



**Rainier Valley Leadership  
Academy**

**Scholar Handbook**

*SY 2020-2021*

# Table of Contents

<b>WELCOME, MISSION, PILLARS, AND PURPOSE</b>	<b>3</b>
<b>ACADEMICS</b>	<b>3</b>
<b>ATTENDANCE</b>	<b>13</b>
<b>CALENDAR &amp; BELL SCHEDULE</b>	<b>17</b>
<b>DISCIPLINE POLICY</b>	<b>17</b>
<b>DRESS CODE</b>	<b>33</b>
<b>ENROLLMENT</b>	<b>33</b>
<b>EXTRA-CURRICULAR ACTIVITIES</b>	<b>35</b>
<b>HEALTH &amp; WELFARE POLICIES</b>	<b>36</b>
<b>PARENT &amp; GUARDIAN POLICIES</b>	<b>42</b>
<b>SAFETY POLICIES</b>	<b>43</b>
<b>STUDENT INFORMATION GUIDELINES</b>	<b>49</b>
<b>STUDENT RIGHTS &amp; RESPONSIBILITIES</b>	<b>51</b>
<b>STUDENT SERVICES</b>	<b>60</b>

# **WELCOME, MISSION, PILLARS, AND PURPOSE**

## **OUR MISSION**

Rainier Valley Leadership Academy (RVLA) is an anti-racist collaborative community of critical thinkers focused on dismantling systemic oppression through scholar leadership.

## **PILLARS**

Collaborative Community

Anti-Racism

Leadership

## **PURPOSE OF THIS HANDBOOK**

This RVLA Scholar Policy Handbook is an important source of information for scholars, parent/guardians, and staff. The policies set forth in this handbook align with RVLA, Washington State, and federal policies.

RVLA recognizes that the parent/guardian is the primary educator of the scholar. Therefore, it is important to recognize that an alignment of school and parent/guardian attitudes and expectations is necessary for a scholar to enjoy success in our school environment. Parents/Guardians are expected to become familiar with the contents of this handbook and be supportive of all school policies.

### Future Revisions

RVLA is constantly in the process of improving its policies and procedures and may decide to change those contained in this handbook over time. If any provision in this Scholar Policy Handbook is modified or found to be invalid, such a finding will only invalidate that particular provision and will not invalidate the entire Scholar Policy Handbook. The Handbook is issued annually at the beginning of the school year.

# ACADEMICS

## ACADEMIC INTEGRITY

Cheating, at its base, is not an act of learning but a behavior- something that is contrary to everything learning is about, but a behavior none-theless. For that reason, while the student should definitely receive a consequence- and one that deters them from ever cheating again- the punishment will not be reflected in his or her grade. We believe that cheating should have a rehabilitative consequence, not a retributive one, with deterrence as a secondary effect.

A scholar who cheats will be required to restore trust by:

1. completing the assignment without cheating
2. being withdrawn from some privileges or required to research consequences for cheating outside of school.

## GRADING SCALE

### RVLA Grading Agreements:

- All assignments, assessments, and final grades are on the 0-4 scale.
- No extra credit is available or awarded
- Zeros are not entered for missing work
- Student grades are not affected if work is submitted late
- Retakes are available to any students when they have received support and demonstrated that they have a stronger understanding. Those grades replace earlier scores.
- Summative assessments weighted between 90 - 100 percent of a student's grade
- All assignments in a grade book are explicitly linked to a standard.
- All nonacademic performance ("soft skills"; timeliness of work, etc.) is not included in the grade. Students are instead given feedback verbally, with written notes, or through an online feedback program which students and caregivers can access.

Percentage	GPA Scale	Letter Grade
90 - 100	4	A
80 - 89	3	B
70 - 79	2	C
60 - 69	1	D
50 - 59	0	F

Pillar	Driving Principle	Grading Practice
Accurate	Our grading must use calculations that are mathematically sound, easy to understand,	<ul style="list-style-type: none"> <li>• Avoiding zeros</li> <li>• Minimum grading</li> </ul>

	and correctly describe a student's level of academic performance.	<ul style="list-style-type: none"> <li>● 0-4 scale</li> <li>● Weighting more recent performance</li> <li>● Grades based on an individual's achievement not the group's</li> </ul>
Bias- Resistant	Grades should be based on valid evidence of student's content knowledge, and not based on evidence that is likely to be corrupted by a teacher's implicit bias or reflect a student's environment.	<ul style="list-style-type: none"> <li>● Grades based on required content, not extra credit</li> <li>● Grades based on student work, not timing of work</li> <li>● Alternative (non-grade) consequence for cheating</li> <li>● Excluding participation and effort</li> <li>● Grades based entirely on summative assessments, not formative assessments (such as homework)</li> </ul>
Motivational	<p>The way we grade should motivate students to achieve academic success, support growth mindset, and give students opportunities for redemption.</p> <p>The way we grade should be so transparent and understandable that every student can know their grade at any time and know how to get the grade they want.</p> <p>Equitable grading distinguishes and connects the means for learning effectively the "soft skills" the practice, the mistakes, from tis ends- academic success, and utilizes a broad and diverse universe of feedback and consequences, of which only one part is a grade.</p>	<ul style="list-style-type: none"> <li>● Minimum grading and 0-4 scale</li> <li>● Renaming grades</li> <li>● Retakes and redos</li> <li>● Rubrics</li> <li>● Grades based on standards scales, not points</li> <li>● Standards based gradebook</li> <li>● Emphasizing self regulation</li> <li>● Creating a community of feedback</li> <li>● Student trackers</li> </ul>

**RVLA Grading Agreements:**

- All assignments, assessments, and final grades are on the 0-4 scale.
- No extra credit is available or awarded
- Zeros are not entered for missing work
- Student grades are not affected if work is submitted late
- Retakes are available to any students when they have received support and demonstrated that they have a stronger understanding. Those grades replace earlier scores.
- Summative assessments weighted between 90 - 100 percent of a student's grade
- All assignments in a grade book are explicitly linked to a standard.
- All nonacademic performance ("soft skills"; timeliness of work, etc.) is not included in the grade. Students are instead given feedback verbally, with written notes, or through an online feedback program which students and caregivers can access.

**WITHDRAWAL GRADES**

RVLA does not grant credit for courses if the scholar transfers to an external school prior to the end of a semester. The current grade in Skyward will be assigned as a progress grade for work completed at the time of the transfer. The receiving school is responsible for granting credit.

If the scholar is transferring out of a RVLA school 20 school days or less prior to the end of the semester, the scholar will be responsible for all course requirements and must take the final in order to receive credit. A scholar will be granted an Incomplete "I" until the final exam and course requirements are completed. If the scholar does not take the final or complete the course requirements, they automatically receive a fail in those assignments including the final therefore resulting in a lower grade. The grade of an "I" must be removed within six weeks or it becomes an "F".

An exception to RVLA's general prohibition of granting course credit to scholars who transfer mid-semester is for foster youth, who shall receive full or partial credits based on seat-time for all work satisfactorily completed before transferring schools. Upon receiving notification from a receiving school that a foster youth is transferring away from a RVLA school, RVLA will issue check-out grades based upon the current grade assigned in Skyward, and award full or partial credits on an official transcript and send to the receiving school.

**MIDDLE SCHOOL PROMOTION and COMMENCEMENT CEREMONY**

These policies help ensure that each RVLA scholar progresses through grade levels after attaining adequate achievement in his/her present grade level (i.e., without social promotion) to prepare for success in high school, college, leadership and life.

**Middle School Promotion**

To be considered for promotion to the next grade level, each middle school scholar (grades 6 -8) must obtain sufficient academic credit in required courses during that school year in accord with RVLA's grading scale (*see* RVLA Policy, "Grading Scale and Failed Courses"). Middle school scholars are required to receive academic instruction and participate in the subject areas of English, Mathematics, Science, History, and various electives.

Any scholar who misses a certain number of days in a semester in a class period may not earn credit in that course. Scholars who fail more than two courses per school year may not be promoted to the next grade level (i.e., that scholar may be retained in the same grade level for the following school year). Scholars who fail one or two courses

in a school year may be required to pass summer school to be promoted to the next grade level. RVLA administration reserves the right to review special circumstances and allow consideration to be given.

**Middle School Commencement Ceremony Participation Recommendations**

RVLA may require its scholars to complete any or all of the following to be eligible to participate in the school’s commencement ceremony:

1. Components of a High School and Beyond Plan
2. Community service hours (RVLA recommends ten hours per school year)
3. Adherence to all disciplinary contracts/agreements.

A scholar may be prohibited from participating in the commencement ceremony for academic, behavioral, or other reasons at the school principal’s discretion.

**HIGH SCHOOL PROMOTION AND GRADUATION**

**High School Graduation Requirements**

To earn a high-school diploma in Washington state, a scholar must:

- Earn the requisite number and type of high-school credits
- Pass state tests or approved alternatives to those tests
- Complete a High School and Beyond Plan

Each course is worth 0.5 credits per semester. Scholars must earn a total of 24 credits in order to graduate high school. Scholars must retake courses they fail during summer school, during the next school year, or during after-school credit- recovery, based on principal’s discretion. Scholars who fail to accumulate 24 credits may be offered a fifth year of high school at the discretion of the principal.

By accumulation of credits toward graduation requirements, scholars earn grade-level status and thereby demonstrate readiness for more advanced coursework, increased responsibilities, and eligibility for the opportunities associated with that grade level. The following table outlines the minimum credits required to earn each grade-level status:

**Grade-Level Status Required credits to receive grade-level status**

<b>Grade</b>	<b>Credits</b>
10th grade	6
11th grade	12
12th grade	18

Scholars are updated on their progress toward graduation requirements and credit thresholds regularly. For scholars who are in danger of not earning the minimum number of credits for next grade-level status, school staff will convene with the scholar and family to provide appropriate support at several occasions throughout the year and as early as the end of first semester. As a result of these mid-year convenings with scholars at risk of failure, small-group or individual interventions will be provided to scholars to help them achieve proficiency/mastery in each class.

If a scholar does not meet the threshold of minimum credits to achieve the next grade-level status, the scholar will remain at the scholar's current grade level status. Depending on the school's schedule and at the principal's discretion, the scholar may be able to re-take any failed courses the following school year while progressing in the courses of study in which the scholar showed proficiency.

### **Credit Recovery**

RVLA believes that all scholars can meet proficiency in their courses of study. Because some scholars may need more and/or different kinds of support to achieve proficiency in their courses, RVLA may utilize several options to help scholars recover credit for courses they have failed. These methods are intended to be flexible, as different scholars and their credit needs may warrant different supports.

The following non-exhaustive methods below outline ways that RVLA may, at the discretion of the principal, support scholars to recover credit in courses they have failed:

- Regaining credit using yearly averages: Traditionally, if a scholar has failed either semester of a course then he or she must complete a credit recovery course over the spring or summer or online. In certain circumstances, scholars may be able to earn credit for one failed semester course by demonstrating strong performance in the other semester.
- Summer credit recovery classes: If a scholar fails one or more classes and has not earned credit through yearly averages, he or she may be required to take the class the summer following the school year. Only courses that meet graduation requirements will be eligible for summer credit recovery. Additionally, only one credit (up to two, 1/2-credit semester courses) may be recovered during summer credit recovery.
  - For scholars in grades nine through eleven only, the following guidelines apply: If a scholar fails one semester of a course, then he or she can regain credit for that semester if:
    - Overall yearly average (semester 1 and semester 2) for the course is 60 percent or higher, and
    - He or she earns a passing score (defined as a 3 or 4 proficiency level) on either the quarter 1, quarter 2, or quarter 3 interim assessment for the course.
- Summer credit recovery classes: If a scholar fails one or more classes and has not earned credit through yearly averages, he or she may be required to take the class the summer following the school year. Only courses that meet graduation requirements will be eligible for summer credit recovery. Additionally, only one credit (up to two, 1/2-credit semester courses) may be recovered during summer credit recovery.
- Individual summer program: At the principal's or the principal or designee's discretion, some scholars may be eligible to recover credit via an individual summer program. This program must be designed to meet the scholar's individual course/skill deficiency, allow for practice with content and skills from the failed course, and include a method of assessing the scholar's proficiency at the end of the program. Plans will be designed by the principal or designee in conjunction with a member of RVLA's academic team.

**M.S. ACCESS TO H.S. CLASSES:** At RVLA middle school scholars are offered Spanish, Algebra 1 and English 9 to earn high-school credit for coursework completed in middle school. Families should contact the school principal for additional information on courses earning high-school credit and the process for enrolling in and receiving credit for these courses.

### **Credit for Competency/Proficiency: World Languages**

RVLA recognizes the value of preparing scholars to be global citizens with the skills to communicate in English and other languages. RVLA encourages scholars and their families to take advantage of any language learning opportunities that are available to them.

In order to recognize the language proficiency of our scholars, RVLA allows scholars to earn credit based on demonstrated proficiency across a range of language skills. Scholars may earn from 1 – 4 competency-based credits in a world language by successful completion of a relevant, RVLA-approved assessment. Assessment windows and criteria for earning credit will be communicated at the school level. While RVLA will make efforts to offer cost assistance for completion of proficiency assessments available through non-public programs or other means, scholars and families are primarily responsible for the costs of assessment.

### **Physical Education Waiver**

Physical education is a central component of a school's overall environment. RVLA has adopted and implemented a physical education waiver policy to meet Washington State statutes related to health and physical education requirements:

High School Graduation Requirements – delineates the minimum course credits

- o Health education (.5 credit) and physical education (1.5 credits)
- o Minimum requirements for graduation

Assessments for Health and Fitness – formerly known as Classroom-Based Assessments (CBAs)

- o Emphasizes alignment with state health and fitness learning standards and assessments
- o Essential academic learning requirements and assessments
- Waivers in Physical Education – outlines parameters for excused physical education
  - o Physical education in grades 1–8
  - o Physical education in high schools
- Minutes in Physical Education – defines parameters for
  - o Grades 1-8, an average of 100 instructional minutes of physical education per week
  - o High schools, must offer one course in PE for each grade in high school
- Physical Education Requirements – outlines physical education and equivalency credits
  - o Excuse from physical education requirement
- Special Education Scholars – explains services available to PE scholars receiving FAPE
  - o Special education/Physical education
- Nutrition and Physical Activity—emphasizes the goals for wellness policies
  - o Access to nutritious foods and exercise
  - o Food choice, physical activity, childhood fitness

A scholar may only waive .5 credit of physical education per semester and scholars must demonstrate competency/proficiency on a fitness assessment and/or Fitness Plan/Portfolio. Waiver application forms are to be completed and returned to the school counselor at least ten (10) days before the semester begins. Applications received after the deadline for the applicable semester may be denied.

