow-up inquiries to see if there have been any new incidents or instances of retaliation, and to promptly respond and appropriately address continuing or new problems. Follow-up inquiries will follow a timeline agreed to by Rainier Prep and the complainant.

Level Two - Appeal to Board of Directors

Notice of Appeal and Hearing

- If a complainant disagrees with the School Leader or designee’s written decision, the complainant may appeal the decision to Rainier Prep Board of Directors by filing a written notice of appeal with the secretary of the board within ten (10) calendar days following the date upon which the complainant received the response.
● The Board will schedule a hearing to commence by the twentieth (20th) calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent or for good cause.

● Both parties will be allowed to present such witnesses and testimony as the Board deems relevant and material.

Board Decision
● Unless otherwise agreed to by the complainant, the Board will render a written decision within thirty (30) calendar days following the filing of the notice of appeal and provide the complainant with a copy of the decision.

● The decision will be provided in a language that the complainant can understand which may require language assistance for complainants with limited English proficiency in accordance with Title VI of the Civil Rights Act.

● The decision will include notice of the complainant’s right to appeal to the State of Washington Superintendent of Public Instruction and will identify where and to whom the appeal must be filed. Rainier Prep will send a copy of the appeal decision to the State of Washington Office of the Superintendent of Public Instruction.

Level Three - Complaint to the Superintendent of Public Instruction
Filing of Complaint
● If a complainant disagrees with the decision of the Board of Directors, or if Rainier Prep fails to comply with this procedure, the complainant may file a complaint with the State of Washington Superintendent of Public Instruction.

● A complaint must be received by the Superintendent of Public Instruction on or before the twentieth (20) calendar day following the date upon which the complainant received written notice of the board of directors’ decision, unless the Superintendent of Public Instruction grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand delivery.

● A complaint must be in writing and include: 1) A description of the specific acts, conditions or circumstances alleged to violate applicable anti-sexual harassment laws; 2) The name and contact information, including address, of the complainant; 3) The name and address of Rainier Prep subject to the complaint; 4) A copy of Rainier Prep’s complaint and appeal decision, if any; and 5) A proposed resolution of the complaint or relief requested. If the allegations regard a specific student, the complaint must also include the name and address of the student, or in the case of a homeless child or youth, contact information.

Investigation, Determination and Corrective Action
● Upon receipt of a complaint, the Office of the Superintendent of Public Instruction may initiate an investigation, which may include conducting an independent on-site review. OSPI may also investigate additional issues related to the complaint that were not included in the initial complaint or appeal to the superintendent or board.

● Following the investigation, OSPI will make an independent determination as to whether Rainier Prep has failed to comply with RCW 28A.642.010 or Chapter 392-190, WAC and will issue a written decision to the complainant and Rainier Prep that addresses each allegation in the complaint and any other noncompliance issues it has identified. The written decision will include corrective actions deemed necessary to correct noncompliance and documentation Rainier Prep must provide to demonstrate that corrective action has been completed.
● All corrective actions must be completed within the timelines established by OSPI in the written decision unless OSPI grants an extension. If timely compliance is not achieved, OSPI may take action including but not limited to referring Rainier Prep to appropriate state or federal agencies empowered to order compliance.

A complaint may be resolved at any time when, before the completion of the investigation, Rainier Prep voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods to resolve a complaint.

**Level Four - Administrative Hearing**
A complainant or school district that desires to appeal the written decision of the Office of the Superintendent of Public Instruction may file a written notice of appeal with OSPI within thirty (30) calendar days following the date of receipt of that office’s written decision. OSPI will conduct a formal administrative hearing in conformance with the Administrative Procedures Act, Chapter 34.05, RCW.

**Other Complaint Options**
*Office for Civil Rights (OCR), U.S. Department of Education*
OCR enforces several federal civil rights laws, which prohibit discrimination in public schools on the basis of race, color, national origin, sex, disability, and age. File complaints with OCR within 180 calendar days of the date of the alleged discrimination.
206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr

*Washington State Human Rights Commission (WSHRC)*
WSHRC enforces the Washington Law Against Discrimination (RCW 49.60), which prohibits discrimination in employment and in places of public accommodation, including schools. File complaints with WSHRC within six months of the date of the alleged discrimination.
1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

**Mediation**
At any time during the complaint procedure set forth in WAC 392-190-065 through 392-190-075, Rainier Prep may, at its own expense, offer mediation. The complainant and Rainier Prep may agree to extend the complaint process deadlines in order to pursue mediation.
The purpose of mediation is to provide both the complainant and Rainier Prep an opportunity to resolve disputes and reach a mutually acceptable agreement through the use of an impartial mediator.
Mediation must be voluntary and requires the mutual agreement of both parties. It may be terminated by either party at any time during the mediation process. It may not be used to deny or delay a complainant’s right to utilize the complaint procedures.
Mediation must be conducted by a qualified and impartial mediator who may not: 1) be an employee of any school district, public charter school, or other public or private agency that is providing education related services to a student who is the subject of the complaint being mediated; or 2) have a personal or professional conflict of interest. A mediator is not considered an employee of Rainier Prep or charter school or other public or private agency solely because he or she serves as a mediator.
If the parties reach an agreement through mediation, they may execute a legally binding agreement that sets forth the resolution and states that all discussions that occurred during the course of mediation will remain confidential and may not be used as evidence in any subsequent complaint, due process hearing or civil proceeding. The agreement must be signed by the complainant and a Rainier Prep representative who has authority to bind Rainier Prep.
Training and Orientation
A fixed component of all Rainier Prep orientation sessions for staff and students will introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff will be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure.

Certificated staff will be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment.

