

Rainier View Elementary School

Lighting the path for every child, building a solid foundation for success K-12, college, and life.

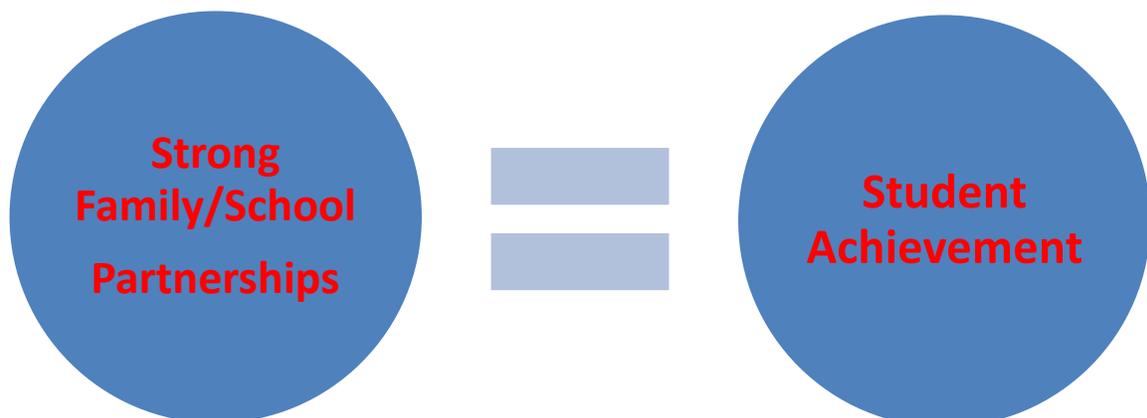
11650 Beacon Ave. S

Seattle, WA 98178

206.252.6700

Family Handbook

2016-2017 School Year



Rainier View Elementary Vision

Lighting the path for every child, building a solid foundation for success K-12, college, and life.

Rainier View Elementary Mission

Capture. Teach. Inspire.

Capture enthusiasm for learning **Teach** to the highest standards **Inspire** ownership for lifelong learning

Principals' Creed

As principal, I am dedicated to ensuring that every child at Rainier View receives a quality education. I care about our country by caring deeply about our children.

As principal, I believe that no barriers should separate a child from the best education a school can offer.... that neither race, sex, ethnic heritage, geography, social, or economic status may be used to deny a child the opportunity to acquire a solid foundation in reading, writing, mathematics, critical thinking, and the values of friendship, compassion, honesty, and self-esteem.

As principal, I am committed to instructional excellence. I am also committed to supporting aspirations of teachers at Rainier View to give each boy and girl a quality school experience during the crucial years of childhood.

As principal, I accept the challenge of the research showing that quality education in every school depends on the expertise, dedication and leadership of the principal who directly supports teachers of the school.

Code of Conduct

Rainier View Elementary School, believes the most important activity that takes place is LEARNING. To assure that learning takes place, we ask that you and your child adopt these operating conditions in order to make school safe and enjoyable for learning.

Positive Learning Environment:

1. *Arrival at School:* Before coming to school, be ready to learn. Well-rested students with who have had a nutritious breakfast will be ready to learn. Students are welcome and encouraged to eat breakfast in our cafeteria beginning at 7:40 each morning.
2. *Be prompt and ready to Work:* Please have your child to school on time daily. Instruction begins at 8:00 sharp. Students should have all necessary items for class-homework folders, books, etc. Homework assignments should be complete and ready to hand in. Please help your child stay positive about learning and completing their work. Please be sure to note any questions on your child's homework.
3. *Best Effort to Learn:* Learning is exciting! Students are most likely to learn if they follow the instructions of their teacher, listen attentively, ask questions, and use class time wisely to develop independent thinking and work habits.
4. *Take Care of School Materials:* Students are expected to take good care of their classrooms, building, and school supplies. Learning materials are precious commodities and need to be handle with proper care.
5. *Respect the Rights of Others:* We can all do our best when we feel safe and respected. The Rainier view rules include safety, respect for self and others, and responsibility. We work to teach children (families and staff) to treat others with respect and dignity. Respect each person's individual race, sex, physical conditions, religion, national origin, and language. Student should also respect the classroom teacher's right to teach, and each student's right to learn.
6. *Follow School Rules:* Each student is expected to know the rules of the district, school, and classrooms. Learning how to respect yourself and others, taking responsibility for actions, and following the Rainier View Way, ensures a healthy learning environment.