Allowable reasons for requesting a physical education waiver (RCW 28A.230.050):

1. Physical Disability – Attach verification from a doctor or health care professional indicating that participation in a physical education class will be detrimental to scholar’s health.
2. Employment – Attach verification from employer including dates and times of employment.
3. Religious Belief – Attach a note from parent/guardian if religion does not allow for participation in physical education.
4. Directed Athletics – Participation in school district extra-curricular athletic program. Scholar must complete the full season in good standing.
5. Military Science & Tactics
6. Other Good Cause\*

\*The following do not meet the criteria for a physical education waiver:

- Position as a Teacher’s Aide or Office Assistant
- Use of an Open Period (e.g., late arrival, early dismissal)
- Previous failure of a high school physical education class

## **ACCELERATION AND RETENTION**

### Acceleration

When high academic achievement is evident, RVLA’s principal or designee may approve a scholar for acceleration into a higher grade level. The decision to accelerate a scholar will be made by the Highly Capable lead using data from the Data Team and communicated to the parent/guardian.

### Retention

RVLA recognizes that the rate of physical, social, emotional and academic growth will vary among individual scholars. Since each scholar grows at individual rates, these individual growth characteristics will be recognized in classroom programming.

After a scholar has successfully completed a year of study at a specific grade level, the scholar will earn the next grade-level status. Retention at the same grade may be beneficial to the scholar when not demonstrating minimum competency in subjects in relation to ability and grade level. Retention should not be considered, except in these instances where there is a strong likelihood that the scholar will benefit with minimum social and emotional disruption.

## **TESTING PROGRAMS**

Each school shall provide for a school-wide testing program, including any RVLA-required assessments. State mandated scholar testing programs shall be undertaken in accordance with procedures published by the Washington Office of Superintendent of Public Instruction. Any test directly concerned with measuring scholar ability or achievement through individual or group psychological or sociometric tests shall not be administered by or with the knowledge of any employee of the system without first obtaining written consent of the parent/guardians or guardians.

Other tests may be administered as necessary as determined and approved by the school or as requested by scholars, teachers or parent/guardians when approved by the principal. Results of all group tests shall be recorded on the scholar’s permanent record and shall be made available to parent/guardians and appropriate personnel in accordance with established procedures.

**REQUIRED ASSESSMENTS**

Scholars shall take a series of assessments. These assessments provide educators with diagnostic information to assist in the following: adjusting instruction, strengthening scholar supports, identifying key supports and interventions to boost scholar achievement; and preparing all scholars for college and career success. The results of such assessments shall be analyzed, reported, and discussed to determine next steps to facilitate scholar learning.

**ASSESSMENTS for 2020-21**

**NWEA MAP- Fall, Winter, Spring**

**SBA (6th, 7th, 8th, 10th)- Spring**

**WCAS (8th, 11th)- Spring**

**Interim Assessments (Math, English, Science)- throughout the year**

**PSAT 8/9 & 10- TBD**

**SAT- TBD**

**HIGHLY CAPABLE PROGRAM**

In order to develop the special abilities of each scholar, RVLA will offer appropriate instructional program services to meet the individual needs of highly capable scholars. Each highly capable scholar will be provided appropriate services and support:

1. To assure his/her academic growth commensurate with his/her aptitude.
2. To maintain a high level of engagement in K-12 educational programming.
3. To develop personal competence leading to exceptional academic achievement; social competence manifested in positive peer relationships; social responsibility and leadership skills.
4. To demonstrate advanced and complex learning in their area(s) of talent (i.e., critical thinking, problem solving, and divergent thinking).

Definitions: *Highly capable scholars* are scholars who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within scholars' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain. These scholars are present not only in the general populace, but are present within all protected classes according to chapters [28A.640](#) and [28A.642](#) RCW.

The principal and highly capable lead will annually approve RVLA highly capable applications including: the number of scholars served by grade level; RVLA plans to identify scholars; program services; an instructional program description; professional development; program evaluation and fiscal report; and assurances that RVLA is legally compliant.

The principal will establish procedures consistent with state guidelines for referring, assessing and selecting children of demonstrated achievement or potential ability in terms of general intellectual ability, academic aptitude and creative or productive thinking.

The following procedures will be employed to refer, assess and select scholars to access highly capable services.

1. **Referral:** anyone may refer a child to the program, including teachers, other staff, parent/guardians, scholars, and members of the community. Nominators will complete RVLA's referral form to recommend a child for consideration. RVLA will screen each nominee using standardized assessment data to identify scholars who qualify for further assessment.
2. **Assessment:** scholars identified through the referral process will be assessed using multiple criteria from a variety of sources and data, including Academic Achievement and Informal Measures. Screening results will be recorded in the scholar's cumulative file. The following assessment instruments will be used to identify scholars

who qualify for program services:

- a. Academic Achievement Measure: SBAC scores from previous years
- b. Academic Achievement Measure: MAP scores in reading and math
- c. Academic Achievement Measure: interim assessments ELA and math
- d. Informal Measures: Report Card
- e. Informal Measure: Teacher recommendation

Prior to conducting assessment(s) not administered to the entire scholar body, program staff will obtain written parent/guardian permission.

3. **Selection:** A multi-disciplinary selection team composed of an administrator, psychologist or other individual who can interpret screening results, and a teacher with knowledge in highly capable scholars, will review data that has been collected for each of the referred scholars. The committee will select those scholars who would receive the most benefit from participating in the program services.

RVLA will:

- Notify parent/guardians of scholars who have been selected as well as scholars who have not been selected. Parents/guardians will receive a full explanation of the procedures for identification, program options and the appeal process; and
- Obtain parent/guardian permission to provide services and programs for scholars selected.

### **Process for Appeal**

Parents or guardians may appeal the selection of the multidisciplinary team by completing an appeal form. Appeal forms must be received by the RVLA office within 15 business days of notification.

### **Exit Procedures**

A scholar may be exited from highly capable program services at any time by parent/guardian or guardian request. Program staff may also recommend exit if they determine the program services do not meet the scholar's needs. Criteria for exiting the program will include a review of standardized test scores, scholar work samples, and/or other assessment data as needed.

### **Program Design**

RVLA will offer highly capable scholar services through general education classroom-based services and programs using differentiation. Each individual scholar or group of scholars with similar needs will have a support plan filed in the scholar's cumulative file. Services will be made available based on the individual need of the scholar and include a continuum of services.

### **Reporting**

The principal or designee will provide an end-of-the-year report to the Office of Superintendent of Public Instruction (OSPI) which includes number of scholars served by grade level, the ethnicity and gender of such scholars, data to determine if scholars who are highly capable met the goals set, data to determine if the programs provided met the academic needs of the scholars, professional development activities provided for general education staff, fiscal report and program(s) provided for these scholars.

## ATTENDANCE

Washington law requires that children ages 6 to 17 who are enrolled in public schools, attend school Monday through Friday, unless there is a justification for being absent. In this case the parent/guardian or legal guardian must excuse the absence by notifying the school. Attendance is a key factor in scholar achievement; therefore, scholars are expected to be present and on-time each day that school is in session. Scholars and parents/guardians are responsible for ensuring regular school attendance. Unexcused absences are prohibited by law and policy. School staff will keep a record of absences and tardiness, including a call log, tardy slips, and/or a record of excuse statements submitted by a parent/guardian/legal guardian. At RVLA, attendance is also mandatory for scholars who have been expelled and remanded to attend alternative education programs.

RVLA will notify parents/guardians when scholars are absent or excessively tardy, provide opportunities to restore the scholar's attendance, and offer access to resources to address truancy challenges.

### DEFINITION OF ABSENCE

Absences will be defined according to the following criteria:

1. A scholar is absent when they are:
  - a. Not physically present on school grounds; and
  - b. Not participating in the following activities at an approved location:
    - i. Instruction;
    - ii. Any instruction-related activity; or
    - iii. Any other district or school approved activity that is regulated by an instructional/academic accountability system, such as participation in district-sponsored sports.
2. Scholars shall not be absent if:
  - a. They have been suspended, expelled, or emergency expelled pursuant to chapter 392-400 WAC;
  - b. Are receiving educational services as required by RCW 28A.600.015 and chapter 392-400 WAC; and
  - c. The scholar is enrolled in qualifying "course of study" activities as defined in WAC 392-121-107.
3. A full day absence is when a scholar is absent for fifty percent or more of their scheduled day.
4. A school or district shall not convert or combine tardies into absences that contribute to a truancy petition.

### EXCUSED AND UNEXCUSED ABSENCES

The principal or school administrator has the authority to determine if an absence qualifies as excused, according to the criteria described below.

Excused absences shall include:

1. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental, optometry, pregnancy, and in-patient or out-patient treatment for chemical dependency or mental health) for the scholar or person for whom the scholar is legally responsible;
2. Family emergency including, but not limited to, a death or illness in the family;
3. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
4. Court, judicial proceeding, court-ordered activity, or jury service;

5. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
6. State-recognized search and rescue activities consistent with RCW 28A.225.055;
7. Absence directly related to the scholar's homeless or foster care/dependency status;
8. Absences related to deployment activities of a parent/guardian or legal guardian who is an active duty member consistent with RCW 28A.705.010;
9. Absences due to suspensions, expulsions or emergency expulsions imposed pursuant to chapter 392-400 WAC if the scholar is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107;
10. Absences due to scholar safety concerns, including absences related to threats, assaults, or bullying;
11. Absences due to a scholar's migrant status; and
12. An approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent/guardian, guardian, or emancipated youth.

#### Unexcused Absences

Any absence from school for the majority of hours or periods in an average school day is unexcused unless it meets one of the criteria listed on the previous page for an excused absence.

#### Pandemic/ required school closure

In the event of a pandemic the school will look to the Governor and Washington state Superintendent. If no guidelines are given and scholars are not in school attendance will be based on engagement on school platforms and attendance during virtual sessions.

#### **MAKE UP WORK**

The scholar is excused for the day(s) of absence, not the material covered in class. Therefore, it is the scholar's responsibility to request make-up work in all classes. If an absence is excused, the scholar will be permitted to make up missed assignments outside of class under reasonable conditions and time limits established by the designated teacher. In participation-type classes or assignments, a scholar's grade may be affected because of the scholar's inability to make up the activities conducted during a class period. If an absence is unexcused, a scholar's grade may be affected if the graded activity or assignment occurs during the absence.

#### **REPORTING AN ABSENCE**

The parent/guardian or guardian must notify the school office by 9:00 am on the morning of the absence by phone, email, or written note and to provide the excuse for the absence. If the parent/guardian does not notify the school office by 9:00 am, the school will contact home in an effort to find out if the scholar has an excused absence. A scholar's absence will default to unexcused until such time as an excused absence may be verified by a parent/guardian.

#### Procedure for Returning to School Following an Absence

After 10 excused absences in a school year, scholars will be required to provide *written* verification to prove the nature of each subsequent excused absence. Written verification must be provided by the parent/guardian within 48 hours after the scholar returns to school. If no documentation justifying the absence as excusable is submitted within 48 hours, then absence will be considered an unexcused absence until documentation is provided. For each scholar, after 10 absences, the school will keep on file documentation for each excused absence. Valid documentation should contain:

- Full name of the scholar
- Date(s) or time of absence
- Specific reason for absence
- Telephone numbers where both parent/guardians may be reached (home and work)
- Signature of parent/guardian or guardian and/or other authority providing documentation
- Signed authorization from doctor, if applicable

### STUDENT PRIVACY RIGHTS

If a scholar is to be released for health care related to family planning or abortion, the scholar may require that RVLA keep the information confidential. Scholars thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Scholars fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

### EARLY DISMISSAL

After their arrival on campus in the morning, scholars may NOT leave campus until dismissal time. Scholars leaving campus without permission may face disciplinary action. If a scholar requests an early dismissal (for example, if a parent/guardian is picking him/her up for a doctor's appointment), the parent/guardian must report to the office to sign out the scholar. If early dismissal results in absence from school for the majority of hours or periods in an average school day, it will be unexcused unless it meets one of the criteria for an excused absence.

### TARDIES

A scholar is considered tardy if he/she is not in the appropriate seat when the bell rings signaling the start of class. If a scholar arrives late to school, he/she must first report to the school office to obtain a late-slip before reporting to class. If tardies result in the scholar not being present for 50% or more of the school day, it will be counted as an absence. Excessive tardies will result in disciplinary action. Scholars have an allotted time to travel from one classroom to another. Scholars who take longer than that time will receive an unexcused tardy from the teacher.

### TRUANCY

When scholars miss school and their parent/guardians have not excused the absence, they can be considered truant. Truancy is defined as being absent from school or from the majority of a scholar's classes without a valid excuse. If a scholar is absent without an excuse, RVLA will implement varying interim parent/guardian communications and school-based interventions to encourage regular school attendance. RVLA is committed to supporting scholars and families in meeting our attendance expectations. In accordance with Washington State's Mandatory Attendance Law (Chapter 28A.225 RCW), we have outlined the following progression of support for scholars and families which will be monitored by our school administration.

- For every absence, excused or unexcused, the family will receive a phone call home.
- After **one (1) unexcused absence in a month**, the family will receive an attendance letter or phone call. If the parent/guardian is not fluent in English, the school must make reasonable efforts to provide this information in a language in which the parent/guardian is fluent.
- After **three (3) unexcused absences**, the family will be invited to attend a conference to analyze the reasons for the scholar's absences. If the scholar's family does not attend the scheduled conference, the conference may be conducted with the scholar and school officials. However, the parent/guardian shall be notified of the steps to be taken to eliminate or reduce the scholar's absence.
- Between **two (2) and five (5) unexcused absences in a year**, the school will take data-informed steps to

eliminate or reduce the scholar's absences, including administering the Washington Assessment of Risks and Needs of Scholars (WARNS).

- Between **two (2) and five (5) unexcused absences in a year**, for any scholar with an existing Individualized Education Plan (IEP) or Section 504 Plan, the school will convene the scholar's IEP team or Section 504 team, including a behavior specialist or mental health specialist where appropriate, to consider the reasons for the scholar's absences. For any scholar without an existing IEP or 504 Plan, if a disability is suspected, RVLA will inform the parent/guardian(s)/guardian(s) of their right to obtain an evaluation at no cost.
- Not later than the **fifth (5<sup>th</sup>) unexcused absence in a month**, the family will be required to enter into a School/Scholar Attendance Contract. The school may also choose to refer the scholar to a community truancy board or file a petition to juvenile court.
- Not later than the **seventh (7<sup>th</sup>) unexcused absence in a month or tenth (10<sup>th</sup>) unexcused absence in a year**, the school will file a petition for civil action in juvenile court.

