

**Raymond Elementary  
Seagulls**



**Student/Parent Handbook  
2018 – 2019**



Dear Raymond Elementary School Community Member,

Welcome to another great year at the Raymond Elementary. We look forward to working with students and parents to create a setting that is safe, challenging, and productive for everyone. It is our hope that students will take advantage of everything we have to offer and make this year successful and memorable.

The information provided in this student/parent handbook is offered as a guide to what Raymond Elementary offers and expects. We encourage students and parents to read and discuss the information together at the start of the school year in order to understand what is expected and become an important part of our school community. Once you have finished reading it please sign the last page and return the signed page to your child's teacher as soon as possible.

If you ever have any questions about our programs or expectations please do not hesitate to call the school at 360-942-2435.

Sincerely,

Mike Scott  
Principal

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## Staff Directory

### Office

Mike Scott - Principal  
Kerie Maneman – Secretary  
Brenda Antilla – School Nurse

### Classroom Teachers

KJ Jon Schray  
KS Katy Shores  
1L Sherry Lead  
1K Melissa Keys  
2L Lisa deMontigny  
2T Babs Heath  
3L Chris Lloyd  
3K Janet Kaech  
4E John Enslow  
4D Whitney Silvernail  
5A McKell Abbott  
5J Kirk Jordan  
6W Ronalda Wintrip  
6R Derek Rask  
T1 Terri Webber  
PE Briana Freeman  
Music Christina Bailey

### Special Education

Carol Beck SLPA (Mon-Thurs)  
Karen Clifton SLP  
Debbie Gillies OT (Mon–Thurs)  
Gene Cilento OT  
Karen Camenzind Sped. Teacher (K-4)  
Cathy Anderson School Psyc.  
Lyndsey Owen District Counselor

### Para Educators

Cindy Bergstrom Reading Supp.  
Sheila Chilla Reading Supp.  
Lisa Crites Sped.  
Haley Hubbard Reading Supp.  
Joe Keegan Librarian  
Kathryn Keller 1:1/Reading Supp.  
Laura Lundy Reading Supp.  
Melissa Maggard 1:1/Reading Supp.  
Patti Montgomery 1:1/Reading Supp.  
Lindsay Rask Reading Supp.  
Darol Ratsavongsy Behavior Interven.  
Brenda Santiago Reading Supp.  
Erin VanBronckhorst Reading Supp.  
Marcy Walden Reading Supp.  
Travis Webber Reading Supp.  
Toni Williams Reading Supp.

### Preschool Staff

Tina Riggs-Johnson 3 YO Lead Teacher  
Ashley Tabor 3 YO Assist. (M-Th)  
Veronica Silva 4 YO Lead Teacher  
Brenda Collins 4 YO Assist. (M-F)

### Custodial

Patty Coty Elem. (2pm – 10 pm)  
Sam Stephens HS (2pm -10pm)  
Cindy Weiberg HS

### Technology

Chris Stevens Software/Skyward  
Michael Silvernail Hardware

### Raymond Elementary Address

921 Commercial Street  
Raymond, WA 98577

## **Building Hours**

7:30 to 3:30

## **Daily Schedule**

7:30 AM Breakfast begins at the Jr./Sr. High School

8:00 AM Morning recess begins

8:30 AM School begins

3:00 PM School is dismissed

## **Holidays/Non-School Days**

September 3<sup>rd</sup> – Labor Day

November 12<sup>th</sup> – Veterans Day

November 22<sup>nd</sup> and 23<sup>rd</sup> – Thanksgiving Break

December 24<sup>th</sup> – January 4<sup>th</sup> – Winter Break

January 21<sup>st</sup> – Martin Luther King Jr. Day

February 18<sup>th</sup> – Presidents' Day

February 27<sup>th</sup> – Possible Weather Day

February 28<sup>th</sup> – Mid-winter Break

March 1<sup>st</sup> – Mid-winter Break

April 15<sup>th</sup> – 19<sup>th</sup> – Spring Break

May 24<sup>th</sup> – Possible Weather Day

May 27<sup>th</sup> – Memorial Day

## **Early Release Days (Students Dismissed at 12:30 PM)**

September 21<sup>st</sup> – Staff Inservice

October 19<sup>th</sup> – Staff Inservice

November 16<sup>th</sup> – Staff Inservice

December 18<sup>th</sup> – Mid-winter Break

January 16<sup>th</sup> – Staff Inservice

February 15<sup>th</sup> – Staff Inservice

March 13<sup>th</sup> – 15<sup>th</sup> – Parent/Teacher Conferences from 12:30 to 3:30.

