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**Raymond School District #116**  
1016 Commercial Street  
Raymond, WA 98577  
District Office -942-3415

**WEBSITE: [www.raymond.k12.wa.us](http://www.raymond.k12.wa.us)**

**BOARD OF DIRECTORS**

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Mark Hatfield  
Karen Johnson  
Gene Manemann  
Bruce Montgomery

**SUPERINTENDENT**

**Dr. Steve Holland**

**ELEMENTARY SCHOOL**

**Phone Number 942-2435**

**Fax Number 942-2503**

**PTA OFFICERS**

President - Pebbles Williams  
Vice President – Allison McVey  
Treasurer - Cindy Weiberg  
Secretary – Alicia Rodriguez

**RAYMOND ELEMENTARY'S MISSION IS TO ENSURE THAT ALL STUDENTS  
LEARN**

*Dear Parents and/or Guardians,*

*Welcome to Raymond Elementary School and a new school year! We are please that we will have the opportunity to form a partnership with you and your family this year. Raymond is a wonderful place to be and I feel so fortunate that I was selected to be part of the school family. Raymond Elementary has a great team dedicated to providing your child with a warm and positive school environment. The school family is back in full swing and ready to kick off another great year!*

*Please take time to read this handbook with your child. We hope by providing you with this important information, we can work together to ensure your child has the best education experience as possible. The Raymond Elementary staff welcomes your comments, questions and concerns at any time.*

***OUR MISSION IS TO ENSURE THAT ALL STUDENTS LEARN***

**Raymond Elementary School's Philosophy**

Raymond School will provide the environment for students to:

1. Learn and utilize effective communication skills in Reading, Writing, Speaking and Listening.
2. Develop an understanding of how the world works through the study and exploration of: Math, Science, History, Geography, Economics, and Technology.
3. Participate in varied experiences outside their immediate community.
4. Develop an awareness of, and appreciation for differences, which may be individual, cultural, social and/or economic.
5. Develop and demonstrate a sense of respect and responsibility for themselves, others and the world.
6. Expand their vision of who they can become and what they can accomplish.

## Raymond Elementary School Staff 2010-2011

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## Grading Schedule 2010-2011

Progress Reports	Period Ends	Reports Sent Home	Conference Week
<b>1<sup>st</sup> P. Report</b>	10/15/10	10/22/10	
<b>1<sup>st</sup> Trimester Report Cards</b>	11/29/10		12/06/10 - 12/10/10
<b>2<sup>nd</sup> P. Report</b>	1/21/11	1/28/11	
<b>2<sup>nd</sup> Trimester Report Cards</b>	3/14/11	3/18/11	
<b>3<sup>rd</sup> P. Report</b>	4/15/11	4/29/11	
<b>3<sup>rd</sup> Trimester</b>	06/11/11	06/11/11	

## DAILY SCHEDULE

**8:30 – 2:30**

**Student School Day**

**CHILDREN SHOULD NOT ARRIVE AT SCHOOL BEFORE 8:05 A.M.**

*No adult supervision in the hallways or on the playground until 8:05 AM.*

### **Lunch Schedule**

Grades K Lunch.....	10:40-11:10
Grades 1 Lunch.....	10:45-11:15
Grades 2 Lunch.....	11:20-11:50
Grades 3 Lunch.....	11:25-11:55
Grades 4 Lunch.....	11:25-11:55
Grades 5 Lunch.....	11:30-12:00
Grades 6 Lunch.....	11:35-12:05

### **Recess Schedule**

10:00 – 10:15	Grades K-4 Morning Recess
12:25 – 12:45	Grades K-2 Afternoon Recess
1:15 – 1:35	Grades 3-6 Afternoon Recess

## SCHOOL BREAKFAST AND LUNCH PROGRAM

Good nutrition is vital to children putting their best effort into the learning process. Raymond School District serves nutritious, flavorful meals every day. Breakfast is served daily at 8:05 AM. A daily breakfast and lunch includes milk and a choice of a variety of healthy entrees and side offerings. Menus are available on the District web page at [www.raymond.k12.wa.us](http://www.raymond.k12.wa.us). Breakfast, lunch, and milk prices are as follows.