### **CHRONIC ABSENTEEISM**

RVLA is committed to ensuring our scholars are supported to learn and research shows that all absences, excused or unexcused, have an impact on scholar learning. A scholar is considered chronically absent if they miss 10% or more of their school days (more than 2 in a month or 18 in a year) for any reason: excused or unexcused. We expect our families to make it a priority to get their scholars to school on time every day a top priority. We encourage families to schedule meetings with school administration if there are any questions or concerns about attendance.

The principal or the principal's designee will enforce the school attendance policies and procedures. Because the full knowledge and cooperation of scholars and parent/guardians are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parent/guardians annually.

## **CALENDAR & BELL SCHEDULE**

### **CALENDAR**

RVLA will release a Board Approved instructional calendar annually. Whenever possible, RVLA will align its calendar with the school calendars provided by the neighboring school districts.

### **BELL SCHEDULE**

RVLA will provide scholars and parent/guardians with a weekly bell schedule at the start of each school year. The school may alter the regular bell schedule to accommodate holiday release, scholar testing and teacher professional development.

## **DISCIPLINE POLICY**

Rainier Valley Leadership Academy discipline policy's primary goal is to create a safe, and supportive school climate that is conducive to authentic and inclusive learning for all scholars.

The discipline policy as described here is a general guide of expectations and responses to behavior but is not a mechanism for rigid control. To ensure success for ALL scholars, the individual qualities of scholars and/or extenuating circumstances will always be considered before corrective measures are prescribed.

At RVLA, we fundamentally believe that providing an orderly, safe and warm classroom and school environment is the foundation for positive behavior in scholars. We will diligently uphold the comprehensive Response to Intervention (RTI) model so that we may support ALL scholars (including those with academic, behavioral and Socio-emotional needs) to respond positively in that environment. We believe that when unwanted behaviors occur in an orderly, safe and warm environment, there is a logical root cause for that behavior that is communicating a need. There is extensive research that supports the negative impacts of suspensions and expulsions, and further research verifies that scholars of color are disproportionately impacted. Therefore, RVLA focuses the foundation of our Discipline policy on creating a positive school culture, providing social emotional learning, and implementing the interventions necessary to minimize the need for exclusionary consequences.

RVLA has a comprehensive discipline policy in place including preventative and supportive practices. This policy is published and distributed to scholars, parents/guardians, and the community at the beginning of each school year in this Parent-Scholar Handbook. In consultation with RVLA staff, scholars, families and the community, RVLA will periodically review and update this policy and its accompanying procedure. The policy includes definitions of terms, discipline framework, and guidelines for suspension and expulsion.

## **DEFINITION OF TERMS**

1. **"Discipline"** shall mean all forms of corrective action other than emergency removal from a class, subject, or activity, suspension, or expulsion and shall include the exclusion of a scholar from a class by a teacher or administrator for a period of time not exceeding the balance of the immediate class period, provided that the scholar is in the custody of a school employee for the balance of such period. Discipline shall also mean the exclusion of a scholar from any other type of activity conducted by or on behalf of RVLA.
2. **"Suspension"** shall mean a denial of attendance (other than for the balance of the immediate class period for "discipline" purposes) for any single subject or class, or for any full schedule of subjects or classes for a stated period of time. A suspension also may include a denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by RVLA.
  - (1) **"Short-term suspension"** shall mean a suspension for any portion of a calendar day up to and not exceeding ten consecutive school days.
  - (2) **"Long-term suspension"** shall mean a suspension that:
    - (a) Exceeds ten school days and has an end date of not more than the length of an academic term (i.e. semester) from the time of corrective action;
    - (b) Cannot be imposed in such a manner that causes the scholar to lose academic grades or credit in excess of one semester or trimester during the same school year; and
    - (c) Cannot be imposed beyond the school year in which the alleged misbehavior occurs.
3. **"Emergency expulsion"** shall mean an emergency removal from school for up to, but not exceeding, ten (10) consecutive school days from the scholar's current school placement by the area superintendent or designee. An emergency expulsion requires the area superintendent or designee to have good and sufficient reason to believe that the scholar's presence poses an immediate and continuing danger to other scholars or school staff or an immediate and continuing threat of substantial disruption of the educational process. An emergency expulsion must end or be converted to another form of corrective action within ten (10) school days from the date of the emergency removal from school. If RVLA converts the emergency expulsion to another form of corrective action, it must provide notice and an explanation of due process rights to the scholar and parent/guardian.
4. **"Expulsion"** shall mean a denial of attendance for a period of time up to, but not longer than, one academic term from the time a scholar is removed from his or her current school placement by the area superintendent or a designee of the area superintendent, with the exception of special circumstances. An expulsion also may include a

denial of admission to, or entry upon, real and personal property that is owned, leased, rented, or controlled by RVLA.

5. **"Re Engagement meeting"** shall mean a meeting held between RVLA and the scholar and parent/guardian and/or guardian to discuss how to return a long-term suspended or expelled scholar to an education setting as soon as possible.

6. **"Re Engagement plan"** shall mean a written plan developed between RVLA and a scholar and his/her parent/guardian or guardian designed to aid the scholar in taking the necessary steps to remedy the situation that led to the scholar's suspension or expulsion and return the scholar to the educational setting as soon as possible.

7. **"Discretionary discipline"** shall mean a disciplinary action taken by a school for scholar behavior that violates rules of scholar conduct adopted by RVLA board of directors under RCW **28A.600.010** and **28A.600.015**, but does not constitute action taken in response to any of the following:

(a) A violation of RCW **28A.600.420**; (b) An offense in RCW **13.04.155**;

(b) Behavior that adversely impacts the health or safety of other scholars or educational staff.

8. **"Emergency removal"** means a scholar's immediate removal from a class, subject or activity by a certificated teacher or an administrator or a school transportation driver and sending of that scholar to the building principal or designee, when the teacher or administrator or a school transportation driver has good and sufficient reason to believe that the scholar's presence poses an immediate and continuing danger to the scholar, other scholars or school staff or an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process.

9. **"School business day"** means any calendar day except Saturdays, Sundays and any federal and school holidays, upon which the office of the area superintendent is open to the public for business. A school business day concludes upon the closure of RVLA for the calendar day.

10. **"School day"** means a calendar day except school holidays on which enrolled scholars are engaged in educational activity which is planned, supervised and conducted by or under the supervision of certificated staff and on which day all or any portion of enrolled scholars participate in such educational activity.

### **Principal authority**

The principal will have the authority to discipline, suspend or expel scholars. The principal will:

- Identify the conditions under which a teacher may exclude a scholar from his or her class; and
- Designate which staff members have the authority to initiate or to impose discipline, suspensions or expulsions.

No scholar will be expelled, suspended, or disciplined in any manner for the performance of or failure to perform any act not related to the orderly operation of the school or school-sponsored activities or any other aspect of the educational process. No form of discipline will be enforced in such a manner as to prevent a scholar from accomplishing a specific academic grade, subject or graduation requirements.

### **Notification of suspensions of scholars eligible for special education services**

The principal will notify special education staff of any suspensions to be imposed on a scholar who is currently eligible for special education services or any scholar who might be deemed eligible for special education. To the extent that suspensions may cumulatively or consecutively exceed ten (10) days, the principal will notify relevant special education staff so that RVLA can ensure compliance with special education discipline procedures.

## **CLASSROOM MANAGEMENT, DISCIPLINE, AND CORRECTIVE ACTION**

Rules of scholar conduct are essential for maintaining a safe and supportive learning environment for all scholars.

In regards to classroom management, discipline and corrective action, RVLA aims to set clear, consistent and restorative and systems of accountability. The ultimate goal of our discipline policy is to engage scholars in reflection on the impact of their choices on themselves and others. RVLA takes into account the current status of need as communicated by the scholar's behavior and the impact of their choices on others. RVLA believes in a humane approach to discipline.

In enforcing our discipline policy, staff are responsible for building relationships with families, scholars, setting clear expectations for all school spaces, and acknowledging positive behavior before assigning consistent and fair consequences.

Staff are responsible for supervising scholar behavior, employing effective classroom management methods, and enforcing the rules of scholar conduct in a fair, consistent, and non-discriminatory manner. Disciplinary action must be reasonable, culturally responsive, and necessary under the circumstances, while reflecting the district's priority to maintain a safe and positive learning environment for all scholars and staff. RVLA will administer disciplinary action in a way that responds to the needs and strengths of scholars, supports scholars in meeting behavioral expectations, and keeps them within the classroom to the maximum extent possible.

When administering discipline under this policy and the related procedure, staff must not:

- Unlawfully discriminate against a scholar 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;
- Deprive a scholar of constitutional rights to freedom of speech, press, peaceable assembly, petition the government and its representatives for a redress of grievances, free exercise of religion, free from sectarian control or influence, subject to reasonable time, place, and manner limitations on exercising such rights;
- Deprive a scholar of the constitutional right to be secure in the person, papers, and effects against unreasonable searches and seizures;
- Unlawfully interfere in a scholar's pursuit of an education while in the custody of the school district; or
- Deprive a scholar of the right to an equal educational opportunity, in whole or in part, without due process of law.

RVLA will distribute its discipline policy and procedure to scholars, their parents/guardians, and the community on an annual basis. RVLA will provide scholars and/or their parents/guardians with all required substantive and procedural due process concerning grievances, hearings, and/or appeals of corrective action. RVLA will ensure that it provides such information with language assistance for scholars and parents/guardians with limited-English proficiency under Title VI of the Civil Rights Act of 1964.

RVLA will also strive to provide training regarding policies and procedures related to scholar discipline for appropriate school staff whose duties require them to interact with scholars and enforce or implement components of scholar discipline. RVLA will assist long-term suspended and expelled scholars in returning to school as soon as possible by providing them with a re-engagement plan tailored to the scholar's individual circumstances, including consideration of the incident that led to the scholar's long-term suspension or expulsion.

The school, however, may preclude a scholar from returning to the scholar's regular educational setting following the end date of a suspension or expulsion for the purpose of protecting victims of certain offenses, as follows:

- A scholar committing an offense under RCW 28A.600.460 (2), when the activity is directed toward the teacher, shall not be assigned to that teacher's classroom for the duration of the scholar's attendance at that school or any other school where the teacher is assigned; and
- A scholar who commits an offense under RCW 28A.600.460 (3), when directed toward another scholar, may be removed from the classroom of the victim for the duration of the scholar's attendance at that school or any other school where the victim is enrolled.

RVLA will at minimum, annually collect and review data on disciplinary actions taken against scholars within each school. The data will be disaggregated into subgroups as required by RCW 28A.300.042 and will include scholars protected by the Individuals with Disabilities Education Act and Section 504 of the Rehabilitation Act of 1973. The review must include short-term suspensions, long-term suspensions, and expulsions. In reviewing the data, RVLA will determine whether it has disciplined a substantially disproportionate number of scholars within any of the disaggregated categories. If the district finds disproportionality, RVLA will take action to ensure that it is not the result of discrimination.

In consultation with school staff, scholars, families, and the community, the district will periodically review and update this policy and its accompanying procedure.

#### **Notification of procedures relating to scholar behavior**

The principal will annually publish and make available to scholars, parents/guardians, staff, and the community the rules, policies, and procedures of RVLA that establish misconduct and the written procedures for administering corrective action. The publication will also define scholar rights and responsibilities relating to scholar behavior.

Pursuant to the Drug-Free Schools and Communities Act, as amended, scholars and parents/guardians will be given annual notice of the standard of conduct RVLA requires regarding controlled substance and alcohol use, and a statement of the disciplinary sanctions for violations of that standard. RVLA will also, in consultation with staff, scholars, scholar's families, and the community, periodically review and update RVLA's rules, policies, and procedures related to scholar discipline.

#### **Rights and responsibilities of certificated staff**

Staff are responsible for supervising scholar behavior, employing effective classroom management methods and enforcing the rules of scholar conduct in a fair, consistent and non-discriminatory manner. Discipline must be reasonable and necessary under the circumstances and reflect RVLA's priority to maintain a safe and positive learning environment for all scholars and staff. RVLA will also strive to provide training regarding policies and procedures related to scholar discipline for appropriate school and RVLA staff whose duties require them to interact with scholars and enforce or implement components of scholar discipline.

#### **Certificated staff will have the right to:**

- Expect scholars to comply with school rules;
- Develop and/or review building rules relating to scholar conduct and control at least once each year.  
Building rules will be consistent with district rules relating to scholar conduct;
- Receive any complaint or grievance regarding corrective action of scholars. Certificated staff will be given the opportunity to present their version of the incident and to meet with the complaining party in the event that a conference is arranged;

- Use such reasonable action as is necessary to protect himself/ herself, a scholar, or others from physical abuse or injury;
- Detain a scholar after school for up to 60 minutes with due consideration for school-authorized transportation. Teachers have the right to exclude any scholar who creates a disruption of the educational process in violation of building disciplinary standards, while under the teacher's supervision, from his/her individual classroom or instructional or activity area for all or any portion of the balance of the school day or until the principal or designee and teacher have conferred, whichever occurs first. Except in emergency circumstances as provided for in WAC 392-400-290 (see **Emergency Removal**), the teacher will attempt one or more forms of corrective action prior to excluding the scholar. In no event without the consent of the teacher may an excluded scholar return to the class during the balance of that class or activity period or up to the following two days, or until the principal and the teacher have conferred.

**Certificated staff will have the responsibility to:**

- Observe the rights of scholars;
- Supervise scholar behavior and enforce the rules of scholar conduct fairly, consistently, and without discrimination. Any infractions will be reported orally and in writing to the principal as soon as possible regardless of any corrective actions taken by the teacher;
- Maintain good order in the classroom, in the hallways, on the playgrounds or other common areas of the school, and on school transportation (i.e., during field trips);
- Maintain accurate attendance records and report all cases of truancy;
- Set an appropriate example of personal conduct and avoid statements which may be demeaning or personally offensive to any scholar or group of scholars; and
- Meet with a parent/guardian(s) within five (5) school days upon request to hear a complaint regarding the use of classroom materials and/or teaching strategies that are being employed in the classroom.

**Principal and/or principal designee will have the responsibility to:**

- Impose suspension or expulsion when appropriate;
  - Notify parent/guardians when scholars are suspended or expelled;
- and
- Confer with certificated staff at least once per year to develop and/or review rules of conduct to be employed in the school and corrective actions that may be employed in the event of rule infractions.