April 12<sup>th</sup> – Staff Inservice

## **Last Day of School (Students Dismissed at 10:30 AM)**

June 12<sup>th</sup>

## **Breakfast/Lunch Program**

The Raymond School District provides breakfast and lunch for all students free of charge. We do ask that families fill out the federal Free and Reduced Lunch program paperwork so we can cover some of the cost of the program.

## **Backpack Express**

Each month The Backpack Express is sent home to families with students. It is a newsletter with important information, reminders, and dates for upcoming events. If you need another copy you can pick one up at the school office.

### **SchoolWay App**

The Raymond School District subscribes to an app that keeps everyone informed about School updates, safety notifications, classroom information, and other updates. You can subscribe by logging on to [myschoolway.com](http://myschoolway.com) and inputting the “WayCode” of [mcmhp](http://mcmhp). Once the program is on your phone you will get automatic updates about events at school.

### **School Delays or Closures**

In the event of severe inclement weather or mechanical breakdown school may be closed or the starting time delayed. These same conditions may also necessitate an early dismissal. You will receive an informational phone call and these events will be announced on local radio and television stations. Notification will also be made on social media such as Facebook and posted on the Raymond School District web site at [raymondk12.org](http://raymondk12.org). If no report is heard, it can be assumed that school will be in session. PLEASE DO NOT CALL THE SCHOOL. Telephone lines must be kept open for emergencies.

### **Checkout Procedures**

1. Before a child may leave the school grounds during school hours, a parent/guardian must come to the school office and check the student out of school.
2. Only custodial parents/guardians will be allowed to pick up a student during the day, unless the custodial parent/guardian has notified us in advance or they are on the emergency card. Office personnel may require photo ID before allowing children to be released.

### **Visitors**

We welcome visitors to Raymond Elementary during the school day. This is your school and we want you to feel welcome here. For the safety of our students, we do ask that all visitors report to the office before going the classrooms. Each visitor will be asked to wear a visitor badge. The principal or designee may withhold approval if events, such as testing, would be interrupted by a visit. Similarly, if a visitor’s presence becomes disruptive, the principal or designee may withdraw approval. In either case the principal or designee shall give reasons for the action. For the safety of our students and to preserve our learning environment, we do not permit students from other schools or out of town students to visit during the day.

### **Medications: Prescription and Non-Prescription**

Students needing to have any medication at school must report to the school nurse to assure that appropriate procedures are followed. All prescription medications should be turned in to the office for dispensing at the appropriate time. Such medication must be in the prescribed container and have written instructions from the doctor. Over-the-counter medications should also be in their original containers and turned in to the office, along with written instructions from the parent or guardian. Students will not be permitted to keep any medications in their possession for any reason.

### **Directory Information**

Directory information, name, photograph, address, phone number, date and place of birth, dates of attendance, participation in activities, height, weight, diplomas, awards, and previous school, may be publicly released without consent. Parents or students desiring to exclude any such information from public release should file an official request with the building principal.

### **Report Cards**

Report cards will be issued at the end of each Trimester on November 30<sup>th</sup>, March 15<sup>th</sup>, and June 12<sup>th</sup>.

## **Volunteers**

Volunteers are recruited on a regular basis and are involved in a variety of activities from helping in the classroom to chaperoning field trips. All volunteers are required to complete a background check. The forms are available in the office.

## **Parents' Rights**

Under school board policy and federal and state regulations, parents have the following rights concerning their child's records:

1. The right to inspect and review their child's records.
2. The right to obtain a copy of their child's records and to have these explained to the parent by a staff member that is qualified to interpret the record.
3. The right to request that corrections be made in their child's records.
4. The right to refuse consent for the use of their child's records by non-school officials.

## **Parent/Teacher Group PTO**

Our school features an active PTO. We need the help of parent/guardians that are interested in making our school a great place to learn and grow. Our PTO is an arena where parents and staff can actively work together in creating a better learning environment for students. The group meets here at the elementary Library on the second Tuesday of each month at 6:00 PM. Please contact our school office for more information and watch for notices and reminders regarding our PTO.

## **Parent/Teacher Conferences**

Parent/Teacher Conferences are held at the end of the first and second trimesters. The dates for 2018-2019 are: November 19<sup>th</sup> and 20<sup>th</sup> – All day Parent/Teacher Conferences

November 21<sup>st</sup> – Parent/Teacher Conferences from 8:30 to 12:30

March 13<sup>th</sup> – 15<sup>th</sup> – Parent/Teacher Conferences from 12:30 to 3:30.

Conferences are arranged by the classroom teachers at a time mutually agreeable to both the parent and the teacher. Parents and teachers are encouraged to schedule additional conferences throughout the year. We feel it is very important to keep in touch.