	<b>Elementary</b>	<b>Reduced Price</b>
<b>Breakfast</b>	<b>\$1.00</b>	<b>Free</b>
<b>Lunch</b>	<b>\$1.75</b>	<b>K-3 Free</b>
		<b>4-6 - \$.40</b>
<b>Milk</b>	<b>\$.30 (Chocolate - \$.35)</b>	

Many students are eligible for either free or reduced-priced meals under the national school lunch program. Confidential applications for free and reduced meals are available in the cafeteria and district office. A new application must be filled out each year to initiate or continue benefits under this program. All families are encouraged to complete an application annually as many funds are distributed to the district based on the percentage of qualified families under this program.

## ATTENDANCE

Regular school attendance promotes school success and is regarded by Washington Law(RCW 28A.225). Frequent tardies and absences can contribute to difficulties in learning and create emotional strain for students. Only during emergencies and ill health should children be absent. The school must notify the parent after one unexcused absence in any given month; after two such unexcused absences, a parent conference is required. After five or more unexcused absences several steps may be taken, including referring the matter to the juvenile court. We thank you for your cooperation in keeping us informed in a timely way as to the reasons for your child's absences.

Parents are requested to notify the school in the morning when their child will not be in school that day (942-2435). This is important for your child's safety. When a child is not in attendance and the office has not been called, we will attempt to contact the home. This is done out of concern for the well being of the student.

**Please make sure your child arrives to school by 8:30 a.m.** Teachers set up the daily schedule first thing in the morning and your child needs to be part of the beginning of the school day! If a child misses the bus, it is the responsibility of the parent/guardian to see that he/she gets to school safely. Students that are tardy need to bring a note and check in at the office before attending class.

The following should be considered in regards to student absences:

(A) If your child is running a fever or has other obvious signs of illness, please do not send him/her to school. It is generally better for them to be in an environment where they can rest and be properly cared for until they are well. We have a school nurse here part time. She will be glad to discuss your child's health issues with you.

(B) When your child returns to school, a written note signed by a parent or a phone call into the office are required.

(C) Students are allowed to make up work for excused absences. Sometimes when students have been out for an extended period of time, parents request that work be sent home for the students to do. If you wish to have work sent home, please call the office as soon as possible in the morning and we will have it ready for you after school that afternoon or the next day school day.

## **STUDENT CHECKOUT PROCEDURE**

If a student is to leave school during class time, the student must meet their parents in the office to sign out. Parents wishing to pick up their child from school during class time, must check in at the office to sign the student out. If someone other than the person(s) designated on the registration form picks up a student, the parent must send a note or contact the office.

## **PTA**

PTA is the Parent-Teacher Association at Raymond Elementary School. Parents and community members are encouraged to join and participate actively in Parent-Teacher activities. The PTA is open to all parents, teachers, and community members. Meetings are announced in the newsletter. The function of the PTA is to pr

## **SCHOOL VOLUNTEERS**

Parents and community members are encouraged to contribute their time and talents to the improvement and enrichment of the school programs. Schools are full of volunteer opportunities in classrooms and around the school. To ensure the safety of our students and staff, all volunteers must complete the district's volunteer application, which includes a criminal history verification form. The form is located in the back of the handbook. The application will be kept on file at the school and are valid for two years.

## **PARENT-TEACHER CONFERENCES**

We will be communicating with you throughout the school year concerning your child's academic progress by various means including parent conferences, report cards, telephone calls, and written notes.

It is not necessary for a parent/guardian to wait for scheduled conferences. Parents may initiate a conference by calling or sending an email to the teacher and arranging an appointment.

## **SCHOOL SUPPLIES**

The school provides all textbooks and many of the supplies. Students are asked to handle books carefully and are responsible for replacement costs if a book is damaged or lost. A list of supplies for each grade level is included at the end of the handbook.

## **FIRST AID EMERGENCIES**

First aid for minor injuries will be given at school. In case of more serious accidents or sudden illness, the parent is notified. If parents are not home, the emergency person listed on your child's registration form will be called. **It is essential that emergency contact numbers be up-to-date in the school office.** If no one is available, we will use our best judgment about what to do for the child. We especially encourage children to use care and wisdom on the playground.