Communication Procedures:

Our philosophy at Rainier View is to foster positive, constructive relationships among students and staff. We appreciate the support of all of our families and believe ongoing communication with parents/guardians helps students work well in a positive learning environment.

We believe at Rainier View Elementary that we are partners with you and your family in efforts to advocate for your child's education. Check our family handbook, school website and our weekly Friday bulletin that will be placed in your student "take home folder" every Friday.

Our school will host a formal one on one conferences near the end of the first semester in November. Complete progress report cards three times per year and keep a final print in your students file in the main office. In addition, your child's classroom teacher may send home weekly/monthly classroom updates. Throughout the year, the school will provide opportunities for parents/guardians to come to school to see your child's work, participate in the schools monthly Monday Morning Celebration, and/or a community event.

Our communication protocol at Rainier View includes the following:

1. We have an open door policy; highly encourage direct communication with staff by email or calling to set up a meeting directly with your child's teacher to discuss questions or concerns.
After a meeting with your child's teacher, if warranted Rainier View offers the following support:
 - Contact main office to make an appointment with the principal

Uniform Policy

Rainier View Elementary School is a uniform school Monday – Thursday.

- Navy blue pants, skirts, jumpers
- Navy blue or white shirts/blouse
- Navy blue sweater

Criteria Regarding Uniforms:

- Belts should be worn if pants have belt loops. Buckles should not display an insignia.
- All shirts and blouses need to be tucked.
- Jeans and sweat pants are not acceptable Mon – Thurs.
- The expectation is that every student is in uniform Monday - Thursday. Fridays are free dress day.

Creative Expression Day Calendar – Every Friday

Important Information: If families need assistance with uniforms please contact the main office at 206.252.6700. Parents will be contacted immediately if students do not come to school in uniform. Parents are expected to bring uniform attire by 8:30am. A mandatory parent conference with principal will be required for students who repeatedly do not come in school uniform.

Birthday Celebrations

- We love birthdays at RV! Birthday celebrations should not distract from instructional plans of the week. Therefore, birthday celebrations that include a small treat from birthday family will need to occur during lunchtime.
- Some RV students have *severe* peanut allergies. Parent letters will need to go out explaining that home made products will not be allowed for distribution to classmates at school. Store bought items should not contain peanuts products.
- “Birthday” student is line leader for the day, passes out materials, wears a special pendant, highlighted in class newsletter, etc.

Monday Morning Meeting

Monday Morning Meeting is a monthly school wide assembly. The purpose of MMM is to develop a sense of community aligned with our school vision, mission, and core values. The climate committee will be the primary lead on the coordination and facilitation of MMM. Each classroom will be expected to participate in MMM.

Schedule for MMM is as follows:

1. Entrance (All students should be seat in designated area by 8:05)
2. Greetings in other languages
3. Pledge
4. Announcements
5. Birthdays
6. Special Events
7. Close
8. Dismissal (8:45)

Rainier View School Building & Playground Rules

1. Students may arrive at school as early as 7:15 am. Note: There is no supervision on the playground before 7:40. Students are not permitted on the playground without adult supervision. Please do not drop your child off before 7:15 am. Upon arriving students are to go directly to the playground or the lunchroom for breakfast. Students will remain on the playground until 7:55 a.m. when the first school bell rings.