## **Behavioral Expectations**

Raymond Elementary is a Positive Behavior Interventions and Support (PBIS) school. PBIS is a system where expectations (rules) are taught to all students specifically for each area of the school. (Cafeteria, Library, Assemblies, Etc.) The school expectations and consequences have not changed from years past, the difference is that we are teaching them explicitly and rewarding students for positive behavior. The foundation of PBIS is built on the three major principles, **Be Safe, Be Responsible, and Be Respectful.**

On the next few pages you will see “The Seagull Six”, which are school-wide expectations, specific expectations for each area of the school, an explanation of the reward system and the consequences for not meeting expectations. The chart gives detailed examples of what it looks like to be Safe, Respectful, and Responsible in each area. Staff also uses a school-wide common language. For example: If a student is running in the hallway the staff member would put what he/she expected in **positive terms** such as “Please walk” instead of “Don’t run” and talk about expectations in terms of being Safe, Respectful, and Responsible.



# The “Seagull Six”

## Everywhere In and Around the School

1. Follow the directions of all staff the first time given
2. Use appropriate language and volume
3. Walk in the building facing forward
4. Respect people and property
5. Keep hands, feet, and objects to self
6. Always do your best in everything

	<b>Be Safe</b>	<b>Be Respectful</b>	<b>Be Responsible</b>
<b>Setting</b>	<b>Be free from physical and emotional harm.</b>	<b>Be honest, dependable, and accountable.</b>	<b>Be honest, dependable, and accountable.</b>
<b>Assembly</b>	<ul style="list-style-type: none"> <li>▪ Enter/exit in a quiet, orderly fashion</li> <li>▪ Keep walkways clear</li> </ul>	<ul style="list-style-type: none"> <li>▪ Focus on presentation</li> <li>▪ Show appropriate responses</li> <li>▪ Sit appropriately your seat</li> </ul>	<ul style="list-style-type: none"> <li>• Use restroom before assembly</li> <li>• Ask for permission to leave the assembly</li> </ul>
<b>Bathrooms</b>	<ul style="list-style-type: none"> <li>▪ Wash and dry hands</li> <li>▪ Soap and water belong in the sink</li> </ul>	<ul style="list-style-type: none"> <li>▪ Flush</li> <li>▪ Give others’ privacy</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourselves</li> <li>• Return to class promptly</li> <li>• Report problems in the bathroom to your teacher</li> </ul>
<b>Bus</b>	<ul style="list-style-type: none"> <li>▪ Back to back, seat to seat</li> <li>▪ Make eye contact with the driver before crossing and cross in front of the bus when directed by the driver</li> <li>▪ Keep aisles clear</li> <li>▪ Use the handrail</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use your quiet inside voice</li> <li>▪ Keep the bus clean and free from damage</li> <li>▪ Be courteous to the driver and others</li> </ul>	<ul style="list-style-type: none"> <li>• Follow bus driver instructions promptly</li> <li>• Keep hands, feet, and other objects to self and inside the bus</li> <li>• Know and follow emergency procedures</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>▪ Wash hands before eating</li> <li>▪ Use all seating and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Say please and thank you</li> <li>▪ Use good manners</li> <li>▪ Be patient in food line, give others space</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up your area and stack trays</li> <li>• Wait to be dismissed</li> </ul>
<b>Office</b>	<ul style="list-style-type: none"> <li>▪ Check in with office personnel before going to the health room</li> <li>▪ Leave the school only with parent/guardian</li> </ul>	<ul style="list-style-type: none"> <li>▪ Have a pass to enter the office</li> <li>▪ Ask before using the phone</li> <li>▪ Remain quiet while waiting</li> </ul>	<ul style="list-style-type: none"> <li>• Politely state your purpose for being in the office</li> <li>• Be patient, wait your turn</li> </ul>
<b>The Commons</b>	<ul style="list-style-type: none"> <li>▪ Use all seating and tables appropriately</li> </ul>	<ul style="list-style-type: none"> <li>▪ Be respectful of other learners</li> </ul>	<ul style="list-style-type: none"> <li>• Clean up after yourselves</li> </ul>
<b>Hallway</b>	<ul style="list-style-type: none"> <li>▪ Walk on the right hand side of the hallway.</li> <li>▪ Walk in a calm manner</li> </ul>	<ul style="list-style-type: none"> <li>▪ Quiet voices at all times</li> <li>▪ Use kind words and actions</li> <li>▪ Be aware of others</li> </ul>	<ul style="list-style-type: none"> <li>• Use drinking fountains appropriately</li> </ul>
<b>Library</b>	<ul style="list-style-type: none"> <li>▪ Focus on presentation</li> <li>▪ Use all seats and tables</li> <li>▪ Be calm and respectful</li> </ul>	<ul style="list-style-type: none"> <li>▪ Use kind words and actions</li> <li>▪ Use library voices at all times</li> <li>▪ Stay in student designated areas</li> <li>▪ Respect materials and property</li> </ul>	<ul style="list-style-type: none"> <li>• Come with specific task</li> <li>• Clean up after yourself</li> </ul>
<b>Playground /Recess</b>	<ul style="list-style-type: none"> <li>▪ Follow playground rules</li> <li>▪ Use equipment for intended purpose</li> <li>▪ Hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>▪ Include everyone</li> <li>▪ Share equipment</li> <li>▪ Take turns</li> </ul>	<ul style="list-style-type: none"> <li>• Return equipment</li> <li>• Play by the rules of the game</li> <li>• Respond to the whistle or bell</li> </ul>