## **STUDENT HEALTH**

It is very important for students in all grades to get the proper rest at night and have a nourishing breakfast in order to function to their maximum capabilities in school. Suggested hours of sleep are: kindergarten through third grades 10-12 hours; fourth

through sixth grades 8-10 hours daily. ***Please supply your child with a water container as drinking water is very important for the brain to work at its capacity; have the child take it home to wash to make sure it is kept clean at all times.***

## **ILLNESS AT SCHOOL**

Should your child become ill at school, he or she should tell the teacher. If it is necessary, the office will notify you and arrange with you for him/her to go home. Listed below is information from the Washington Department of Health on some of the more common diseases. If you have questions regarding a possible communicable disease, contact your family doctor or the school nurse.

Chicken Pox: Excluded minimums of one week from the appearance of an eruption and thereafter until all vesicles have become encrusted.

Colds: Children with an acute cold should not come to school.

Conjunctivitis (Pink Eye): Exclusion of children from school and restriction to home premises until adequately treated.

Fifth Disease: It is not necessary to be excluded from school unless there is discomfort from the rash or unless a fever is present.

German measles: Excluded for three days after appearance or eruption of rash.

Impetigo: Excluded until lesions are healed or until proper treatment has been instituted and is being satisfactorily done.

Influenza (flu): Excluded from school as long as symptoms are present. (May include fever, chills, aching muscles, cough & sore throat, headache, runny nose, vomiting, and diarrhea.)

Lice &/or Scabies (skin lice): Excluded from school until treated properly, including removal of all nits. (Both of these require special medications to treat properly.)

Measles: Excluded for a minimum of seven days after the appearances of a rash and until all abnormal mucus secretions have disappeared.

Mumps: Isolation for a minimum of seven days and until swelling of salivary glands has subsided.

Ringworm: Skin - excluded unless adequately treated and covered. Scalp - excluded for one week of treatment.

Streptococcal (strep) throat: Children with positive throat cultures should be excluded until treatment is obtained.

## **IMMUNIZATIONS**

Washington State law requires that all students be immunized against polio, diphtheria, whooping cough, tetanus, measles, and rubella. Parents must fill out and sign a Certificate of Immunization Status form identifying the month, day and year of each dose of vaccine. If a student's immunizations are not complete, the student will not be able to attend school until the immunizations meet state requirements. Religious and medical exemptions will be respected if the appropriate signed forms are presented to the office.

## **MEDICATION AT SCHOOL**

Whenever possible, the parents and physician are urged to work out a schedule of giving medication outside of school hours. Children cannot be in possession of any medication at school, with the exception of prescription inhalers. Medication must be kept under supervision in the office.

- Regular/daily medication requires an "Authorization For Administration of Oral Medication at School" form completed by the parent and the physician to be kept on file in the nurse's office. This form specifies the condition for which the drug is to be given, the name of the drug, dosage, and time of administration. If there are side effects of the specified drug, these also have to be noted. *A copy of this form is available in the office and on the district web page.*
- Specific instructions should be included for the emergency treatment of allergic reactions. These instructions should clearly state the type of reaction for which the drug is given; i.e., local, generalized, severe or mild.

- The school must have a prescription container, labeled with the student's name, name of the medication and dosage, and doctor's name.
- Written medication orders must be obtained any time the dosage of the drug is changed and at the beginning of each school year or upon entrance to school.

## HEALTH SCREENINGS

Periodic vision, hearing, and scoliosis screenings are routine in various grade levels. If a need is noted in the screening, parents will be notified.

## TRANSPORTATION INFORMATION

Many students ride our buses, and we will continue to do everything we can to assure that each student arrives to and from school safely. Over the years our drivers have had an outstanding safety record. We ask your cooperation in going over the general safety rules with your child. Students need to know that the bus driver has the same authority on the bus that the teacher has in the classroom. Violations of bus rules can result in the **immediate** loss of riding privileges from 3 days to the end of the trimester.

### BUS RULES:

1. Obey the driver. Treat the drivers with respect and courtesy. They are in charge and responsible for the safe transportation of all students on the bus.
2. Be on time and wait in an orderly manner. Stay well back from the bus until it has stopped, then board quickly and quietly.
3. While on the bus, stay seated and observe classroom conduct. There should be no bad language, no hitting, and no fighting. In addition, weapons or tobacco products are **not** allowed.
4. Keep all parts of the body inside the bus. Keep all articles (books, coats, etc.) inside.