7:30- Breakfast/Playground supervision begins

7:55- Instruction begins

Student Lunch Times

11:10 – 11:30 **K – 1**

11:35 – 11:55 **2 – 3**

12:00 – 12:20 **4 - 5**

2:05- Dismissal

2. Students should enter/exit the building in designated areas from the playground. On rainy days, students will be directed to a supervised inside area.
3. Students must walk in the building at all times
4. Use conversational voices in the building at all times
5. Treat everyone with respect (adults and students).
6. Recess & Playground
7. Listen and respond to playground supervisors
8. Report problems immediately
9. Use equipment responsibly
10. Play games that are inclusive

Positive Discipline at Rainier View Elementary

Our philosophy at Rainier View Elementary is to “reward students doing well” and to foster positive, constructive relationships among students and staff. We appreciate the support of all of our families and believe that communication with parents/guardians help students to work well in a positive learning environment. In order to maintain the best learning environment for all students we work with students to understand the code and conduct in school.

Students at Rainier View Elementary are expected to follow “The Rainier View Way” which consist of adhering to the following three principles while attending school. Our Code of Conduct promotes **SAFETY, RESPECT, and RESPONSIBILITY**. We expect that each student will abide by three basic guidelines”

1. **SAFETY:** The personal safety of all individuals is honored

Students: *“Our school is a safe place”*

- I will practice safety
- I will not hurt others

2. **RESPECT:** The worth and dignity of each individual is respected

Students: *“We want to be respected”*

- I am respectful to others
- I treat others as I want to be treated
- I respect the rights and property of myself, others, my school, and my community
- I honor differences and similarities of all people

3. **RESPONSIBILITY:** The need for personal responsibility of each individual is essential

Students: *“We are responsible, caring people”*

- I take responsibility for my actions
- I come to school to learn
- I always do my best
- I help others when I can

Despite good intentions, sometimes children make mistakes and demonstrate behaviors that needs redirecting. Rainier View Elementary School follows the rules/disciplinary code of Seattle Public Schools. If a student is sent to the Principal’s office for behaviors that go beyond staff disciplinary action the following steps will be taken:

1. Warning

- Student completes a “What happened” sheet and principal notifies parent of incident

2. Loss of Privileges

- This may include loss of recess
- Parent conference

- Student completes reflective piece of writing regarding behavior and takes action to remedy situation

3. Suspension

- Short Term: One to ten days
- Long term: Eleven to forty-five days
The above official school suspensions will go into students' school records
- Parent/teacher/principal conference before student returns to school
- Student completes reflective piece of writing regarding behavior and takes action to remedy situation

SEVERE CLAUSE:

Students engaging in dangerous, ongoing disrespectful/abusive or illegal behavior should be referred directly to the principal. Severe behaviors include:

- Bullying
- Fighting or being physically abusive with another person
- Harassment: verbal threats, intimidation, sexual comments including jokes, or touching that is gender based
- Language that intentionally violates the dignity of others
- Willfully damaging or taking school property
- Possession use, sale, or barter of drugs, alcohol, or tobacco
- Possession of any weapon, fireworks, or other objects that may be potentially dangerous or appear to be dangerous
- Repeated violations of school expectations

Emergency Expulsion

- Extreme behaviors as defined by Seattle Public School District
- Investigation and appropriate consequences as determined by teacher, principal, or district official
- While under investigation this could result in a long-term suspension
- Child completes reflective piece of writing regarding behavior and takes action to remedy situation

Please note: An offense in which a child seriously threatens or endangers the life or safety of himself, another student, or staff member will result directly in suspension/emergency expulsion.

All families are required to read and discuss the schools policies with their child.

Attendance

Dear Parent/Guardian,

This year, Seattle Public Schools is making a special effort to ensure that all students fully benefit from their education by attending school regularly. Attending school regularly helps children feel better about school—and themselves. Your student can start building this habit in preschool so they learn right away that going to school on time, every day is important. Consistent attendance will help children do well in high school, college, and at work.