# Positive Reinforcement Plan

Planned positive reinforcement is very effective in promoting desirable change in student behavior. Raymond Elementary reinforcement system includes “Feathers”. The following section describes how the Feather system works. (A Feather is a coupon given to students for being Safe, Respectful, or Responsible.)

1. **Who can give the Feathers out?**

★ Any adult can give it to any student in the school.

2. **Who are they given to?**

★ Any student who is demonstrating any behavior that is safe, respectful, or responsible.

3. **When are they given?**

★ Staff should hand out Feathers frequently (everyday). The goal is to give our 4+ positives for every reminder or re-direct.

4. **What may students do with the Feathers?**

★ Student writes his/her name and teacher’s name on the Feather.

★ Students will place their Feather in the box in the office.

★ Each Friday a drawing will be held and a student from each classroom will be chosen to come to the office to get a reward from the prize box.

## Specific Consequences for Inappropriate Behavior

### Behavior Strategies:

Staff will maintain consistent and clear expectations for students, providing redirection and/or Trackers for minor inappropriate behavior and Office Referrals for major behavior offenses.

### Trackers:

If a student has been reminded of the expectations but continues to display **minor** inappropriate behavior a Tracker is issued. A Tracker is a form with possible locations of the incident and the problem behaviors listed. The staff person fills it out, explains to the student why he/she is receiving the Tracker, gives a copy to the student and the office, and then calls the parent of the student to explain what happened. Trackers are a **warning** and **not a referral**. If the student continues to disregard the expectations, or commits a higher-level offense, an Office Referral is issued.

### Behavioral Expectations

All teachers will provide students with written guidelines for their classroom. Serious violations will be referred to the office for immediate administrative intervention. Most violations, such as, minor disruptions, excessive talking, not following directions, etc. will be dealt with by the teacher according to the following guidelines:

- Classroom Management Plan: Clear expectations for student behavior are communicated to the student with a written copy on file with the building principal.
- Teacher Intervention: Teacher implements changes to increase positive behavior. Such changes should include: proximity, confrontation, conferences, seat reassignment, assigning consequences, etc.
- Parent Contact: A Tracker is issued to the student and the teacher calls the parent to inform them of the problem. Personal contact by telephone is recommended.
- Administrative Referral: The student will be sent to the office for administrative intervention and consequences. The administration may require a parent conference for classroom return.

**Violation/Consequence Step:** Consequences listed in the matrices below are arranged in sequential order to correspond to the number of times that each violation has occurred. The first time a violation occurs, the first offense listed will be the consequence. The second violation of the same offense will be followed by the second consequence listed and so on. School Administration or designee may choose to move to a higher level of consequence at any time as deemed appropriate.

<b>LEVEL I</b>	
<b>VIOLATION</b>	<b>CONSEQUENCE STEP</b>
School or Campus Disruption	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS,
Leaving Campus w/o Permission, Skipping	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS,
Bus Expectations	Lunch Detention, 1/2 day ISS, Full day ISS, Bus suspension
Cafeteria Expectations	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS
Classroom Disruption	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS
Horseplay	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS
Library Expectations	Recess Detention, Lunch Detention, 1/2 day ISS, Full day ISS
Electronic Devices Misuse	Lunch Detention, 1/2 day ISS, Full day ISS
Swearing, Vulgarity, Profanity, and/or Obscene Behavior	Lunch Detention, 1/2 day ISS, Full day ISS
	Lunch Detention, 1/2 day ISS, Full day ISS
	Lunch Detention, 1/2 day ISS, Full day ISS
Defiance / Insubordination	Lunch Detention, 1/2 day ISS, Full day ISS
Internet Misuse	Loss of computer privileges (Amount of time on a case by case basis)
Theft	Lunch Detention, 1/2 day ISS, Full day ISS
Vandalism of Property	Lunch Detention, 1/2 day ISS, Full day ISS
<b>LEVEL II</b>	
<b>VIOLATION</b>	<b>CONSEQUENCE</b>
Use/ possession of tobacco and/or tobacco look-alikes	Police referral, 2, 3, day OSS, expulsion
Use of and/or possession of Drugs, alcohol, look-alikes	Police referral, 2, 3, day OSS, Possible Recommendation for Expulsion
Distribution of above	Police referral and OSS, Possible Recommendation for Expulsion
Verbal, Sexual, Racial Harassment	1/2 day ISS, Full day ISS, OSS Possible Police referral
Fighting	1 day OSS, 5 day OSS, possible Police Referral
Assault	1 day OSS, 5 day OSS, possible Police Referral
Bomb Threats, Setting Fires, etc.	Police Referral, OSS, Possible Recommendation for Expulsion
Firearms, Weapons, Dangerous Instruments, Explosive Devices, and/or "Look-alikes"	Police Referral, OSS, Possible Recommendation for Expulsion