5. Make sure you have nothing in your possession, which could cause injury to you or to another. Ask the driver what to do with instruments or other large items.
6. Keep floors and seats clean for health reasons as well as for appearance. Students can not eat or drink on the bus.

## **RETURNING HOME AFTER SCHOOL**

If your child is going anywhere other than home or his/her usual place after school, he/she will need a signed note from the parent/guardian requesting the change. This is so that both you and the school know where your child is. A note is also required if your child is to ride a different bus or get off at a bus stop other than the normal stop.

We understand that plans change during the school day, **please contact the office by 1:45 PM** with changes so that notes can get delivered to classroom before the end of the day. Communication is important so that both school and parents know the whereabouts of students.

If you are not home when the bus comes to drop off your child, the bus will bring the child back to school. You will then be expected to pick up your child at the office.

## **STUDENT PICK UP**

Students that are walking or being picked up will be released onto the playground to meet their parents. Parents are asked to park on Duryea Street or in the parking lot. For the safety of students, parents need to meet the students on the playground or along the sidewalk. The parking lot and street have heavy traffic during the end of the school day and safety is of utmost importance.

## **STUDENT BICYCLES**

Elementary students who ride bicycles to school must observe safe and lawful practices. Bicycles must be parked in a designated area on school grounds and should be locked. School zones are a busy area. We encourage all students to wear helmets and other proper safety gear. The school is NOT responsible for lost, damage or stolen bicycles, scooters etc. Bicycles must be walked on school

grounds. Students not abiding by safety rules or otherwise endangering others may lose the privilege of riding to school.

## **STANDARDS-BASED GRADING**

Raymond's standards-based report card is designed to provide an ongoing dialogue between teachers, students, and parents about what is expected of student in our school's academic learning environment. The purpose of our standards-based report card is to provide parents with a clear and accurate description of their child's progress. Raymond's standards-based report cards will be sent home three times each year at the end of each trimester. Progress reports are available at any time, either online or by request.

Your student will be scored on a scale of 1-4. These scores are described more fully on the report card, but you can think of them as:

- 1 – Well below standard
- 2 – Below standard
- 3 – At standard
- 4 – Well above standard

At the beginning of the term scores of "1" or "2" would indicate that the student is working toward the standard and there is no need for concern, you should expect to see improvement through the year until the student is at least at standard.

## **HOME –SCHOOL COMMUNICATION**

Backpack Express, the school newsletter, is distributed on a regular basis for each child to take home. The newsletter lists important dates, activities and upcoming events. Please encourage your child to bring it home and take the time to read this important link to our communication. The newsletter will be posted on the district web site.

Please check our *school website for important information*. The website has the Backpack Newsletter, the school calendar and events, and breakfast and lunch menus. Parents can use the website to track student's academic progress, lunch monies, their attendance and much more. Check the site often for current news and information. Call district office to set up a family access account-942-3415. [www.raymond.k12.wa.us](http://www.raymond.k12.wa.us)

## **CELL PHONES**

Student cell phones are only to be used before and after school hours for parent contact. Phones must remain off and out-of-sight during the school day. Cell phones being used during the day may be confiscated. The district is not responsible for lost, stolen or damaged cell phones.

## **SPECIALISTS & SERVICES**

We have numerous services and specialists available to us. The following are definitions and explanations of these services:

ESL (English as a Second Language): A teacher serves students who come from families where English is not the primary language; students receive special help in becoming fluent in English. The children stay in the ESL program until they can effectively communicate in English.

INSTRUCTIONAL AIDES: A person who helps the teacher or specialist in the classroom or other area. She/he may help children practice a skill, which the teacher has taught, or give many children an opportunity to participate in small-group learning experiences. These aides also monitor the lunchroom and playground.

LAP (Learning Assistance Program): A math specialist who works with small groups of children who have unmet needs in math.

LIBRARIAN: Responsible for maintaining and improving the selection of library books available for our students. In addition, the librarian teaches library and research skills, maintains our technology, and provides resource materials to classroom teachers.