At Rainier View we request that you call the attendance office 206-252-6704 or email Ms. Tica Simons at: ngsimons@seattleschools.org.

If your child is going to be absent or late for any reason please contact the school. Students who arrive late must check into the office before reporting to class. The attendance office will call the homes of the students whose absence has not been reported. If your student has two unexcused absences in one month, state law (RCW 28A.225.020) requires we schedule a conference with you and your student to identify the barriers and supports available to ensure regular attendance. The district is obligated to develop a plan that may require an assessment to determine how to best meet the needs of your student and reduce absenteeism.

The following Seattle School District definitions apply to students at all ages:

Excused Absences:

- Unplanned absences are excused when your child's personal illness or injury, or the illness, injury or death of a family member, prevents your child from attending school. The school may require a note from your child's doctor before excusing absences if your child is absent due to illness or injury more than 10 days.
- Planned absences are excused when you submit a request to the principal or assistant principal at least three school days before the start of the planned absence, usually for a doctor or dentist appointment, or religious, or other special one-time events. Long-term absences or a succession of long-term absences may affect whether your child will be promoted. Absences for longer than twenty consecutive school days may result in your child being dropped from school enrollment.
- Absences due to short-term discipline of your child are excused on District attendance records unless your child is under court order to attend school without additional trancies or behavior problems.

Unexcused Absences:

- All other absences are considered unexcused, including absences caused by the student or parent oversleeping, student missing the bus, transportation problems, student needed for babysitting or translating for parents, student job requirements, disputes about student assignment, etc.
- Absences by long-term suspended and expelled students for whom space is available in the reentry program, but who do not enroll and attend, are unexcused.
- Family vacations or family trips during regular school days are not excused.

In elementary schools, after five excused absences in any month, or ten or more excused absences in the school year, the school is required to contact you to schedule a conference at a mutually agreeable, reasonable time with at least one district employee, to identify the barriers and supports available to you and your student. A conference is not required if your student has provided a doctor's note, or pre-arranged the absence in writing, and the family, student and school have made plan so your student does not fall behind academically. If your student has an Individualized Education Plan or a 504 Plan, the team that created the plan needs to reconvene.

As a Title 1 school, we have many different volunteer opportunities for families including chaperoning field trips and working in the classroom or on the playground. Please complete a Volunteer Packet available online www.seattleschools.org or in the office and turn it in at least one week prior to volunteering. Please stop in the office for staff to make a copy of your photo ID (driver's license, passport, state ID card) and run the required background check. Volunteers need to complete an application every year; please note that some volunteer positions (such as chaperoning a field trip) require application and approval at least a month in advance. Applications are processed and volunteers; you will be notified about upcoming training and opportunities.

In addition, all families are welcome to attend the Rainier View PTA meetings and school family events.

Family & Community Engagement

SPS along with Rainier View Elementary welcomes and encourages our student's parents, guardians and caregivers to be directly involved in your children's education. We know that families are the first and most influential teachers, and consistent family involvement helps all children to do better in school.

The Districts strategic plan identifies implementing SPS Rainier View Family Engagement Standards as one of our priorities to support student success. These standards aim to ensure that families are welcome in our schools, have the information they need to be partners in their children's school.

Emergency Information

Seattle Public Schools Policy:

- All Parents/Guardians must come to the school office to sign out their student(s). ID will be required for verification at the time of pick-up. Included in the sign out will be documentation as to where the student is going.
- The Principal or his/her designee will be the final authority on whether a student should or should not be released to a person or persons.
- After 72 hours, the Principal or his/her designee will contact agencies such as Washington Child Protective Services, when a Parent/Guardian has not claimed a child. The Principal his/her designee will seek help for the students with these agencies to place the child as a missing person. If a child were release to any such agency, a copy of the agency individual information would be recorded at the school, who took the child.
- The school and its personnel will make every effort to insure that the Parent/Guardian's wishes are complied with in the case of an emergency.