**\*ISS – In-school suspension \*OSS – Out-of-school suspension**

## **School Bus Expectations**

These rules and regulations were prepared by the State Superintendent of Instruction by and with the advice of the Washington State Patrol and the Director of Highways for the State of Washington and apply to all school buses operating in the State of Washington.

- The driver is in full charge of the bus and pupils must obey the driver promptly and willingly.
- Pupils shall ride their regularly assigned bus at all times, unless the school authorities have granted permission. School authorities should verify with the drivers the availability of extra seating space and should not issue standees on the bus.
- Unless by written permission of parent, no pupil shall be permitted to leave the bus except at his or her regular stop.
- Each pupil may be assigned a seat in which he will be seated at all times, unless permission to change is given by the school principal and/or driver.
- Outside of ordinary conversation, classroom conduct must be observed.
- Pupils are to assist in keeping the bus clean by keeping their waste paper off the floor. Pupils must also refrain from throwing refuse out of the windows. To keep the bus clean, eating is not allowed.
- No pupil will smoke or light matches on a school bus.
- No pupil shall at any time extend his or her head, hands, or arms out of the windows, whether school bus is in motion or standing still.
- No pupil shall open a window on the school bus without first getting permission from the school bus driver.
- Pupils must see that they have nothing in their possession that may cause injury to another, such as sticks, breakable containers, and any type of firearms, straps, or pins extending from their clothing. Also, no animals are permitted on the bus, except for trained service animals.
- Each pupil must see that his/her books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport any large items.
- No pupil will be allowed to talk to the driver more than is necessary.
- No pupil shall sit in the driver's seat, nor shall any pupil be to the immediate left or right of the driver.
- Pupils are to remain seated while bus is in motion and are not to get on or off the bus until it has come to a full stop.
- Pupils must leave the bus in an orderly manner and must obey the orders of the school safety patrol person on bus duty. They must not cross the highway until given consent by the school bus driver. When boarding or leaving the bus, pupils should be in view of the driver at all times.
- Pupils must cross the highway only in front of the school bus.
- Pupils must not stand or play in the roadway while waiting for the bus.
- Pupils at the bus loading area should exercise self-discipline. Students should refrain from pushing and shoving other students.
- Pupils, who have to walk some distance along the highway to the bus-loading zone, where practical, must walk on the left-hand side facing the oncoming traffic. This will also apply to pupils leaving the bus-loading zone in the evening.
- Students' misconduct on a bus will be sufficient cause to discontinue providing bus transportation to those students involved.
- In the event of any actual emergency, emergency exit procedures, as established by the emergency drills, will be followed. Otherwise, use of emergency exits, or tampering with emergency exits, is strictly forbidden.
- Parents of students damaging school buses will be responsible for proper reimbursement to the school districts

### **Hazing/Harassment/Bullying/Menacing**

Harassment, intimidation, menacing, bullying, or cyber bullying by students, staff or third parties is strictly prohibited and shall not be tolerated in the District. All complaints about behavior that may violate this policy shall be promptly investigated. Students whose behavior is found to be in violation of this policy will be subject to discipline, up to and including expulsion. Staff whose behavior is found to be in violation of this policy will be subject to discipline, up to and including dismissal. Third parties whose behavior is found to be in violation of this policy shall be subject to appropriate sanctions as determined and imposed by the superintendent or Board. Individuals may also be referred to law enforcement officials. Complaints about the Building Principal may be reported to the Superintendent and complaints about the Superintendent may be reported to the Board Chairman. An investigation will follow and if appropriate, remedial action taken. The complainant shall be notified of the findings of the investigation. Retaliation against any person who reports such behavior is prohibited.