**THE DISCIPLINE FRAMEWORK**

RVLA utilizes graduated discipline systems in order to ensure severe consequences such as exclusionary discipline is reserved for major incidents that threaten the safety of others. RVLA campuses are Positive Behavior Interventions and Supports (PBIS)/Safe and Civil schools with multi-tiered systems of support including Restorative Justice practices. RVLA trains staff to teach and re-teach expectations, utilize positive/proactive behavior strategies, utilize data to determine effectiveness of interventions, and engage families in behavioral problem solving. RVLA also integrates a range of solutions for addressing scholar misbehavior, connecting consequences to actions, and building communities with the classrooms and school. The school's reactive plan categorizes incidents as minor and major. In addition to the pro-active strategies, schools also utilize detentions, suspensions, and expulsions for major incidents.

[Add}

## ADMINISTRATIVE DETENTIONS

Detentions are part of the school's reactive discretionary discipline plan. Timing and staffing of detention is determined by each school administrator or designee. When a scholar earns a detention, the scholar's parent/guardian may be notified by telephone by the principal or designee.

During the detention period, scholars are to follow the task provided, which will include a reflective activity, and may include a restorative practice. No activity such as listening to music, sleeping, etc. is permitted. School events, activities or athletics are not valid reasons for missing a detention.

Detention data will be reviewed by administration during data review cycles to determine interventions for scholars receiving multiple detentions and/or demonstrating a pattern of misbehavior.

### Missed Detention

Scholars who have unserved detention may be disqualified from school activities, such as school dances and extracurricular activities, until all unserved detention are cleared at the discretion of the school's discipline plan. Schools will communicate with parent/guardians of scholars who repetitively miss detentions and may request a mandatory parent/guardian conference with administration.

## SUSPENSION PROCESS

RVLA strongly encourages to limit the amount of time a scholar is suspended from their daily learning environment and, in the event a suspension is necessary, to prioritize in-school-suspension wherever possible.

### In-School Suspension

A scholar serving *in-school (on campus) suspension* reports to school at the regular time in full uniform. Each school will have a process by which the scholar serving in-school suspension receives his/her provision of educational services. The scholar will not attend any classes or leave the detention area. The scholar will eat lunch in the assigned room for the duration of the lunch period.

### Out-of-School Suspension

A scholar serving *out-of-school suspension* as determined by the principal or designee will not attend school for the dates indicated in the notice of suspension. The school administration will have a process by which the scholar serving out of school suspension receives his/her provision of educational services. The scholar's suspension will not exceed 10 days.

## 1. PREREQUISITES TO SUSPENSION

[Add]

Prior to suspending a scholar, the principal or designee must hold an informal conference with the scholar to:

- A. Provide an oral or written notice of the alleged misconduct and violation(s) of school rules;
- B. Provide an oral or written explanation of the evidence in support of the allegation(s);
- C. Provide an oral or written explanation of the corrective action which may be imposed;
- D. Allow the scholar the opportunity to present his/her explanation; and
- E. Determine whether the scholar's conduct warrants suspension or if alternative actions are warranted.

## 2. NOTIFICATION TO PARENTS/GUARDIANS

If the principal or designee determines the scholar's conduct warrants suspension during the school day, the principal or designee must notify the scholar's parent/guardians that the scholar has been suspended before the

scholar is sent home on the day the suspension occurs. The principal or designee will notify a suspended scholar's parent/guardians of the duration of suspension, the reason for the suspension, and the time and place for an opportunity to confer with the principal, orally and/or by letter deposited in the mail as soon as reasonably possible. The notice shall also inform the parent/guardian or guardian of the right to an informal conference pursuant to WAC 392-400-255 and that the suspension may possibly be reduced as a result of such conference.

All suspensions over three days in length and the reasons therefore shall be reported to the Area superintendent or his or her designee within twenty-four hours after the imposition of the suspension.

### 3. CREDIT DURING SUSPENSION

Scholars will not be suspended from provision of educational services; the school must provide an opportunity for a scholar to receive educational services during the period of suspension.

### 4. CONTINUATION OF EDUCATIONAL SERVICES

RVLA will not suspend the provision of educational services during a period of short-term suspension and will provide the scholar the opportunity to receive such services. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a scholar would have received in the absence of a short-term suspension. Examples of alternative settings may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

The principal and/or designee will notify special education staff of any short-term suspensions to be imposed for a scholar who is currently eligible for special education services or those who might be deemed eligible for special education. To the extent that short-term suspensions may cumulatively or consecutively exceed ten school (10) days, the principal will notify relevant special education staff so that RVLA can ensure that special education discipline procedures are in place, in addition to general education discipline procedures.

RVLA will assist long-term suspended and expelled scholars in returning to school as soon as possible by providing them with a re-engagement plan tailored to the scholar's individual circumstances, including consideration of the incident that led to the scholar's long-term suspension or expulsion.

## **EXPULSION PROCESS**

In cases of extreme behavior, a scholar may be removed from RVLA through our expulsion process. At RVLA, scholar expulsion is a disciplinary method of last resort. No scholar shall be suspended or expelled for non-attendance.

Any scholar who is determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools, shall be expelled from school for not less than one calendar year; however, the duration of the expulsion may be changed by the [superintendent](#) on a case by case basis under RCW 28A.600.420.

1. For purposes of this section, "firearm" means a firearm as defined in 18 U.S.C. Sec. 921, and a "firearm" as defined in RCW 9.41.010.

2. This section does not apply to:

- a. Any scholar while engaged in military education authorized by school authorities in which rifles are used but no other firearms; or

- b. Any scholar while involved in a convention, showing, demonstration, lecture, or firearms safety course authorized by school authorities in which the rifles of collectors or instructors are handled or displayed but no other firearms; or
- c. Any scholar while participating in a rifle competition authorized by school authorities.

A scholar may be dismissed from RVLA for any of the violations listed below.

- Knowingly engaging in gang activity on school grounds.
- Brandishing a knife at another person.
- Possession Of an explosive (as defined in section 921 of Title 18 of the U.S. Code).
- Unlawfully selling a controlled substance listed in [RCW 69.50](#), including providing or selling narcotics of any kind.
- Committing or attempting to commit a sexual assault or committing sexual battery as defined in [RCW 70.125.030\(7\)](#).
- Acting with malice as defined under [RCW 9A.04.110](#) and displaying an instrument that appears to be a firearm.

A scholar may not be suspended or expelled for any misconduct unless that act is related to school activity or school attendance occurring within a school under the jurisdiction of the principal or occurring within any other school and that act occurs at any time, including, but not limited to:

- 1) while on school grounds,
- 2) while going to or coming from school,
- 3) during the lunch period whether on or off the campus, or
- 4) during or while going to or coming from a school- sponsored activity.

#### **EXPULSION CONDITIONS & LIMITATIONS**

A scholar may be expelled for violation of RVLA rules adopted pursuant to [WAC 392-400-225](#), subject to the following limitations or conditions, the notice requirements set forth in [WAC 392-400-280](#), and the hearing requirements set forth in [WAC 392-400-285](#):

1. The nature and circumstances of the violation must reasonably warrant the harshness of expulsion.
2. No scholar shall be expelled unless other forms of corrective action reasonably calculated to modify his or her conduct have failed or unless there is good reason to believe that other forms of corrective action would fail if employed.
3. An expulsion may not be for an indefinite period of time. An expulsion may not exceed one academic term from the date of the corrective action unless:
  - a. A scholar has been determined to have carried a firearm onto, or to have possessed a firearm on, public elementary or secondary school premises, public school-provided transportation, or areas of facilities while being used exclusively by public schools;
  - b. The school petitions the principal for an extension; and
  - c. The principal authorizes the extension in compliance with the Area Superintendent of public instruction's rules adopted for this purpose.
4. RVLA shall make reasonable efforts to assist scholars in returning to an educational setting prior to, and no later than, the end date of the corrective action.
5. Once a scholar has been expelled, the expulsion shall be brought to the attention of appropriate local and state authorities including, but not limited to, juvenile authorities acting pursuant to chapter [13.04](#) RCW in order that such authorities may address the scholar's educational needs.
6. Any scholar who has been expelled shall be allowed to make an application for readmission at any time. RVLA shall adopt written rules, which provide for such an application for readmission and set forth the procedures to be followed.

7. All expulsions and the reasons therefore shall be reported in writing to the Area superintendent of the RVLA or his or her designee immediately following the imposition of the expulsion.

**EXPULSION PROCEDURES: NOTICE OF HEARING OR WAIVER OF HEARING**

1. Prior to the expulsion of a scholar, an oral or written notice of an opportunity for a hearing shall be delivered in person, or by certified mail to the scholar and to his or her parent/guardian(s) or guardian(s). The notice shall:
- Be provided in the predominant language of a scholar and/or a parent/guardian(s) or guardian(s) who predominantly speaks a language other than English, in accordance with Title VI of the Civil Rights Act of 1964;
  - Specify the alleged misconduct and the RVLA rule(s) or policy alleged to have been violated;
  - Set forth the corrective action proposed;
  - Set forth the right of the scholar and his or her parent/guardian(s) or guardian(s) to a hearing for the purpose of contesting the allegation(s); and

Set forth the facts that:

- A written or oral request for a hearing must be received by the RVLA employee designated, or by his or her office, on or before the expiration of the third school business day after receipt of the notice of opportunity for a hearing; and
  - If such a request is not received within the prescribed period of time, then the right to a hearing may be deemed to have been waived and the proposed expulsion may be imposed by the RVLA without any further opportunity for the scholar or his or her parent/guardian(s) or guardian(s) to contest the matter. A schedule of "school business days" potentially applicable to the exercise of such hearing rights should be included with the notice; and
2. The scholar or his or her parent/guardian(s) or guardian(s) shall reply to the notice of opportunity for a hearing and request a hearing within three school business days after the date of receipt of the notice. A request for a hearing shall be provided to the RVLA employee specified in the notice of opportunity for a hearing, or to his or her office. A request for a hearing shall be accepted if in writing and may be accepted orally.
3. If a request for a hearing is not received within the required three school business day period, the RVLA may deem the scholar and his or her parent/guardian(s) or guardian(s) to have waived the right to a hearing and the proposed expulsion may be imposed.

**EXPULSION PROCEDURES: PRE-HEARING & HEARING PROCESS**

- If a request for a hearing is received pursuant to WAC 392-400-280 within the required three school business days, RVLA shall schedule a hearing to commence within three school business days after the date upon which the request for a hearing was received.
- The scholar and his or her parent/guardian(s) or guardian(s) shall have the right to:
  - Inspect in advance of the hearing any documentary and other physical evidence which the RVLA intends to introduce at the hearing;
  - Be represented by legal counsel;
  - Question and confront witnesses, unless a RVLA witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by RVLA. The evidence submitted by the RVLA must at a minimum establish either:
    - That RVLA made a reasonable effort to produce the witness and is unable to do so; or
    - That it is not advisable for the scholar to appear due to an expectation and fear on the part of the responsible RVLA official(s) or the scholar of retaliation against the scholar if he or she appears as a witness.
  - Present his or her explanation of the alleged misconduct; and
  - Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
- The designee(s) of the RVLA assigned to present the school's case shall have the right to inspect, in advance of

the hearing, any documentary and other physical evidence which the scholar and his or her parent/guardian(s) or guardian(s) intend to introduce at the hearing.

4. The person(s) hearing the case shall not be a witness and the final decision regarding the imposition of corrective action shall be determined solely on the basis of the evidence presented at the hearing.

5. Either a tape-recorded or verbatim record of the hearing shall be made.

6. A written decision setting forth the findings of fact, conclusions, and the expulsion or lesser form of corrective action to be imposed, if any, shall be provided to the scholar's legal counsel or, if none, to the scholar and his or her parent/guardian(s) guardian(s).

### **EXPULSION PROCEDURES: EMERGENCY EXPULSION**

A scholar may be expelled immediately by the principal or designee in emergency situations.

#### **CONDITIONS AND LIMITATIONS**

Schools may not impose an emergency expulsion for an immediate and continuing danger or threat of substantial disruption unless the scholar's misconduct falls within one or more of the categories listed in this procedure previously ("Suspension, Expulsions, and Discretionary Discipline"). If the scholar's behavior falls within one or more of such categories, a scholar may be emergency expelled based on the conditions below. An emergency expulsion may not be imposed as a form of discretionary discipline, as defined in this procedure. In addition, an emergency expulsion may not be imposed solely for the purposes of investigating scholar conduct.

A scholar may be immediately removed from school prior to a hearing without other forms of corrective action if the area superintendent or designee has good and sufficient reason to believe that the scholar poses:

- An immediate and continuing danger to other scholars or school staff; OR
- An immediate and continuing threat of substantial disruption of the educational process

Such emergency expulsion must end or be converted to another form of corrective action within ten (10) school days of the date of the expulsion. If the emergency expulsion is converted to another form of corrective action, RVLA will provide the scholar and/or parent/guardians with notice and due process rights appropriate to the new corrective action.

#### **CONTINUATION OF EDUCATIONAL SERVICES**

RVLA will not suspend the provision of educational services during a period of emergency expulsion and will provide the scholar the opportunity to receive such services. Educational services may be provided in an alternative setting, provided that such setting is comparable, equitable, and appropriate to the regular educational services a scholar would have received in the absence of an emergency expulsion. Examples of alternative settings may include, but not be limited to, alternative schools or classrooms, one-on-one tutoring when available, and online learning.

#### **APPEALS TO LONG-TERM SUSPENSIONS OR EXPULSIONS**

Appeals from decisions rendered pursuant to Washington Administrative Code which impose either a suspension or an expulsion upon a scholar shall be governed as follows:

1. The principal may delegate their authority to hear and decide suspension and expulsion appeals to a RVLA disciplinary appeal council established by the administration. RVLA disciplinary appeal councils shall be appointed by the principal for fixed terms and shall consist of not less than three persons.

2. If the case was not heard and decided by the principal or the RVLA disciplinary appeal council, the scholar and his or her parent/guardian(s) or guardian(s) shall have the right to appeal the decision to the disciplinary appeal council.

Notice indicating that the scholar or his or her parent/guardian(s) or guardian(s) desire to appeal the decision shall be

provided to either the office of the RVLA Executive Director or to the office of the person who rendered the decision within three school business days after the date of receipt of the decision. The notice of appeal shall be accepted in writing or orally.

3. If an appeal is not taken to the principal or disciplinary appeal council within the required three school business day period following a suspension or expulsion, the suspension or expulsion decided upon may be imposed as of the calendar day following expiration of the three school business day period.