Earthquake

If you are in the building, students and staff **drop, cover, and hold**. Safest Places: Under a desk, table, or against an inner wall. Stay Away: Windows, file cabinets, bookshelves

If you are outside, students line up in reverse evacuation location with their homerooms, communicate with the main office by email.

Lockdown

A lockdown is the process of protecting students and staff from external and internal dangers. A Lockdown means when there is an immediate threat of violence in, or immediately around, the school.

If you are in the building: Doors are locked around the External areas, windows are closed, and blinds are pulled shut. **(Principal or Police will unlock door when it is safe)**

In the case of being outside: Direct everyone to nearest room, portable. If doors are locked. Please call the office. If outside, head to the North East corner of the playfield and exit to the neighborhood if safer to do so.

Shelter-in-Place

Shelter-in-Place is the process of keeping students and staff safe from dangers within the community. Schools would Shelter-In-Place in events such as a

hazardous material incident, radiation incident, snowstorm, vague threats, or violence in the community not directed at the school. **ACADEMICS ARE ONGOING**

If you are in the building: Doors are locked around the External areas, windows are closed, and blinds are pulled shut. **(Principal or Police will unlock door when it is safe)** Shut and lock windows.

If you are outside: Direct everyone to nearest room, portable. If doors are locked, call the office. If outside, head to the North East corner of the playfield and exit to the neighborhood if safer to do so.

Evacuations (fire, gas leak etc.)

Evacuation is defined as the process for totally clearing an area or building due to a dangerous situation. Some reason for Evacuation include fire, structural damage, or hazardous materials.

When in the building: Close the windows, Close the classroom door **(DO NOT LOCK)**

In the case of being outside: Walk students to the far-east corner of the playground, Students line up with their homerooms, face the grass field, and stay in line silently. Homeroom teachers hold up green card if students are all present, or red card if students are missing (Cards located in Emergency Backpacks in classrooms)