### **Dress Code**

Students are asked to wear clothes that are neat, clean and suitable for school. Clothing which interferes with and/or distracts from the education process will be subject to approval by the administration. Clothes, hats, pins, buttons, patches or other articles of clothing that reference alcohol, tobacco, or illegal drugs, profane or lewd language, or would cause a disruption, or interference with the school operation are not permitted. Clothing or insignia that identify them as members of gangs or reflect gang affiliations are not permitted. Shoes must be worn at all times. Sunglasses are to be worn outside the building only.

### **In-School Suspension (ISS)**

In-School Suspension is when a student is assigned to a modified school day where they do schoolwork in isolation in the office or with a designated teacher. Students on in-school suspension will be expected to complete all class-work missed. In-school suspension length may vary from one instance to another.

### **Out-of-School Suspension (OSS)**

Out-of-school suspension will require a specified amount of time away from school. Parents will be notified and a conference may be required to reinstate the student involved in an out-of-school suspension. When a student is suspended out of school, they are not allowed to attend social functions, special events or otherwise be on school property for the duration of their suspension.

### **Health Services**

Raymond Elementary has a full-time nurse who is at the elementary school during the day.

### **Electronic Devices and Cell Phones**

The use of cell phones or personal electronic devices is not allowed at school without teacher permission.

### **Attendance Procedures (In Accordance With District Procedure 2423P)**

#### **Steps To Follow When Absent**

In the event of a student absence a parent or guardian phone the school and inform the office of your absence, or have your parent or guardian write an excuse giving your name, date, days of absence, reason for absence and his/her signature. Upon your return to school take your note to the office. Without a note signed from home, or a Doctor's note, all absences will automatically be considered unexcused.

## **Excused Absences**

Excused absences shall be granted for the following:

- Parental Excuses—Parental notes will be allowed as proof of the excused absence.
- Medical—If the student brings a doctor’s statement or a health department statement indicating that the student was absent because of illness, the absent will be excused. An authentic medical note or letter must be provided with a phone number of a doctor for verification. A doctor’s excuse will not count as one of the 3 parental excused absences allowed each semester. The principal or designee may place calls to verify parental and medical notes.
- Pre-arranged—Pre-arranged absences may be approved by the principal for a valid educational opportunity, educational travel, religious events, and/or a death in the family.
- Unavoidable—If the three parental excused absences per semester have been used, “unavoidable excused absences” may be granted by the principal as a result of a parent conference. Parents should call the prior to the student’s return to school to schedule the conference. A parent conference with the principal or designee may or may not result in the absence being excused.

## **Unexcused Absences**

The following steps will be taken in response to unexcused absences, as required by State law:

- 1 unexcused absence: warning letter sent to parent.
- 2 unexcused absences within a month: a conference shall be held between the parent, student and principal to consider ways to correct the situation and application of Washington Assessment of Risks and Needs of Students (WARNS) will be given.
- 5 unexcused absences within a month: attendance contract instituted or petition filed with juvenile court.
- Student and family will be referred to Community Truancy Board.
- Additional absences may result in other corrective action, up to and including suspension for the semester or expulsion.
- 7 unexcused absences within a month or 10 unexcused absences in a school year: a petition will be filed with juvenile court.

## **Teacher Attendance Procedures**

- Teachers will record absences each day in the Skyward attendance system.
- Parents of student with an unplanned absence will receive a phone call or letter regarding the absence.

## **Search and Seizure**

If school officials have reasonable grounds for suspecting that a search will produce evidence that a student has violated, is violating, or is about to violate either the law or school rules and regulations, the official on school grounds may search students, their possessions, or any school property assigned to them. Any evidence of any such violation may be seized. Desks, classroom storage areas, and similar items of school property are subject to search without notice. The scope of the search must be reasonable and related to the circumstances initially justifying the search. Items, which may be used to disrupt or interfere with the education process, can be temporarily removed from the student’s possession. Items seized shall be turned over to the proper authorities or returned to the true owner unless illegal. Items will be returned to parents or disposed of at the end of the school year.

## **Lost and Found**

In the course of the school year, many children lose personal items. A lost and found container is located in the front foyer. Students should check this area when they have lost something at school. Smaller items may be turned into the office. All unclaimed items will be donated to local charitable organizations.

## **Website**

Raymond School District features an interactive website, complete with pages for parents and students, an activities calendar and other relevant school and District information. To access the website, go to [raymondk12.org](http://raymondk12.org)

## **Fire Alarm/Drills**

The following procedures are to be followed during an emergency evacuation of the building for fire, bomb threats, fire drills, etc.:

- Evacuate the building in an orderly manner as indicated by the building evacuation plan that is posted in each room.
- Students are to remain in the classroom group with their teacher during the emergency.

\*\*If you are in the cafeteria during an alarm, then follow the instructions of the teacher on duty and evacuate the premises as described above.