4. If a timely appeal is taken to the principal or disciplinary appeal council, the suspension or expulsion may be imposed during the appeal period subject to the following conditions and limitations:

- a. A suspension or non emergency expulsion may be imposed during the appeal period for no more than ten consecutive school days or until the appeal is decided, whichever is the shortest period;
- b. Any days that a scholar is temporarily suspended or expelled before the appeal is decided shall be applied to the term of the scholar's suspension or expulsion and shall not limit or extend the term of the scholar's suspension or expulsion; and
- c. Any scholar subjected to a temporary suspension who returns to school before the appeal is decided shall be provided the opportunity upon his or her return to make up assignments and tests missed by reason of the suspension if:
  - i. Such assignments or tests have a substantial effect upon the scholar's semester or trimester grade or grades; or
  - ii. Failure to complete such assignments or tests would preclude the scholar from receiving credit for the course or courses. An appeal from any decision of the principal or disciplinary appeal council to impose or to affirm the imposition of a suspension or an expulsion shall be to the courts. Whether or not the decision of the principal or disciplinary appeal council shall be postponed pending an appeal to superior court shall be discretionary with the disciplinary appeal council except as ordered otherwise by a court.

## APPEALS

1. If a notice of appeal to the principal or RVLA disciplinary appeal council is received within the required three school business days, the principal or council shall schedule and hold an informal conference to review the matter within ten school business days after the date of receipt of such appeal notice. The purpose of the meeting shall be to meet and confer with the parties in order to decide upon the most appropriate means of disposing of the appeal as provided for in this section. At that time the scholar or the scholar's parent/guardian(s) or guardian(s) or legal counsel shall be given the right to be heard and shall be granted the opportunity to present such witnesses and testimony as the council deems reasonable. The principal or council shall agree to one of the following procedures prior to adjournment or recess:

- a. Study the hearing record or other material submitted and render its decision within ten school business days after the date of the informal conference, or
- b. Schedule and hold a meeting to hear further arguments based on the record before the board or council and render its decision within fifteen school business days after the date of the informal conference, or
- c. Schedule and hold a meeting within ten school business days after the date of the informal conference for the purpose of hearing the case de novo.

2. In the event the principal or disciplinary appeal council elects to hear the appeal de novo, the following rights and procedures shall govern the proceedings:

- a. The scholar and his or her parent/guardian(s) or guardian(s) shall have the right to:
  - i. Inspect in advance of the hearing any documentary and other physical evidence RVLA intends to introduce at the hearing,
  - ii. Question and confront witnesses, unless a RVLA witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by RVLA. The evidence submitted by the RVLA must at a minimum establish

either:

1. That RVLA made a reasonable effort to produce the witness and is unable to do so; or,
2. That it is not advisable for the scholar to appear due to an expectation and fear on the part of the responsible RVLA official(s) or the scholar of retaliation against the scholar if he or she appears as a witness,
- iii. Present his or her explanation of the alleged misconduct, and
- iv. Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires,
- b. The designee(s) of the RVLA assigned to present the case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the scholar and his or her parent/guardian(s) or guardian(s) intend to introduce at the hearing, and
- c. Either a tape-recorded or verbatim record of the hearing shall be made.

### **EMERGENCY EXPULSION PRE HEARING AND APPEALS HEARING PROCESS**

1. If a request for a hearing within the required three school business days is received pursuant to WAC **392-400-300**, RVLA shall immediately schedule and give notice of a hearing to commence as soon as reasonably possible and in no case later than the second school business day after receipt of the request for hearing.
2. The scholar and his or her parent/guardian(s) or guardian(s) shall have the right to:
  - a. Inspect in advance of the hearing any documentary and other physical evidence which RVLA intends to introduce at the hearing;
  - b. Be represented by legal counsel;
  - c. Question and confront witnesses, unless a RVLA witness does not appear and the nonappearance of the witness is excused by the person(s) hearing the case based upon evidence of good reason for doing so submitted by RVLA. The evidence submitted by RVLA must at a minimum establish either:
    - i. That RVLA made a reasonable effort to produce the witness and is unable to do so; or
    - ii. That it is not advisable for the scholar to appear due to an expectation and fear on the part of the responsible RVLA official(s) or the scholar of retaliation against the scholar if he or she appears as a witness;
  - d. Present his or her explanation of the alleged misconduct; and
  - e. Make such relevant showings by way of witnesses and the introduction of documentary and other physical evidence as he or she desires.
3. The designee(s) of RVLA assigned to present RVLA's case shall have the right to inspect in advance of the hearing any documentary and other physical evidence that the scholar and his or her parent/guardian(s) or guardian(s) intend to introduce at the hearing.
4. The person(s) hearing the case shall not be a witness and final decision regarding the imposition of corrective action shall be determined solely on the basis of the evidence presented at the hearing.
5. Either a tape-recorded or verbatim record of the hearing shall be made.
6. Within one school business day after the date upon which the hearing concludes, the person(s) hearing the case shall issue a decision regarding whether the emergency expulsion shall continue. RVLA shall provide notice of the decision to the scholar and the scholar's parent/guardian(s), guardian(s), and legal counsel, if any, by depositing a certified letter in the United States mail. The decision shall set forth the findings of fact, the conclusions (including a conclusion as to whether the immediate and continuing danger to scholars, school staff, or poses an immediate and continuing threat of substantial disruption of the educational process, giving rise to the emergency expulsion has terminated), and whether the emergency expulsion shall be converted to another form of corrective action.

**APPEALS: DISCIPLINARY APPEAL COUNCIL DECISIONS**

Any decision by the principal or RVLA disciplinary appeal council pursuant to this chapter to impose or to affirm, reverse, or modify the imposition of discipline, suspension, or expulsion upon a scholar shall be made:

1. Only by the principal or council members who have heard or read the evidence.
2. Only by the principal or council members who have not acted as a witness in the matter.
3. Only at a meeting at which the principal or a quorum of the council is present and by majority vote.

**RE-ENGAGEMENT PLAN FOR SUSPENDED OR EXPELLED STUDENTS**

1. RVLA will make efforts to have suspended or expelled scholars return to an educational setting as soon as possible. RVLA must convene a meeting with the scholar and the scholar's parent/guardians or guardians within twenty days of the scholar's suspension or expulsion, but no later than five days before the scholar's enrollment, to discuss a plan to re-engage the scholar in a school program.
2. In developing a re-engagement plan, RVLA will consider shortening the length of time that the scholar is suspended or expelled, other forms of corrective action, and supportive interventions that aid in the scholar's academic success and keep the scholar engaged and on track to graduate. RVLA must create a re-engagement plan tailored to the scholar's individual circumstances, including consideration of the incident that led to the scholar's suspension or expulsion. The plan should aid the scholar in taking the necessary steps to remedy the situation that led to the scholar's suspension or expulsion.
3. Any reengagement meetings conducted by RVLA involving the suspended or expelled scholar and his or her parent/guardians or guardians are not intended to replace a petition for readmission.

**DISCIPLINE PROCESS FOR STUDENTS WITH DISABILITIES**

RVLA will follow all Discipline Procedures set forth in WAC 392-172A-05140-05175. Scholars eligible for special education may be disciplined in a manner consistent with the disciplinary rules that apply to all scholars. The Local Education Agency (LEA) RVLA Washington will determine on a case-by-case basis whether discipline that is permitted under WAC 392-400 should occur. However, scholars eligible for special education must not be improperly excluded from school for disciplinary reasons that are related to his/her disability or related to the LEA's failure to implement a scholar's Individualized Education Program (IEP). The LEA will take steps to ensure that each employee, contractor and other agents of the LEA responsible for education or care of a scholar is knowledgeable of special education disciplinary rules.

Authorized school personnel may order the removal of a special education scholar from his/her current placement for not more than ten consecutive school days, and additional removals of not more than ten total school days in the same school year for separate instances of misconduct, as long as those additional removals do not constitute a change of placement under WAC 392-172A-01155, to the extent such removal would be applied to scholars without disabilities.

Once a scholar has been removed from placement for a total of ten school days in the same school year, and if the LEA determines that the removal is not a change of placement, the LEA must, during subsequent days of removal, provide appropriate services to the extent necessary to enable the scholar to participate in the general curriculum, although in another setting, and to progress toward meeting the goals set out in the scholar's IEP. The LEA's principal or his or her designee, in consultation with one or more of the scholar's teachers, will make the determination of such necessary services.

**CHANGE IN PLACEMENT**

A disciplinary change of placement occurs when a scholar with a disability is:

1. Removed from his or her current placement for more than ten consecutive school days in a school year; or

2. Subjected to a series of removals in a school year which constitute a pattern of removal because:
  - a.) the series of removals total more than ten school days in a year;
  - b.) the scholar's behavior in each incident is substantially similar to the behavior in previous incidents that resulted in the series of removals; and
  - c.) because of factors such as the length of each removal, the total amount of time a scholar is removed, and the proximity of the removals to one another.

### **MANIFESTATION DETERMINATION**

Within ten school days after the date on which the LEA makes a decision to change the scholar's placement because of a violation of a code of scholar conduct, the LEA will conduct a manifestation determination meeting. The meeting will bring together the parent/guardian and relevant members of the IEP team who are selected by the parent/guardian and the LEA to review the relationship between a scholar's disability and the behavior subject to the disciplinary action. The review of the relationship between a scholar's disability and the behavior subject to the disciplinary action will occur at a meeting that includes the parent/guardian and relevant members of the IEP team who are selected by the parent/guardian and the LEA. The LEA's principal or his or her designee will contact the parent/guardian in order to determine relevant IEP team members and provide notice of the meeting. The team will review all relevant information in the scholar's file, including the IEP, teacher observations and information provided by the parent/guardian, to determine:

1. If the conduct was caused by or had a direct and substantial relationship to the child's disability; or
2. If the conduct in question was the direct result of the LEA's failure to implement the scholar's IEP.

If the team determines that the behavior resulted from any of the above, the behavior must be considered a manifestation of the scholar's disability.

If it is determined that the conduct was a manifestation of the scholar's disability, the LEA will take immediate action to remedy the deficiencies and will:

1. Conduct a functional behavioral assessment (unless already completed) and implement a behavioral intervention plan if one is not already in place; or
2. Review the existing behavioral intervention plan and modify it to address the behavior; and 3. Return the child to the placement from which he or she was removed from unless the parent/guardians and the LEA agree a change is necessary as part of the behavioral intervention plan, or unless the infraction involves drugs, weapons or serious bodily injury.

### **INTERIM ALTERNATIVE EDUCATIONAL SETTING**

School personnel may order a change in placement to an appropriate interim alternative educational setting ("IAES") regardless of whether or not the child's behavior was a manifestation of his or her disability for the same amount of time that a scholar without disabilities would be subject to discipline, but for not more than 45 school days, if a scholar with a disability:

- Possesses a "weapon," as defined in WAC 392-172-05145(9), or carries such a weapon at school, on school premises, or at a school function under the jurisdiction of the LEA;
- Knowingly possesses or uses "illegal drugs," as defined in WAC 392-172A-05145(9), while at school, or school premises, or to or at a school function under the jurisdiction of the LEA;
- Sells or solicits the sale of "controlled substances," as defined in WAC 392-172A-05145(9), while at school, on school premises, or to or at a school function under the jurisdiction of the LEA; or
- Inflicts serious bodily injury, as defined in WAC 392-172A-05145(9), upon another person while in school, school premises, or at a school function under the jurisdiction of the LEA.

Any IAES in which the scholar is placed is determined by the scholar's IEP team and will:

1. Be selected so as to enable the scholar to participate in the general education curriculum, although in another setting, and to progress toward meeting the goals set out in the scholar's IEP; and
2. Include services and modifications designed to address the behavior or to prevent the behavior from recurring.

The LEA may ask an ALJ, or seek injunctive relief through a court having jurisdiction of the parties, to order a change in placement to an appropriate IAES, for not more than 45 school days or seek injunctive relief through a court having jurisdiction of the parties, when the LEA demonstrates by a preponderance of the evidence that maintaining the scholar's current placement is substantially likely to result in injury to the scholar or others. Unless the parent/guardian and the LEA agree otherwise, if a parent/guardian requests a hearing to challenge either the manifestation determination or the IAES, the scholar must remain in the IAES pending the decision of the hearing officer or until the expiration of the 45-day period, whichever occurs first.

If the LEA proposes to change a scholar's placement, after expiration of a 45-day IAES, and the parent/guardian requests a hearing to challenge the proposed change in placement, the scholar's "stay put" placement is his/her placement prior to the IAES, unless the ELA request and expedited due process hearing in accordance with WAC 392-172A-05160 and proves that it is dangerous for the scholar to return to said placement.

### **PROTECTIONS FOR STUDENTS NOT DETERMINED ELIGIBLE FOR SPECIAL EDUCATION**

A scholar who has not been determined eligible for special education services may assert the protections under WAC 392-172A-05145 through 05165 if the LEA should have known the scholar would be eligible for special education services before the behavior that precipitated disciplinary action occurred.

The LEA is deemed to have knowledge if before the behavior:

- The parent/guardian expressed concern in writing (or orally if the parent/guardian does not know how to write or has a disability that prevents a written statement) to LEA supervisory or administrative personnel or a teacher that the scholar is in need of special education and related services;
- The parent/guardian requested that the scholar be evaluated for special education services; or
- The teacher or other school personnel had expressed specific concern in writing about the behavior or performance of the scholar to the director of the special education director or to other supervisory staff.

The LEA is not deemed to have knowledge if:

- The parent/guardian has not allowed an evaluation of the scholar, has refused special education services, or revoked consent for the continuation of such services; or
- The LEA conducted a special education evaluation of the scholar and determined that the scholar was not eligible for services.

If the LEA is not deemed to have knowledge that a scholar is eligible for special education services, the scholar may be disciplined as a scholar without disabilities who engages in comparable behaviors. If an evaluation is requested during the time period that a scholar is subjected to disciplinary measures, it will be conducted in an expedited manner by the LEA. Until the evaluation is completed, such a scholar will remain in the educational placement determined by the LEA, which can include suspension or expulsion without educational services.

Notwithstanding the foregoing, the LEA may report a crime committed by a scholar with a disability to appropriate authorities. In the event of such a report, the LEA will ensure that copies of the scholar's special education and disciplinary records are transmitted for consideration by the appropriate authorities to whom the crime is reported, to the extent transmission of these records is permitted by the Family Educational Rights and Privacy Act (FERPA).

## **DATA COLLECTION**

RVLA collects data on disciplinary actions taken and records these actions using the statewide scholar data system. The data is disaggregated and reviewed annually (at a minimum) to determine whether the discipline or applied corrective actions are substantially disproportionate to a number of scholars who are members of one or more of the categories identified in WAC 392-190-048. Additionally, the data will be used to inform the fairness and equity of this discipline policy in accordance with RCW 28A.300.042. The information shall be made available to the public, but public release of the data shall not include personally identifiable information including, but not limited to, a scholar's social security number, name, or address.