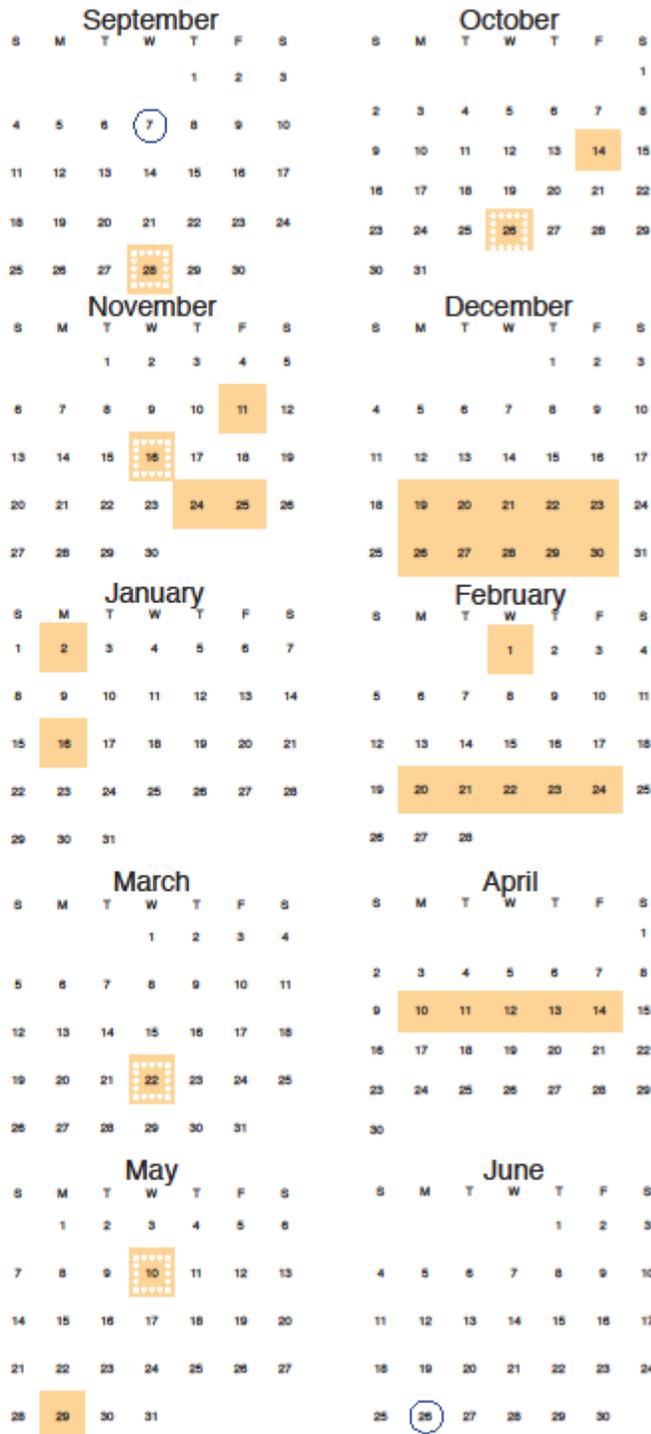
District School Calendar



2016-17 KEY DATES

Sept. 7	Start of school
Sept. 12	Kindergarten starts
Sept. 28	2-hr early dismissal
Oct. 14	Teacher Professional Development Day (no school)
Oct. 26	2-hr early dismissal
Nov. 11	Veterans Day
Nov. 16	2-hr early dismissal
Nov. 21-23	Elementary and K-8 conferences (no school for most elem, k8schools)
Nov. 23	1-hr early dismissal
Nov. 24-25	Thanksgiving Holiday
Dec. 16	1-hr early dismissal
Dec. 19-30	Winter break
Jan. 2	New Year's Day Observed
Jan. 16	Martin Luther King Jr. Day
Feb. 1	Day between semesters (no school)
Feb. 20	Presidents' Day
Feb. 20-24	Mid-winter break
Mar. 22	2-hr early dismissal
April 10-14	Spring break
May 10	2-hr early dismissal
May 29	Memorial Day
June 26	Last day of school; 1-hr early dismissal

SCHOOL YEAR	
Sept. 7, 2016 - June 26, 2017	
SEMESTERS	
Sept. 7 - Jan. 31 Semester 1	
Feb. 1 - June 26 Semester 2	
QUARTERS	
Sept. 7 - Nov. 10 Quarter 1	
Nov. 11 - Jan. 31 Quarter 2	
Feb. 1 - April 7 Quarter 3	
April 8 - June 26 Quarter 4	
TRIMESTERS	
Sept. 7 - Dec. 2 Trimester 1	
Dec. 3 - March 17 Trimester 2	
March 18 - June 26 Trimester 3	



Office of Public Affairs 1/16/17

Staff Contact Information

Principal: **Anitra Pinchback-Jones**

Main Office: 252.6700

Website: www.rainierviews.seattleschools.org

Attendance Office: 252.6704

SPS Website: www.seattleschools.org

SPS Transportation: 252.0900

SPS Enrollment: 252.0760

Office Staff				
Staff Role		Staff Name		Email
Administrative Secretary		Elizabeth Ward-Robertson		emward@seattleschools.org
Elem School Asst. /Attendance Specialist		Nitica Simons		ngsimons@seattleschools.org
School Counselor		Justin Thomas		jstthomas1@seattleschools.org
School Nurse		Lisa Oehl		lmoehl@seattleschools.org
Boys/Girls Club Afterschool Program		Nicole Matthews		nmatthews@positiveplace.org
Lunch Manger		Zelda Norman		zenorman@seattleschools.org
Day Custodian		Joe Rivers		jmrrivers@seattleschools.org
Evening Custodian		Maru Zewale		mmzewale@seattleschools.org
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