## **Accidents**

Accidents or safety hazards should be reported to the office immediately. The school nurse is available to take care of injuries. In the event of serious illness or accident attempts will be made to notify the parent/guardian immediately for instructions. The student may be taken to the family doctor or to the hospital depending on the extent of the injury.

## **Drills and Emergencies**

**Fire Drills:** Fire drills are conducted regularly. To acquaint the students with the routine of evacuation, each teacher is to work out a primary and a secondary route in the event that the primary route is blocked. The evacuation of the building should be done in an orderly quiet manner and the students are instructed not to run but to exit quickly. Teachers should take their grade books so roll can be taken if necessary to account for each student. Students and Teachers are to close all windows and doors and turn off all lights as they move toward the exits. Students should move to at least 50 feet from the building. Teachers are to be sure that the car lanes around the school are open so fire trucks have access to all areas. Under no circumstances shall students gather around the fire equipment. Students should return to the building when directed to do so. The "ALL CLEAR" signal will be announced.

**Earthquakes:** In case of an earthquake, students are to remain where they are. If indoors, students should try to get against an inside wall, in a doorway or under a table, desk or bench, and remember to stay away from outside doors and windows. Students are not to run outside because of falling debris. Students outside should stay away from buildings and overhead wires and should not enter a building. Students should stay where they are until directed as to what to do next. Teachers will notify their students as to when to exit using the same procedures as a fire drill.

**Electrical Outages:** If there is a power failure, everyone is to remain where he/she is located. In many cases, power is restored quickly. Teachers should open doors, curtains and do anything else they can do to help light their areas of responsibility. If the problem cannot be corrected quickly, further instructions will be given as soon as possible.

**Lockdowns:** As a precaution for the safety of students, Raymond School District has established "Lockdown" procedures.

### **Police Interviews of Students**

Should a law enforcement officer desire to interview or interrogate a student at school, the officer must attempt to obtain prior parent permission. Once this effort has been made, the principal shall permit a law enforcement officer to conduct any necessary questioning in the presence of a professional staff member. The principal shall cooperate with the officer while he/she is conducting necessary investigations. The officer shall advise and afford a student the same legal rights as an adult and the right to have a parent present during questioning if the student is twelve years of age or younger. Said permission would not be required if an emergency exists or in the case of an investigation of child abuse.

An officer is not required to have a warrant in order for the school to release the student into law enforcement custody. In the event a law enforcement officer takes a student into custody, the officer will immediately notify the parent or guardian prior to the student's release from the school campus unless: 1) prohibited by law enforcement because a case of child abuse or neglect is involved, or 2) some other similar, specified reason exists for prohibiting notification.

### **RES – A Drug-free School**

In the effort to create a drug free school it is important for all students and parents to understand that Raymond Elementary School feels the use of illicit drugs and unlawful possession and use of alcohol is wrong and harmful. In conjunction with other district security measures, a trained dog may be used to sniff the air for prohibited items. The specific areas sniffed may be unoccupied classrooms, unattended desks, bags, or items. A dog's alert constitutes reasonable suspicion to search and only the dog's official handler will determine what constitutes an alert by the dog. If the dog alerts on a particular item or place, the person(s) bringing the item onto district property, or who has responsibility for that place or item, will be called to the scene, if available, to witness the search by school official(s). All searches shall be made in compliance with district policy and applicable law. It is the policy of the Raymond School District that students using alcohol or drugs or coming to school or school functions after using alcohol or drugs, or under the influence of either will be suspended immediately. Legal action will be taken through the Police Department and through the Pacific County Juvenile Offices. Any student on campus that smells of drugs or appears to be under the influence of drugs will be searched immediately and be suspended from school. Any student having any kind of drug paraphernalia in school may receive suspension. Students providing alcohol and/or drugs to other students will be disciplined as though they were actually consuming. Possession of alcohol or drugs is punishable the same as use. All incidents will be reported to the local police authorities.

### **RES – A Weapons-free School**

Violence in the school is a major concern to parents and educators. Recently the Washington State Legislature agreed and enacted a law that made public and private schools “**a weapons-free zone.**” It is unlawful for a person to carry onto public or private elementary or secondary school premises, school-provided transportation or areas of facilities while being used exclusively by public or private schools any firearm or any dangerous weapon as defined in the law. Gun-free schools policy includes one-year mandatory expulsion for firearms, mandatory notification of violations by students to parents/guardians and law enforcement. An expulsion can be modified by the chief school district officer or designee on a case-by-case basis.