## **LEGAL REFERENCES:**

-RCW 9A.16.100 Use of force on children — Policy — Actions presumed unreasonable -RCW 9.41.280 Possessing dangerous weapons on school facilities — Penalty — Exceptions -RCW 28A.150.240 Certificated teaching and administrative staff as accountable for classroom teaching — Scope — Responsibilities — Penalty -Chapter 28A.225, RCW Compulsory school attendance and admission -Chapter 28A.320, RCW Provisions applicable to all districts -RCW 13.04.155- Notification to school principal of conviction, adjudication, or diversion agreement— Provision of information to teachers and other personnel—Confidentiality -RCW 28A.300.042- Collection and submittal of scholar-level data-Disaggregation of data by subgroups- Modification of statewide scholar data systems. -RCW 28A.600.010 Enforcement of rules of conduct—Due process guarantees—Computation of days for short-term and long-term suspensions. -RCW 28A.600.015- Expulsions and suspensions—Rules incorporating due process—Short-term and long-term suspensions—Emergency expulsions—Discretionary discipline. -RCW 28A.600.020- Exclusion of the scholar from classroom—Written disciplinary procedures—Long-term suspension or expulsion -RCW 28A.600.022- Suspended or expelled scholars—Reengagement plan -RCW 28A.600.420- Firearms on school premises, transportation, or facilities—Penalty--Exemptions -WAC 392-190-048- Access to course offerings—Scholar discipline and corrective action -WAC 392-400-235 Discipline — Conditions and limitations -WAC 392-400-290- Emergency removal from class, subject, or activity -WAC 392-400-295- Emergency expulsion—Limitations -WAC 392-400-300- Emergency expulsion—Notice of hearing—Waiver -WAC 392-400-305- Emergency expulsion-Prehearing and hearing process -WAC 392-400-420- Re-engagement meetings and plans 20 U.S.C. 1400 et seq. Individuals with Disabilities Education Act of 2004

## **DRESS CODE**

RVLA's dress code is maintained and enforced to provide scholars with a safe and collegial environment aligned to RVLA's mission. Research shows that when combined with other appropriate measures, dress code policies have a positive impact on school climate, scholar behavior, and academic success. Scholars are to focus on cleanliness, neatness, good taste, and safety.

1. Scholars are permitted to wear casual pants, including clean and untorn jeans.
2. Scholars are permitted to wear T-shirts, sweatshirts or other casual shirts/blouses provided they are modest and do not

make references to drugs, alcoholic beverages, offensive activities or hard rock concerts, etc. “Double meaning” T-shirts are not permitted. At no time are midriff T-shirts, sweatshirts or other casual shirts/blouses to be worn as well as clothing that exposes the midriff (stomach/waist).

## ENROLLMENT

RVLA does not discriminate in any programs or activities, including enrollment, 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.

### STUDENT ELIGIBILITY AND ENROLLMENT PROCESS

RVLA operates as an independent charter school in Washington State.

An “Independent Charter School,” as defined by this policy, is one that operates independently of the school district in almost all respects and has the greatest degree of flexibility to design and implement the goals and procedures described in their charter contract.

Independent charters are open to all scholars. Scholars must complete a lottery form and meet all deadlines for the application process to be eligible for enrollment. If the number of completed lottery forms exceeds the grade-level capacity, a random, public lottery will determine enrollment. Existing scholars will be exempt from the public random lottery. Preference will be provided to scholars with siblings currently attending RVLAI. Siblings must share at least one biological parent/guardian or legal guardian.

All scholars, including siblings, need to submit their lottery form prior to the public lottery deadline to be eligible for enrollment. Lottery forms received after the lottery deadline will be placed on the waitlist in the order they were received.

At the lottery, a presentation will be made in English, with translation services made available in other languages as needed, to all interested parties about the lottery process and rules. The school may choose to conduct the lottery using an automated online system to ensure that the process is fair and equitable for all participants. If the school uses a manual system, it will follow these procedures:

- Each applicant’s name and birthdate will be put on a card. Each card will be identical in size, shape and weight.
- The cards will be put into a container or lottery device that will mix them.
- The cards will be drawn from the container randomly.
- Two separate observers will collect lottery cards and enter the results into an electronic database. The database will be double checked to the physical cards to ensure accuracy.

In both the automated online and manual lotteries, applicants will be admitted to the school in the order they are drawn, up to the grade level capacity.

- The school reserves the right to select more than the applicable 6th grade or 9<sup>th</sup> grade capacity for admission to ensure the school’s overall enrollment is stable as long as the increase would not require a material revision to the charter (more than 20% or 100 scholars, whichever is less, above the enrollment capacity).
- Should the principal elect to enroll more scholars than the grade level capacity, an announcement will be made at the lottery and additional scholars will be enrolled based on the lottery and the methods described.
- All lottery cards and databases will be kept on file by the school or RVLAS.

- Results will be mailed to applicants to notify them of acceptance or waitlist status.

### **WAITLIST**

Openings may not exist for all scholars who participate in a school's enrollment lottery. All scholars that do not receive a placement during the random, public lottery will automatically be added to the waitlist. The order that a scholar is randomly identified in the lottery determines the ranking of that scholar on the school's waitlist. After the acceptance list is set, a waitlist will be maintained by the school. If a scholar's acceptance is not confirmed within two weeks, the scholar's placement is forfeited and a scholar on the waitlist will be offered placement.

Should vacancies occur, admission will be offered to applicants on the waitlist in the order their names appear. Applicants applying after the lottery will be added to the bottom of the waitlist. Lottery preferences may no longer be extended to applicants applying post-lottery.

During the school year if vacancies become available, the school will notify parent/guardians of applicants on the waitlist. Multiple phone calls on different days will be made, with accompanying documentation made available to the parent/guardians. If parent/guardians of applicants do not respond within ten calendar days, the next applicant on the waitlist will be contacted and the previously contacted applicant may be removed from the waitlist.

### **REQUIRED ENROLLMENT DOCUMENTS**

RVLA requests the following document to secure enrollment:

- **Completed New Scholar Enrollment Packet**
- **Photo ID of Parent/Guardian**
- **Age Verification Documents** (*documented by one of the following*):
  - o Birth Certificate
  - o Passport/Visa
  - o Affidavit
- **Immunization Records**
- **Records from Previous School**
- **OSPI Home Language Survey**
- **Individualized Education Plan (IEP)** (*If Applicable*)
- **Section 504 Plan** (*If Applicable*)

RVLA may require scholars or their parent/guardians to provide proof of residence within the state of Washington, such as copies of phone and water bills or lease agreements. RVLA will not require proof of residency or any other information regarding an address for any scholar who is eligible by reason of age for RVLAS services if the scholar does not have a legal residence. RVLA will not inquire into a scholar's citizenship or immigration status or that of his/her parent/guardians or guardians.

### **IMMUNIZATION REQUIREMENTS**

No scholars entering a RVLA school will be permitted to enroll (or attend) without proof of immunization, as determined by Washington Administrative Code (WAC) 246-105-030. It is the responsibility of the parent/guardians or guardians to comply with immunization regulations and to provide proof of the scholar's immunization status on the Certificate of Immunization (CIS) per WAC 246-105-050. A child may be exempt (excused) from immunization requirements for medical,

personal/philosophical, or religious reasons. The Certificate of Exemption must be signed and dated by the parent/guardian and a licensed healthcare provider and be on file at the school.

### **SCHOOL TRANSFER/WITHDRAWAL**

Enrolled scholars may at any time request to transfer to another school. RVLA will encourage them to stay, especially if it is mid-semester. If a parent/guardian wishes to withdraw or transfer a scholar from RVLA, it is his/her responsibility to notify the principal and the school office. In some cases, the principal will request a meeting with the scholar's family to discuss the request. If transferring to another school within Washington State, RVLA will contact the receiving school to verify acceptance. If a scholar ceases to be a resident of Washington State, RVLA will withdraw the scholar. Scholars will receive unofficial transcripts until all books are returned and fees are paid. In the event that a scholar leaves RVLA and chooses to return, the scholar must complete an application and return it to the school office. When the application is submitted, the scholar will be informed if there is space available or if they will be placed on the waiting list, pursuant to the enrollment policy.

## **EXTRA-CURRICULAR ACTIVITIES**

### **ATHLETIC ELIGIBILITY**

The mission of our athletic programs is to provide scholar athletes with competitive opportunities in interscholastic sports. It is our goal that each scholar athlete will learn and demonstrate the lifelong values of leadership, sportsmanship, teamwork, and integrity.

RVLA follows the guidelines established by the WIAA (Washington Interscholastic Activities Association).

- oMaintain a passing grade in a minimum of 5 classes in a 6 period class schedule or the equivalent credits; or
- Receive a non-passing grade in no more than one class
- oScholar must have met criteria for a previous semester/trimester
- oScholars must exhibit satisfactory conduct on and off field
- oScholars must observe all regulations outlined in the current edition of the WIAA handbook
- oScholar must pass a physical examination given by a medical doctor
- oScholar is enrolled and in regular attendance the first 15 days of the current semester
- oScholar must carry adequate insurance

All scholar transfers, including Intra-RVLA transfers, must follow the CIF transfer regulations that include one year of non-participation for any scholar who transfers after the ninth grade year without a change of address.

### **EXTRA-CURRICULAR ELIGIBILITY**

RVLA believes that encouraging scholars to organize according to a wide variety of interests is part of accomplishing its mission statement. No club shall be denied based solely on its topic or subject. However, no club shall be formed that, through its bylaws or practices, excludes or harms any member of this scholar body because of race, creed, religion, gender, or sexual orientation or that in philosophy or practice does not comply with the mission, expectations, and rules of the school.

### **Exclusion from Social/ Extra-curricular Activities**

Any scholar can be excluded from social activities for academic or behavioral reasons at the discretion of the school administration. Scholars wishing to apply for or maintain leadership positions must meet the following requirements for academics, attendance, and behavior:

- Scholars must maintain an overall GPA of 2.5 or higher, with no failing grades.
- Scholars must attend school regularly – a scholar with 10 or more absences may be removed from office.
- Scholars must be in good behavioral standing – a scholar earning an out-of-school suspension may be removed from office.

Any scholar can be excluded from social activities for academic or behavioral reasons.

## **HEALTH & WELFARE POLICIES**

### **MEDICATION ADMINISTRATION AT SCHOOL**

RVLA may not furnish any medications. School personnel are prohibited by law from giving any medications (i.e., prescriptions, cold tablets, vitamins, inhalers, epinephrine, etc.) to a scholar unless a licensed healthcare professional has given written authorization and the scholar's parent/guardian or guardian has provided written consent. Once authorization is obtained, prescription medications must be delivered to the office in its original container and labeled with the name of the medication, name of the scholar, dosage, name of scholar, and frequency of administration. Over the counter medications should be in original packages with directions for administration. Medications will be stored in a secure location in the nurse's office. Scholars may not carry or use medication independently except for epinephrine or albuterol inhalers: permission to carry these medications must be indicated in the healthcare professional's order. Medication administration will be documented in a medication log maintained for each child. All medications will be administered by the registered nurse or specially trained staff members in accordance with Washington State law.

### **HEALTH CONDITIONS**

A parent or guardian must complete a health history form yearly at the time of registration, which includes questions about health conditions, medications, and allergies. Parents or guardians are responsible for reporting any health issue that may impact safety and learning at school and providing updates if the scholar's condition changes. The registered nurse will coordinate with parents/guardians in order to plan for the care and safety of the scholar during school hours. For scholars with life-threatening health conditions, the school must be prepared for a life-threatening emergency on the first day the scholar attends school. A parent or guardian must supply medications for the treatment of life-threatening conditions by the scholar's first day or the scholar will be at risk of exclusion.

### **ALLERGIES AND ANAPHYLAXIS**

Parents/guardians are responsible for informing the school about their scholar's potential risk for anaphylaxis and for ensuring the provision of ongoing health information and necessary medical supplies. During the enrollment process, parents/guardians must indicate if their child has any allergies and describe the severity of each allergy.

RVLA will take reasonable measures to avoid allergens for affected scholars. RVLA will also train all staff in the awareness of anaphylaxis and prepare them to respond to emergencies. Additionally, scholar specific training will be provided for appropriate personnel. Even with the school's best efforts, staff and parent/guardians need to be aware that it is not possible to achieve a completely allergen-free environment. However, RVLA will take precautions to reduce the risk of a scholar having an anaphylactic reaction by developing strategies to minimize the presence of allergens in schools.

All school staff who volunteer will be trained in the administration of epinephrine by the registered nurse prior to the start of the school year. Such training shall be consistent with the most recent "Voluntary Guidelines for Managing Food Allergies in Schools and Early Care and Education Programs" published by the federal Centers for Disease Control and Prevention and the most recent

guidelines for medication administration from the OSPI.

In the event a scholar with a current prescription for an epinephrine auto injector on file at the school experiences an anaphylactic event, the registered nurse or designated trained school personnel may use the scholar's prescription to respond to the allergy event. During the administration of the epinephrine or as soon as practicable thereafter, the school will immediately call 9-1-1 to request an emergency response and will stay with the scholar until paramedics arrive. The school will also contact the scholar's parent/guardian as soon as it is safe to do so. After an anaphylactic event, the nurse will debrief the situation with the parent/guardian and scholar and make changes to the scholar's care plan as needed.

The school's supply of epinephrine auto injectors does not negate parent/guardian responsibility to ensure that they provide the school with appropriate medication and treatment orders pursuant to RCW 28A.210.320 if their scholar is identified with a life-threatening allergy.

### **IMMUNIZATIONS**

By law, all scholars must be up to date on required immunizations in order to attend school. At RVLA, we use the Washington State Immunization Information System (WAIIS) to assess scholar vaccination needs. WAIIS is a state-managed, lifetime registry where healthcare providers can add and manage vaccine records. This is a convenient and secure way for healthcare providers and schools to access immunization information. Scholars must have received all required vaccines or have a personal, religious, medical exemption signed by a healthcare professional on file (note that personal exemptions for MMR cannot be accepted). If a scholar's record is incomplete, the school nurse will reach out to request records or updated immunizations. If a scholar has incomplete vaccinations, they will have 30 days to get the required vaccines. If more than one vaccine in a series is needed, the scholar may continue to attend school under conditional status but must get the next vaccines in the series according to the recommended schedules. Scholars who are not in compliance will be excluded from school as required by Washington State law.