NURSE: Assists teachers in health evaluation of each student and is responsible for maintaining accurate health and immunization records, counseling with parents of children with health needs, complying with state-mandated screening programs, teaching AIDS classes, and giving first aid in the health room.

OCCUPATIONAL/PHYSICAL THERAPIST: The therapist is in the district a few days per month, at which time she assesses those students referred by the professional staff and determines the program which will best meet their needs. The OT/PT aide administers the program weekly, as determined by the therapist.

PSYCHOLOGIST: Our psychologist is in the district two days a week. He does any testing of students referred by the professional staff.

SPEECH THERAPIST (CDS): Identifies students with speech, hearing, and language problems. The therapist evaluates these students and the speech aide under the direction of the therapist then carries out their program. Parent involvement in this program is mandatory.

SPECIAL EDUCATION: Provides programs for student needs such as the hearing-impaired, those with behavioral/emotional difficulties, those needing academic support, and the physically handicapped. We have two resource room teachers who meet daily with the students who have special needs in any/all of the basic education subjects.

TITLE I : A Federal program that is design to help students improve their reading and math skills. It includes a one on one program for grades 1-3 and a small group program of instruction for grades 4-6.

## **DRESS AND APPEARANCE**

Students' choices in matters of dress should be made in consultation with their parents. Dress or appearance, which, in the judgment of school personnel, is disruptive to the educational process or presents health or safety problems, will not be permitted, i.e. revealing clothing such as low cut or mid rift tops and ultra low rise or sagging pants. All articles of clothing must be free of any references to tobacco, drugs, alcohol, sex, gangs, profanity or anything disruptive to the learning process.

Students should dress in clothing that is suitable for the weather, and the school activity in which they are participating. We will have fewer absences, (therefore more learning time at school), if students keep warm and dry during the winter months and rainy times. Please listen to the weather reports and plan ahead. Rainy days and no hood equals playing under the covered playground.

## **SAFETY PATROL**

Fifth and sixth grade students serve as the School Safety Patrol. School Safety Patrol is responsible for helping children cross the street safely from the high

school for breakfast and lunch. We expect children to cooperate with the Safety Patrol.

## **CLASSROOM VISITATIONS**

Parents and community members are encouraged to visit the school. However, visitors must first register in the office before going to any classroom or any other area of the school building. In order to provide you with the best observation possible and to ensure continuing instruction for all children, parents are asked to schedule an observation day with the teacher in advance.

## **RAYMOND ELEMENTARY DISCIPLINE POLICIES**

### **Philosophy Revised June 2006**

The Raymond staff provides and promotes a positive environment in which all students are guaranteed the right to learn and play in a safe, orderly environment

The most productive learning environment is one in which all students clearly understand consequences for behavior and performance, and where these consequences are administered in a fair and consistent manner. At Raymond, we emphasize reasonable, related and respectful consequences. Inappropriate behaviors are handled in a positive and growth oriented way which seeks to assist students in making better behavioral decisions in the future when dealing with others. Additionally, every effort is made to provide students with meaningful recognition for making appropriate decisions about their behavior.

Teachers and principals have the authority and responsibility, in accordance with WAC 180.40.235 and RCW 28A.58.100 to maintain a safe school environment. Students *also* have the right to know the standard of behavior expected of them.

### **FIREARMS: GUN FREE SCHOOL**

It is prohibited for any student to carry onto or have in their possession, on Raymond School District or school provided transportation any firearms including Stun guns, BB guns, air guns, or facsimile or other dangerous weapons as defined in RCW 9.41.250. Students who do so will receive an expulsion for not less than one year. Law enforcement agencies will be notified. In cases involving the possession of other weapons, the principal/designee shall place the student on long-term suspension, unless expulsion is warranted under the circumstances.

### **DUE PROCESS**

Information regarding due process can be found at the district office upon request.

### **SCHOOL EXPECTATIONS**

1. Students will work and play in a safe manner. No fighting and rough play (hitting, kicking, tripping). No bullying, no putdowns.
2. Students will be considerate of the rights of other students, adults, and property.
3. Students will behave cooperatively and will speak respectfully to adults and peers.
4. Students will refrain from any inappropriate language or gestures including swearing, put-downs, verbal abuse, and notes or drawings.
5. For safety reasons, students must walk at all times in the building
6. Eating candy or chewing gum is not allowed on school grounds without permission from the teacher.
7. No hats are to be worn in the building, unless it is a special day.
8. Students will be on time for class.