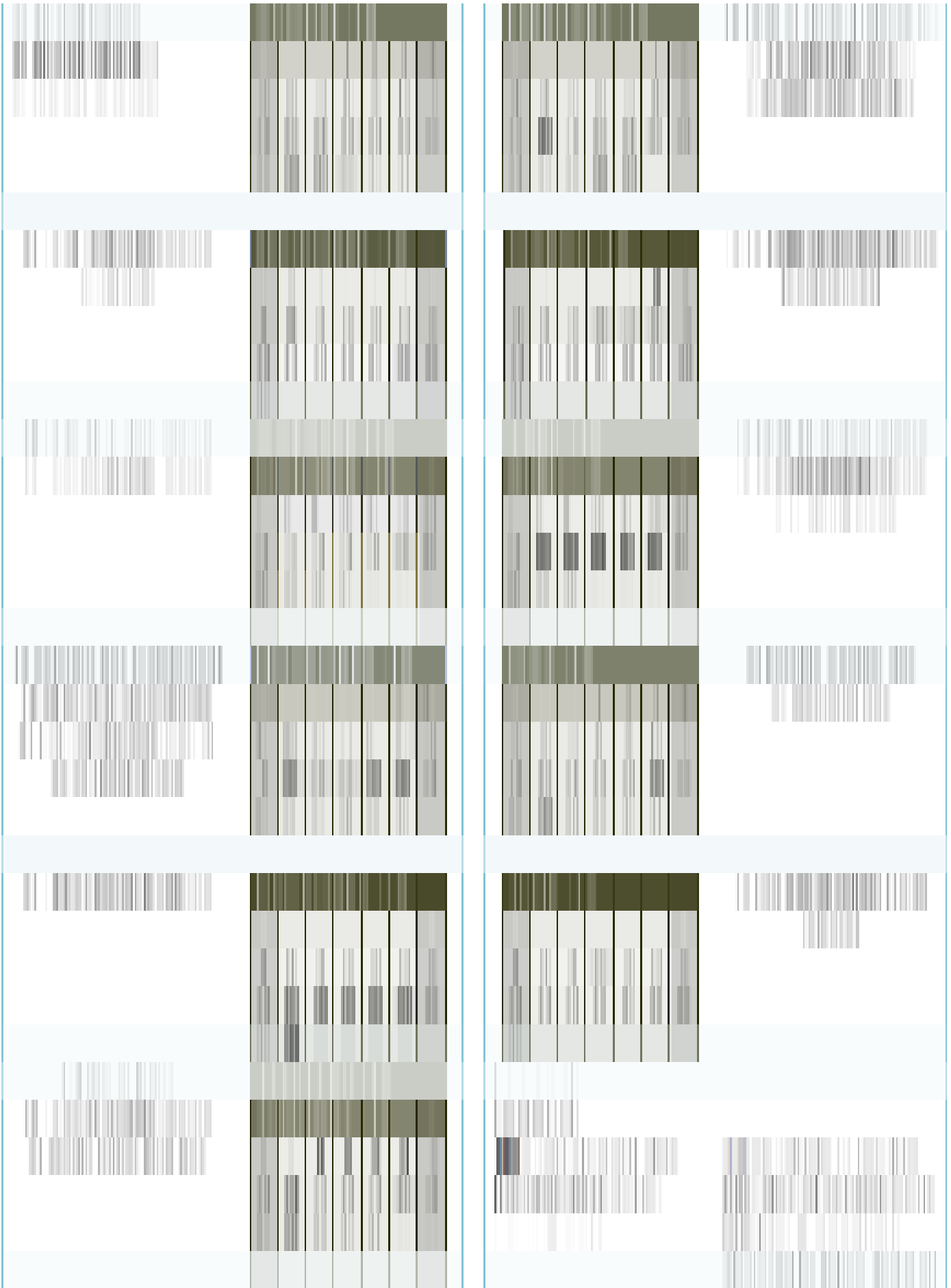
### **Check-out Procedures (withdrawal from school)**

If it becomes necessary for a student to withdraw from school during the school term, either the parent/guardian must be present to request withdrawal or a letter from the parent/guardian stating the reason for withdrawal and the destination for student records must be presented to the school secretary.



### **Civil Rights Non-Discrimination**

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: The Title IX Officer for the District is Tera Stephens, the Section 504 Coordinator is Cathy Anderson and the Compliance Coordinator is Dr. Steve Holland. All of these people may be reached at 1016 Commercial Street, Raymond, WA, 98577; 360-942-3415.





**Raymond Elementary School Handbook Sign-off Sheet**

As the parent of \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**I acknowledge that I have received, read, and understand the above student handbook. I agree to support my child in upholding the requirements as presented within.**

**By signing this agreement, I also give my permission for my student to travel on field trips sponsored by Raymond Elementary for the 2018-19 school year. (Information about field trips will be sent home well in advance of the event.)**

**Parent Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Please return this signed page to your child's teacher.