### **SCHOLAR ILLNESS, INJURY, AND MEDICAL EMERGENCIES**

In order to promote the health of all our scholars and staff, scholars must stay home if they have any of the following:

- Fever of 100 degrees Fahrenheit or higher
  - Scholar needs to be fever free for 24 hours
- Vomiting and/or diarrhea
  - Scholars should not return to school for 24 hours following the last episode.
- Cough, runny nose, and/or sore throat
- Rash
- Pink eye (conjunctivitis): eye redness, itchiness, or discharge
  - If your student requires antibiotics, please keep them home until they have taken the antibiotics for at least 24 hours. If your student does not require antibiotics, please submit a note from your healthcare provider when your student is cleared to return to school.
- Taking antibiotics
  - If your scholar is taking antibiotics for any reason, please keep them home for at least 24 hours after their first antibiotic dose
- Any contagious illness or infection

Scholars who feel sick or unwell or have an injury during the school day will be able to visit the nurse's office where the nurse or other trained staff provide interventions as needed and will determine if the scholar should be picked up from school. If the scholar shows any of the stay-at-home symptoms listed above or if an injury prevents return to class then a parent or guardian will be notified immediately and asked to arrange for pick-up. Scholars who are ill or injured will not be permitted to leave school without an accompanying parent/guardian or responsible adult listed on the Emergency Contact form to sign them out in the school office.

It is the responsibility of the scholar and the parent/guardian to provide the school with an emergency phone number so that parent/guardians may be notified immediately should such a need arise. The school nurse and other school staff are unable to diagnose medical conditions according to scope of practice laws. All health matters will be treated confidentially.

All injuries and illnesses MUST be reported to the nearest faculty member in charge or to the school office by the scholar if able or by a witness. In case of medical emergency, RVLA staff will contact the appropriate agency for assistance (police, fire, etc.). An ambulance may be called in case of serious injury or life-threatening emergency. The school will immediately notify parents/guardians or other adults listed on the emergency form. Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs. Scholars should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.

Scholars expecting to be absent two weeks or more for medical reasons must notify the office regarding home instruction.

### **COMMUNICABLE AND INFECTIOUS DISEASE**

In order to safeguard the school community from the spread of certain communicable diseases, RVLA will implement procedures that ensure all schools are in compliance with the State Board of Health rules and regulations regarding the spread of infectious diseases deemed dangerous to the public health. It is the principal's duty to report to the local health office the presence or suspected presence of any communicable or infectious disease in accordance with the Infectious Disease Control Guide, provided by the State Department of Health and the Office of Superintendent of Public Education. The school follows the recommendations of the Office of Superintendent of Public Education in excluding and readmitting scholars with communicable conditions. A scholar suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. A scholar who has been absent from school because of a reported communicable disease must have a proper authorization issued by the local health jurisdiction or physician before he or she is readmitted to school.

Temporary exclusion of a scholar from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and school, county and state policy. The principal is not required to send prior notice of exclusion to the parent/guardian if the scholar is excluded because it is determined that the presence of the scholar would constitute a clear and present danger to the life, safety, or health of scholars or school personnel.

### **HOME AND HOSPITAL SCHOOLING**

If a scholar is confined to home or hospital for an extended period, the school will arrange for the accomplishment of assignments at the place of confinement whenever practical. If the scholar is unable to do his/her schoolwork, or if there are major requirements of a particular course which cannot be accomplished outside of class the scholar may be required to take an incomplete or withdraw from the class without penalty.

Home and hospital schooling is for the scholar who is unable to attend school due to physical disability or illness. It may not be used for a scholar who is staying at home with an infant or sick relative. If a scholar is eligible for home and/or hospital schooling an Educational Planning Conference will be convened by an administrator within 5 days of the receipt of the written request and doctor's forms. This meeting will include the parent/guardian, scholar, Counselor, and a grade level representative and will determine the schedule for the home school teacher to provide service.

A scholar who requires home and/or hospital schooling on a temporary basis shall be provided with instructional services sufficient to enable him/her to return to school with a minimum of difficulty. **Instructional tutoring should not be less than five (5) hours per week unless the physician certifies that the scholar should not receive this level of instruction due to medical reasons.** In accordance with state law (WAC 392-172A-02100) home and hospital schooling shall be limited to a maximum of 18 weeks.

Weeks of absences may be consecutive or intermittent but may not exceed the 18-week limit. A scholar may receive home and/or hospital schooling through telephonic or other electronic communication systems if such a system is available to the scholar and instructor. **However, at least two (2) hours per week of direct instructional services shall be provided.** Home and hospital schooling may not begin if less than four weeks of school remain in the school year. All instructional services and home visits will be documented via Power School to ensure the scholar's needs are being met.

Before a scholar returns to school, an Educational Planning Conference must be held wherein the school approves a plan for successful re-entry. The plan will be created by the parent/guardian, Counselor, administration, the physician/therapist (if necessary), and the home school teacher. A scholar will not be permitted to return to classes until the plan has been approved.

### **STUDENT ILLNESS**

1. A staff member will assist a scholar in need of help for sudden illness or injury occurring in school. Conditions occurring at home should be taken care of before sending a scholar to school.
2. The School Operations Manager and/or administration team does not diagnose illnesses. Scholars who are unable to remain in class because of illness will be sent home. Parents will be contacted to make transportation arrangements for their scholar to go home if s/he is too ill to stay in school. No scholar will be allowed to leave the campus without parent/guardian notification. If ill, the scholar should be given care at home or, if the condition persists, the scholar should seek medical attention.
3. Parents/guardians must update the school office with current phone numbers so you or an alternate contact can be reached if your child becomes ill or injured at school.
4. Arrangements to leave school because of illness or injury must be made through the office.
5. Health matters are treated confidentially.
6. Scholars should be covered under family insurance. The school is not responsible for medical bills for injuries occurring at school.
7. Scholars expecting to be absent two weeks or more for medical reasons must notify the office regarding home instruction.

### **STUDENT INJURY OR MEDICAL EMERGENCIES**

All injuries and illnesses **MUST** be reported to the nearest faculty member in charge or to the school office.

If a scholar feels sick at school, he/she will be able to lie down. If the scholar is running a fever or has severe illness symptoms, parent/guardians will be notified. Scholars who are ill or injured will not be permitted to leave school without an accompanying parent/guardian, guardian or responsible adult listed on the Emergency Contact form to sign them out in the school office. It is the responsibility of the scholar and the parent/guardian to provide the school with an emergency phone number so that parent/guardians may be notified immediately should such a need arise.

In case of medical emergency, RVLA staff will contact the appropriate agency for assistance (police, fire, etc.). An ambulance may be called in case of serious injury. The school will immediately notify parent/guardians or other adults listed on the emergency form. Parents are advised that if their child is hurt at school, there is no school insurance to cover medical costs.

### **HEALTH INSURANCE AND MEDICAL SERVICES**

RVLA does not provide scholar accident insurance to help cover the costs of paramedic/ambulance care or transportation, or any medical, surgical, dental or hospital costs due to school related injuries to scholars.

## **SUICIDE PREVENTION**

RVLA recognizes that suicide is a leading cause of death among youth and that suicidal indicators such as substance abuse and violence are complex issues that should be taken seriously. While staff may recognize potentially suicidal youth and can make an initial risk assessment, RVLA cannot provide in-depth mental health counseling. RVLA directs staff to refer scholars who exhibit suicidal behaviors to an appropriate service for further assessment and/or interventions.

RVLA staff who have knowledge of a suicide threat must take the proper steps to support the scholar and to report this information to the school's principal or designee who will, in turn, notify the appropriate school officials, the scholar's family and appropriate resource services.

### **Prevention**

Suicide prevention strategies may include, but are not be limited to, efforts to promote a positive school climate that enhances scholars' feelings of connectedness with the school and each other and is characterized by caring staff and harmonious interrelationships among scholars.

### **Scholar Health Education Program**

RVLA's comprehensive health education program will promote the healthy mental, emotional, and social development of scholars including, but not limited to, the development of problem-solving skills, coping skills and self-esteem.

Developmentally appropriate suicide prevention instruction will be incorporated into the health education curriculum and designed to help scholars: Identify and analyze signs of depression and self-destructive behaviors and understand how feelings of depression, loss, isolation, inadequacy and anxiety can lead to thoughts of suicide;

- a. Identify alternatives to suicide and develop coping and resiliency skills;
- b. Learn to listen, share feelings and get help when communicating with friends who show signs of suicidal intent; and c. Identify trusted adults, school resources, and/or community crisis intervention resources where youth can get help and recognize that there is no stigma associated with seeking mental health, substance abuse and/or suicide prevention services.

### **Scholar Responsibility**

RVLA will encourage scholars to notify a teacher, principal, counselor or other adult when they are experiencing depression or thoughts of suicide or when they suspect or have knowledge of another scholar's despair or suicidal intentions. Where appropriate, RVLA will use scholars to help educate their peers to identify the warning signs of suicidal behavior and to get suicidal scholar adult help.

### **Staff Training**

RVLA's suicide prevention training will help staff identify, screen and respond to scholars at risk of suicide. The training will be offered under the direction of a RVLA counselor/psychologist and/or in cooperation with one or more community mental health or public health agencies and may include information on:

- a. Identifying risk factors such as previous suicide attempts, history of depression or mental illness, substance use problems, bullying and harassment, family history of suicide or violence, feelings of isolation, interpersonal conflicts, sexual abuse, a recent severe stressor or loss, family instability and other factors;
- b. Warning signs that may indicate suicidal intentions, including changes in scholars' appearance, personality or behavior;
- c. School and community resources/services; and
- d. Annual training on reporting requirements regarded alleged sexual misconduct and reporting

guidelines; e. RVLA procedures for intervening when a scholar attempts, threatens, discloses the desire to commit suicide or displays other indicators.

### **Principal/Designee Prevention Planning**

School administrative teams will designate specific individuals to be promptly contacted regarding a suicide threat including the school counselor, psychologist, nurse, Area Superintendent, the scholar's parent/guardian and, as necessary, local law enforcement or mental health agencies. The principal or counselor will develop a reentry plan, including a scholar/staff support plan for use after a suicide attempt. In the event of reported alleged sexual misconduct by a school employee, the administrative team must notify parent/guardians of the victim, target, or recipient of the alleged sexual misconduct within forty- eight hours of the report. Parents will also be provided with information annually regarding their rights under the Washington Public Records Act to request public records regarding the school employee discipline. School administration is also required to report alleged sexual abuse to law enforcement, if he/she has reasonable cause to believe the abuse or misconduct occurred.

### **B. Intervention**

Whenever a staff member suspects or has knowledge of a scholar's suicidal intentions and/or allegations of sexual assault he/she will take proper steps to support the scholar, promptly notify the principal or school counselor and request that appropriate school staff conduct an initial risk interview. The principal or counselor will then notify the scholar's parent/guardians as soon as possible, unless notification of the parent/guardians will jeopardize the scholar's safety. RVLA may also refer the scholar to mental health resources in the community. Additionally, the principal or designee will ensure the scholar's physical safety by one of the following as appropriate:

1. Secure immediate medical treatment if a suicide attempt has occurred;
2. Secure emergency assistance if a suicidal act is being actively threatened;
3. Keep the scholar under continuous adult supervision until the parent/guardian and/or appropriate support agent or agency can be contacted and has the opportunity to intervene;
4. Document the incident and disposition in writing as soon as feasible;
5. Follow-up with the parent/guardian and scholar, in a timely manner, to provide referrals to appropriate services as needed;
6. Provide access to counselors or other appropriate personnel to listen to and support scholars and staff who are directly or indirectly involved with the incident; or
7. Provide an opportunity for all who respond to the incident to debrief, evaluate the effectiveness of the strategies used and make recommendations for future actions.
8. Staff will call Child Protective Services to report allegations of sexual abuse and/or misconduct within 24 hours of knowledge of the allegation in accordance with laws governing mandated reporting.
9. If a scholar is in imminent danger to themselves or others, the school will follow its crisis procedures.

### **Parent Responsibility**

If a scholar is determined to be at risk, the principal or designee will contact the parent/guardian and:

1. Ask the parent/guardian whether he or she is aware of the scholar's mental state;
2. Ask the parent/guardian how he/she will obtain counseling and/or appropriate interventions and supports for the scholar;
3. Provide names of community counseling resources, if appropriate, and offer to facilitate the referral;
4. Determine the parent/guardian's/guardian's intent to seek appropriate services for the scholar;

and 5. Discuss the scholar's reentry into school.

### **Post-Event**

In the event that a suicide occurs or is attempted, the principal or designee will follow the crisis intervention procedures contained in the school safety plan. After consultation with the Area Superintendent or designee and the scholar's parent/guardians about facts that may be divulged in accordance with the laws governing confidentiality of scholar record information, the principal or designee may provide scholars, parent/guardians, and staff with information, counseling and/or referrals to community agencies as needed. School administrators may receive assistance from school counselors or other mental health professionals in determining how best to discuss the suicide or attempted suicide with scholars and staff. Following a suicide, RVLA will also assess the impact within all schools and the local community and provide appropriate information and support. Staff and parent/guardians will also cooperate with law enforcement in the event law enforcement is needed to investigate incidents and/or allegations of sexual abuse. Staff will notify families as necessary, if law enforcement interviews scholars under the age of 18.

### **E. Communications**

RVLA's suicide prevention policy and procedure and the crisis intervention plan will be available for all staff, scholars and community through the scholar, staff, volunteer and parent/guardian handbooks and in school and RVLA offices. All requests for specific information regarding an incident will be directed to the building principal or designee.

### **F. Resources**

RVLA will utilize school counselors, the crisis telephone hotline, physician/health care providers, mental health specialists, coaches and youth leaders, parent/guardians and clergy as resources for prevention and intervention. RVLA will also develop partnerships with community organizations and agencies and a memorandum of understanding with at least one of these programs for referral of scholars to support services. Community resources include:

#### **1. Prevention Resources:**

a. Washington Youth Suicide Prevention Program, [www.yspp.org](http://www.yspp.org), 206-297-5922; b. Washington State Department of Health, [www.doh.wa.gov/preventsuicide](http://www.doh.wa.gov/preventsuicide); 360-236-2800; c. (Insert the name of your ESD prevention/intervention contact or your County Health Department contact here); and d. 211 System – This is an information referral service, it assists with providing resources in your community.

#### **2. Crisis Response Resources:**

a. Emergency Response: 911 b. Local Crisis Hotline (List here the number for your community); c. National LifeLine: 1-800-273 and Talk (8255) d. Local Community Mental Health Center (List here the numbers for your community)

### **SCIENCE/LABORATORY SAFETY**

RVLA recognizes the importance of providing a safe school environment that is conducive to learning and helps ensure scholar safety and the prevention of scholar injury. RVLA shall ensure that all of its staff who work, teach, or supervise in a laboratory environment (e.g., science teachers) are familiar with the RVLA Lab Safety Policy and review and adhere to such safety standards.