9. Once at school, students may not leave the school grounds unless they have permission from any authorized school personnel or have been signed out at the office. Police may/will be called.
10. Students must go directly home from school either by bus or walking. Any changes from the school policy, **requires notification from a parent or guardian.**
11. When on a bus, students will observe the posted bus rules.
12. Students will not throw objects other than approved playground equipment, for example, no rocks or snowballs.
13. Students may not bring personnel items from home to be played with out on recess.
14. Students must have permission to enter the building and classroom before or after school.
15. Possession/use of illegal substances (including tobacco, drugs, alcohol) or any dangerous objects is not allowed. Gambling, hazing, cheating, profanity/vulgarity, harassment, bullying are also not allowed and will be dealt with according to school policy.
16. Weapons of any kind are not allowed.

## **MAJOR OFFENSES**

Students that commit a major offense will be sent to the principal's office. A major offense can result in an automatic placement on a more severe consequence step. The following acts are considered major offenses:

1. Hurtful physical behavior
2. Defiance of authority
3. Continuous disruptive behavior

4. Willful destruction of school property
5. Possession of weapons, drugs, alcohol, or tobacco products
6. Theft
7. Sexual harassment/Harassment
8. Bullying
9. Vulgar or profane language

***Parent involvement is essential in maintaining a positive environment at Raymond Elementary School. The staff recognizes that positive and timely communications are necessary to insure that parents are informed. For this reason, students who are issued a discipline slip are required to have that infraction notice signed by a parent or guardian and returned to the teacher or principal the next day in most instances, if deemed warranted by teacher or principal. Failure to do so could result in additional consequences or time in detention.***

## **CONSEQUENCES FOR MAJOR OFFENSES**

One or more of the following consequences may occur:

- Parent contact
- Behavior plan made with student/teacher and notification to parents
- In-School Suspension (partner room/after school suspension at principal's discretion and/or conference with parents/guardians)
- Out of school suspension
- Expulsion
- Call police at discretion of principal and situation

When students are sent to the principal for misbehavior in the classroom or other areas of the school, a copy of the Discipline Notice will be kept on file.

## **AUTOMATIC SUSPENSION**

1. Weapons/drugs/tobacco brought to school

2. Assault of an adult/student
3. Or as stated by the State of Washington

## **CLASSROOM EXPECTATIONS**

Classroom rules are worked out in each classroom. Initially behavior problems will be handled in each classroom. Disruptive behavior in the classroom will not be tolerated. If the student's performance does not improve, the principal will counsel with the student and/or the parent to determine what alternative is necessary.

## **LUNCHROOM EXPECTATIONS**

- Talk in a low "inside" voice.
- No throwing of food or objects.
- After choosing a seat, students must get permission from an adult to move.
- Clean your area after finishing your lunch.
- Raise your hand for permission to leave.

## **CONSEQUENCES FOR LUNCHROOM**

Consequences may include any of the following depending of the severity of the incident:

1. Warning
2. Five to ten minute time out and /or table cleanup duty or cleanup duties as assigned
3. Loss of recess
4. Student will eat lunch by him/herself in the cafeteria at a designated area

## **PLAYGROUND EXPECTATIONS**

The staff has developed a set of playground rules, which focus on safety, fairness, sportsmanship and respect. These rules will be posted in each classroom.

## **CONSEQUENCES FOR PLAYGROUND**

Consequences may include any of the following depending on the severity of the incident:

1. Warning
2. Time out
3. Loss of recess

Continual problems on the playground may result in a Discipline Notice, referral to the principal and/or extended loss of recesses.

## **DISTRICT POLICY FOR APPLICATION OF A PESTICIDE**

“48 hours before application of a pesticide, the district shall provide notice to the community regarding the intended action. The notice will remain in place for at least 24 hours after the spray is applied. Details concerning the district’s spray policy may be found at the district web site. Parents who wish to be notified personally when the school sprays may call the district office and notify them of their request.”