Students will be provided with age-appropriate information on the recognition and prevention of sexual harassment and their rights and responsibilities under this and other Rainier Prep policies and rules at student orientation sessions and on other appropriate occasions, which may include parents.

As part of the information on the recognition and prevention of sexual harassment staff, volunteers, students and parents will be informed that sexual harassment may include, but is not limited to:
- Demands for sexual favors in exchange for preferential treatment or something of value;
- Stating or implying that a person will lose something if he or she does not submit to a sexual request;
- Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
- Making unwelcome, offensive or inappropriate sexually suggestive remarks, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
- Using derogatory sexual terms for a person;
- Standing too close, inappropriately touching, cornering or stalking a person; or
- Displaying offensive or inappropriate sexual illustrations on school property.

Policy and Procedure Review
The School Leader and Title IX officer will make an annual review of the use and efficacy of this policy and related procedures. Recommendations for changes to this procedure, if applicable, will be included in the review. The School Leader is encouraged to involve staff, students, volunteers, and parents in the review process.

Adopted November 2019
WSSDA 3205P
Classification: Essential
WSSDA Revision Date: July 2015

TITLE I PARENTAL INVOLVEMENT POLICY
The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, the board adopts the following policy, which describes how Rainier Prep will involve parents and family members of Title I students in developing and implementing Title I programs.

Rainier Prep agrees to implement the following statutory requirements:
A. **Involve parents and family members** in jointly developing the local educational agency’s Title I, Part A plan under section 1112, and the development of school support and improvement plans under section 1111(d).

B. **Plan and implementing effective parent and family involvement activities.** These activities must improve student academic achievement and school performance, which may include meaningful consultation with employers, business leaders, and philanthropic organizations, or individuals with expertise in effectively engaging parents and family members in education;

C. **Coordinate and integrate** parent and family engagement strategies to the extent feasible and appropriate, with other relevant Federal, State, and local laws and programs;

D. **Conduct**, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of the parent and family engagement policy in improving the academic quality of all schools served under this part, including identifying—

   - Barriers to greater participation by parents/families in activities authorized by this section (with particular attention to parents who are economically disadvantaged, are disabled, have limited English proficiency, have limited literacy, or are of any racial or ethnic minority background);
   - The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
   - Strategies to support successful school and family interactions;

E. **Use the findings of such evaluation** to design evidence-based strategies for more effective parental and family engagement, and to revise, if necessary, the parent and family engagement policies described in this section; and

F. **Involve parents in the activities of the schools**, which may include establishing a parent advisory board comprised of a sufficient number and group of parents or family members to represent the needs of the population. This advisory board would help develop, revise, and review the parent and family engagement policy.

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Classification: Essential

**Wellness: Nutrition, Health, and Physical Fitness Policy**

The board recognizes that a healthy school environment prepares students for college, careers, and successful futures. Students who eat well-balanced meals and engage in regular exercise are more likely to learn in the classroom. The board supports the district’s increased emphasis on nutrition, health, physical education, and physical activity at all grade levels to enhance the well-being of Rainier Prep’s students. Therefore, it is the policy of the Board of Directors to provide students with access to nutritious food, emphasize health education and physical education, and provide students...
with opportunities for physical activity.

**Nutrition and Food Services Program**

The Board of Directors supports the philosophy of the National School Lunch and School Breakfast Program and will provide wholesome and nutritious meals for children in the District’s schools. The Board authorizes the Superintendent to administer the food services program, provided that any decision to enter into a contract with a food service management company will require the approval of the Board. Expenditures for food supplies shall not exceed the estimated revenues.

The School Leader or designee is responsible for:

- Annually distributing meal applications and determining eligibility for school meals;
- Protecting the identity of students eligible for free and reduced-price meals;
- Ensuring meals meet USDA meal pattern requirements;
- Ensuring meal periods are in compliance with USDA regulations;
- Establishing a Food Safety Plan;
- Determining meal prices and submitting them to the board for approval annually;
- Using the full entitlement of USDA Foods;
- Maintaining a nonprofit school food service account;
- Ensuring all revenues are used solely for the school meal program;
- Establishing a meal charge policy;
- Accommodating children with special dietary needs;
- Ensuring compliance with USDA nondiscrimination policies;
- Following proper procurement procedures; and
- Ensuring compliance with the Smart Snacks in School standards.

**Health and Physical Education Program**

Rainier Prep’s 5th-8th grade health and physical education programs will be aligned with the Washington State Health and Physical Education K-12 Learning Standards and will include, but not be limited to, the development of knowledge and skills to be physically active, eat nutritiously, access reliable health information and services, communicate effectively, and set health-enhancing goals.

Rainier Prep will ensure that the following requirements are met:

- All students in grades one through eight receive an average of one hundred instructional minutes per week of physical education per year.
- All students have equal and equitable opportunities for health and physical education.
- All students, from kindergarten through grade 12, will participate in a quality, standards-based health and physical education program.

**Physical Activity**

Physical education class is not to be used or withheld as punishment for any reason. All schools, as a best practice and subject to available funding, will participate in a multi-component approach by which schools use all opportunities for students to be physically active, such as the Comprehensive
School Physical Activity Program (CSPAP) recommended by the Centers for Disease Control and Prevention, and will provide the following:

- Quality physical education;
- Physical activity during the school day (brain boosters/energizers);
- Physical activity before and after school;
- Recess (which will not be used or withheld as punishment for any reason);
- Family and community engagement;
- Staff wellness and health promotion;
- Active transportation; and
- School district facilities.

Other Policies

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

SERVICE ANIMALS IN SCHOOLS POLICY

WELLNESS POLICY