## **DISTRICT POLICY FOR SEXUAL HARASSMENT**

### **Policy No 6590P**

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, although staff shall always inform complainants of their right to and the process for filing a formal complaint. Staff shall also direct potential complainants to an appropriate staff member who can explain the informal and formal complaint processes and what a complainant can expect. Staff shall 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. Informal remedies 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; or a general public statement from an administrator in a building reviewing the district sexual harassment policy

without identifying the complainant. Informal complaints may become formal complaints at the request of the complainant, parent, guardian, or because the district believes the complaint needs to

be more thoroughly investigated.

Formal Complaint Process: Anyone may initiate a formal complaint of sexual harassment, even if the informal complaint process is being utilized. Potential complainants who wish to have the district hold their identity confidential shall be informed that the district will almost assuredly face due process requirements that will make available all of the information that the district has to the accused. The district will, however, fully implement the anti-retaliation provisions of this policy to protect complainants and witnesses. Student complainants and witnesses may have a trusted adult with them during any district-initiated investigatory activities. The superintendent or designated compliance officer (hereinafter referred to as the compliance officer) may conclude that the district 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 following process shall be followed:

A. The compliance officer shall receive and investigate all formal, written complaints of sexual harassment, or information in the compliance officer's possession that the officer believes requires further investigation.

B. All formal complaints shall be in writing; shall be signed by the complainant; and shall set forth the specific acts, conditions or circumstances alleged to have occurred and to constitute sexual harassment. The compliance officer may draft the complaint based on the report of the complainant, for the complainant to review and sign.

C. When the investigation is completed the compliance officer shall compile a full written report of the complaint and the results of the investigation. If the matter has not been resolved to the complainant's satisfaction, the superintendent shall take further action on the report.

D. The superintendent shall respond in writing to the complainant and the accused within thirty days stating:

1. That the district does not have adequate evidence to conclude that harassment occurred;
2. Corrective actions that the district intends to take; and/or
3. That the investigation is incomplete to date and will be continuing.

E. Corrective measures deemed necessary will be instituted as quickly as possible, but in no event more than thirty days after the superintendent's written response, unless the accused is appealing the imposition of discipline and the district is barred by due process

considerations or a lawful order from imposing the discipline until the appeal process is concluded.

If a student remains aggrieved by the superintendent's response, he or she may pursue the complaint as one of sexual discrimination pursuant to Policy 3210, Nondiscrimination. Similarly staff may pursue complaints further through the appropriate collective bargaining agreement process or anti-discrimination policy.

A fixed component of all district orientation sessions for staff, students and regular volunteers shall introduce the elements of this policy. Staff will be provided information on recognizing and preventing sexual harassment. Staff shall be fully informed of the formal and informal complaint processes and their roles and responsibilities under the policy and procedure. Certificated staff shall be reminded of their legal responsibility to report suspected child abuse, and how that responsibility may be implicated by some allegations of sexual harassment. Regular volunteers shall get the portions of this component of orientation relevant to their rights and responsibilities.

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 district policies and rules at student orientation sessions and on other appropriate occasions, which may include parents. Parents shall be provided with copies of this policy and procedure and appropriate materials on the recognition and prevention of sexual harassment.

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:

1. Demands for sexual favors in exchange for preferential treatment or something of value;
2. Stating or implying that a person will lose something if he or she does not submit to a sexual request;
3. Penalizing a person for refusing to submit to a sexual advance, or providing a benefit to someone who does;
4. Making unwelcome, offensive or inappropriate sexually suggestive remarks comments, gestures, or jokes; or remarks of a sexual nature about a person's appearance, gender or conduct;
5. Using derogatory sexual terms for a person;

6. Standing too close, inappropriately touching, cornering or stalking a person; or
7. Displaying offensive or inappropriate sexual illustrations on school property.

Annually the superintendent or designee will convene an ad hoc committee composed of representatives of certificated and classified staff, volunteers, students and parents to review the use and efficacy of this policy and procedure. The compliance officer will be included in the committee. Based on the review of the committee, the superintendent shall prepare a report to the board including, if necessary, any recommended policy changes. The superintendent shall consider adopting changes to this procedure if recommended by the committee.

*Thank you for taking time to read the school handbook!  
Have a great 2009-2010 school year!*