RVLA shall provide schools with eye safety devices for use whenever scholars, teachers, or visitors are engaged in or observing an activity or using hazardous substances that is authorized in advance by RVLA likely to cause injury to the eyes. Eye safety devices may be sold to scholars for an amount not to exceed their actual cost to RVLA.

## PARENT & GUARDIAN POLICIES

### COMMUNICATION

RVLA believes that the communication between parent/guardians and the school is integral to the success of a scholar. Parents can expect that all communication will receive a response within 48 hours or two (2) school days.

#### SCHOOL TO HOME COMMUNICATION:

- **TEACHERS CONTACTING PARENTS BY PHONE:** Expect regular phone calls from teachers regarding your child's progress. If you do not hear from one of your child's teachers, do not assume your child is doing satisfactory work. The only way to assure your child is on track is to communicate with your child's teachers by phone, email, or by scheduling an appointment.
- **AUTOMATED COMMUNICATION SYSTEM:** Staff members and/or parent/guardian volunteers call home on a regular basis to inform parent/guardians of school events and to discuss specific issues regarding individual scholars. The school may also use an automated calling, texting, or email system to remind parent/guardians of schedule changes, holidays, or other important announcements (e.g., scholar absences truancy). Please make sure to provide the office with the phone number and email that is best for receiving such communication. Should you wish to change this contact number or email address during the school year, please provide the office with the change in writing.
- **SCHOOL CORRESPONDENCE:** School bulletins, monthly calendars, flyers and letters from the principal and Parent Engagement Coordinator are sent home with scholars or mailed on a regular basis. Please ask your child or check your mail for school correspondence in order to keep informed of what is happening at school.

#### HOME TO SCHOOL COMMUNICATION

- **CHANGE OF CONTACT INFORMATION:** Parents/guardians will be asked at the beginning of each school year to provide the school with current contact and emergency information. If your contact information changes during the school year (including all telephone numbers), it is the responsibility of each parent/guardian to provide the Main Office with this new information in writing. The school cannot assume responsibility for missed communications in the event that the contact information is misreported or not updated by the parent/guardian or guardian.
- **PARENTS/GUARDIANS CONTACTING TEACHERS:** All teachers and staff members have email accounts where they can be easily contacted. You may also contact teachers by leaving a message with the main office.
- **MESSAGES AND DELIVERIES TO STUDENTS:** Scholars may not use the office telephones except for school business or emergencies approved by the administration. In an effort to limit classroom disturbances, staff will only deliver urgent messages to scholars during the instructional periods.

### SKYWARD

Parents are encouraged to follow scholar progress through the Skyward system. Scholar homework, grades, and test scores can be reviewed on-line 24 hours a day through Skyward on the internet. Skyward assists parent/guardians to track scholars' progress and stay informed. Username and password information is distributed to parent/guardians during the School Orientation, Back to School Night, and by contacting the main office.

## SAFETY POLICIES

### BANNED SUBSTANCES

Smoking Parents and visitors are asked to support the school's effort to maintain RVLA as a "Smoke Free Zone." Parents are asked to please refrain from smoking on campus or at any school event or activity.

Drugs and Alcohol RVLA is 100% drug and alcohol-free campuses. RVLA's Drug/Alcohol Policy ensures a drug and alcohol-free campus while enabling scholars who are struggling with drug and/or alcohol abuse to receive the treatment they need. The school-site administrator has the discretion to recommend expulsion for scholars involved with drugs/alcohol or enter such scholars into a disciplinary probation period.

### **CHILD ABUSE REPORTING**

When any professional school personnel have reasonable cause to believe that a child has suffered abuse or neglect, he or she SHALL report such incident or cause a report to be made to the proper law enforcement agency or to the Department of Social and Health Services within 48 hours (RCW 26.44.030).

### **CLOSED CAMPUS**

RVLA is a closed campus. All scholars are required to remain on school grounds during the regularly scheduled school day, including the lunch period. It is unlawful for anyone to take a scholar away from school during the regular school day without obtaining proper permission from a school official.

### **VISITOR POLICY**

Visitors and volunteers are welcome in our school. The front office is responsible for managing the involvement of volunteers and visitors at RVLA, and for ensuring that the activities of visitors and volunteers do not result in undue disruption of the instructional program. It is also important that the presence of visitors and volunteers does not contribute to safety or security issues for scholars and staff members or for the visitors themselves.

- **Volunteers** include individuals who have been recruited by classroom teachers, Recruitment and Engagement Team, or school administrators, and have received authorization from the Principal (or Principal designee).
- **Parents** function as volunteers, visitors or both, during their child's tenure in a school.
- **Front Office and other support personnel** provide resource assistance to scholars and staff in schools.
- **Visitors** include all individuals who are not in any of the above listed categories or are not employed by the school.

Upon arriving at RVLA, visitors will:

1. Report to the main office of the school immediately upon arrival.
2. On the first visit, present photo identification:
  - a. Examples of permissible identification include: driver's license, passport, state I.D., and military I.D. card
3. Wear ID badge provided by the school, and
4. Return ID badge to the front office upon departure.
5. Upon return visits, check-in with the main office and give your first and last name.

The Principal and/or designee may ask any parent/guardians, visitors or volunteers who refuse to conform to visitor policy to exit the building. Parents, visitors and volunteers are not permitted to make impromptu visits to classrooms during the school day without checking in at the front office. RVLA welcomes parent/guardians to observe instruction in a classroom. The final authority for the decision of when a visit will occur rests with the Principal, who determines whether the frequency of visits by an individual or group of individuals to a classroom causes disruption to the individual program.

### **CONFIDENTIALITY POLICY**

There are four instances in which a counselor and/or teacher is legally bound to inform a parent/guardian and/or

authority with information given during a “confidential” counseling session:

- 1) When a scholar indicates he or she is going to physically harm himself or herself or jeopardize his or her life;
- 2) When a scholar indicates he or she is going to physically harm another or jeopardize another’s life or has knowledge that another’s well-being is threatened;
- 3) When a scholar indicates he or she is being physically and/or emotionally abused;
- 4) When a scholar indicates he or she has committed a felony (i.e. selling drugs, stealing a car, etc.).

### **WEATHER EMERGENCY AND SHUTDOWN**

In the event of severe weather conditions or other emergencies, RVLA may decide to close its schools or change school start or dismissal times for scholar safety. RVLA will communicate school schedule changes through:

- Automated **phone calls**. Please ensure your school has a working phone number where you can be reached.
- Announcements on **the schools website**.
- Announcements on **email and mobile app alerts**.
- Announcements on **social media**. Please follow us on [Twitter](#) and [Facebook](#).

**If you don't receive any of these notifications, you may also call your school's main office, beginning at 6 a.m. for school closure information.**

When weather conditions warrant a change in schedule, the following will apply:

- School schedule change announcements **apply for that day only**.
- If no announcement is made by RVLA during a weather event, schools and buses are operating normally.
- RVLA makes decisions independent of the local school district.
- If conditions change rapidly or unexpectedly, we may need to make a quick decision to cancel school or send scholars home early. **Continue to look for updated announcements throughout the day.**
- **School closures and schedule changes are based on the location of the school**, even if your neighborhood or city is not severely impacted.

When emergency conditions result in school schedule changes, the Rainier Valley Leadership Academy will use one of the following plans. The information below will help you understand the brief notifications you receive from RVLA.

1. **DELAYED START:** This means buses will run on a late start schedule, but at regularly scheduled stops UNLESS the message specifies LIMITED BUS TRANSPORTATION. Schools will be dismissed at their regular times.
2. **SCHOOLS CLOSED:** This means all RVLA are closed for ALL scholars. All scheduled after school programming and meetings are also canceled or postponed. NO transportation will be provided to schools outside our district (Tacoma) even though they may be open that day. RVLA Home Office remains open.
3. **SCHOOLS CLOSED – INCLUDING ADMINISTRATIVE OFFICES:** This means that all RVLA and the Home Office is closed. No transportation will be provided to schools outside of our district.
4. **LIMITED BUS TRANSPORTATION:** Emergency bus stops will be used both morning and afternoon unless a “change” announcement is made for the afternoon. If the weather allows for regular bus stops in the afternoon, the change will be announced before dismissal time. Schools will be open at their regularly scheduled time unless the message specifies “Delayed Start.”

5. **EARLY DISMISSAL:** If travel conditions become hazardous and/or the school needs to be evacuated, scholars will be released from school early. All after-school programs and meetings will be cancelled or postponed.

6. **AFTER SCHOOL PROGRAMMING CANCELED:** If travel conditions become hazardous, after school programming may be canceled while the school days dismiss at its regularly scheduled time.

### **EMERGENCY PREPAREDNESS**

The school's emergency policies and procedures are formulated with the guidance of local law enforcement, the OSPI School Safety Center, and RVLA in order to prepare for:

- Emergency incidents such as earthquakes, tsunamis, or other high-risk events
- Law enforcement incidents
- Fire incidents
- Hazardous materials incidents
- Bomb threats
- Threats of violence or harm
- Other threats to the safety of scholars, staff or visitors in the school building

RVLA develops and annually updates its Safe School Plan with the necessary information to ensure scholar safety and well-being. Safe School Plan information will be shared with parent/guardians at the beginning of each school year and will be available upon request from the main office. The Safe School Plan will outline the following:

1. A site-specific emergency mitigation, preparedness, response, and recovery plan.
2. School safety policies and procedures.
3. Provisions for assisting and communicating with scholars and staff, including those with special needs or disabilities.
4. Required training for school staff in compliance with the Washington state office of the superintendent of public instruction school safety center.
5. Administrative staff certification on the incident command system.
6. Guidelines for annual safety-related drills.
7. Procedures for use of school facilities as emergency shelter or community space.

### **EMERGENCY CARDS**

Every scholar must have a completed and up-to-date Emergency Card, properly signed and on file in the school Office.

**\*STUDENTS MAY ONLY LEAVE CAMPUS WITH AN ADULT WHOSE NAME IS LISTED ON THE EMERGENCY CARD AND PROPER IDENTIFICATION WILL BE ASKED FOR ALL ADULTS SIGNING STUDENTS OUT.\***

### **HARASSMENT POLICY**

**PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING** RVLA is committed to a safe and civil educational environment for all scholars, employees, parent/guardians/legal guardians, volunteers, and patrons that is free from harassment, intimidation, or bullying. **“Harassment, intimidation, or bullying”** means any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a scholar or damages the scholar's property;
- Has the effect of substantially interfering with a scholar's education;

- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment;
- Has the effect of substantially disrupting the orderly operation of the school.

Nothing in this section requires the affected scholar to actually possess a characteristic that is a basis for the harassment, intimidation, or bullying.

“Other distinguishing characteristics” can include but are not limited to: physical appearance, clothing or other apparel, socioeconomic status, and weight.

“Intentional acts” refers to the individual’s choice to engage in the act rather than the ultimate impact of the action(s).

Behaviors/Expressions Harassment, intimidation, or bullying can take many forms including, but not limited to slurs, rumors, jokes, innuendos, demeaning comments, drawings, cartoons, pranks, gestures, physical attacks, threats or other written, oral, physical, or electronically transmitted messages or images.

This policy is not intended to prohibit expression of religious, philosophical, or political views, provided that the expression does not substantially disrupt the educational environment. Many behaviors that do not rise to the level of harassment, intimidation, or bullying may still be prohibited by other RVLA policies or building, classroom or program rules.

### **SEXUAL HARASSMENT**

RVLA is committed to a positive and productive education and working environment free from discrimination, including sexual harassment. RVLA prohibits sexual harassment of scholars, employees and others involved in school activities.

Sexual harassment occurs when:

- Submitting to the harasser's sexual demands is a stated or implied condition of obtaining an education or work opportunity or other benefit;
- Submission to or rejection of sexual demands is a factor in an academic, work or other school-related decision affecting an individual; or
- Unwelcome sexual or gender-directed conduct or communication interferes with an individual's performance or creates an intimidating, hostile or offensive environment.

Sexual harassment can occur adult to scholar, scholar to adult, scholar to scholar, adult to adult, male to female, female to male, male to male and female to female.

RVLA will take prompt, equitable and remedial action within its authority on reports, complaints and grievances alleging sexual harassment that come to the attention of RVLA, either formally or informally. Allegations of criminal misconduct will be reported to law enforcement and suspected child abuse will be reported to law enforcement or Child Protective Services. Persons found to have been subjected to sexual harassment will have appropriate services made reasonably available to them and adverse consequences of the harassment will be reviewed and remedied, as appropriate.

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

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

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

The principal will develop and implement formal and informal procedures for receiving, investigating and resolving complaints or reports of sexual harassment. The procedures will include reasonable and prompt time lines and delineate staff responsibilities under this policy. All staff are responsible for receiving informal complaints and reports of sexual harassment and informing appropriate personnel of the complaint or report for investigation and resolution. All staff are also responsible for directing complainants to the formal complaint process. RVLA will develop procedures to provide age-appropriate information and education to staff, scholars, parent/guardians and volunteers regarding this policy and the recognition and prevention of sexual harassment. At a minimum sexual harassment recognition and prevention and the elements of this policy will be included in staff, scholar and regular volunteer orientation. This policy will be posted in each RVLA building in a place available to staff, scholars, parent/guardians, volunteers and visitors. The policy will be reproduced in each scholar, staff, volunteer and parent/guardian handbook.

RVLA will make an annual report to the board reviewing the use and efficacy of this policy and related procedures. Recommendations for changes to this policy, if applicable, will be included in the report. The superintendent is encouraged to involve staff, scholars, and volunteers and parent/guardians in the review process.

Training This policy is a component of RVLA's responsibility to create and maintain a safe, civil, respectful, and inclusive learning community and shall be implemented in conjunction with comprehensive training of scholars, staff and volunteers.

#### Prevention

RVLA will provide scholars with strategies aimed at preventing harassment, intimidation, and bullying. In its efforts to train scholars, RVLA will seek partnerships with families, law enforcement, and other community agencies.

#### Interventions

Interventions are designed to remediate the impact on the targeted scholar(s) and others impacted by the violation, to change the behavior of the perpetrator, and to restore a positive school climate. RVLA will consider the frequency of incidents, developmental age of the scholar, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

#### Retaliation/False Allegations

Retaliation is prohibited and will result in appropriate discipline. It is a violation of this policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of RVLA policy to knowingly report false allegations of harassment, intimidation, and bullying. Scholars or employees will not be disciplined for making a report in good faith. However, persons found to knowingly report or corroborate false allegations will be subject to appropriate discipline.

### **TRANSGENDER STUDENTS**

RVLA is fostering an educational environment that is safe and free of discrimination for all scholars, regardless of sex, sexual orientation, gender identity or gender expression. To that end, RVLA recognizes the importance of an inclusive approach toward transgender scholars with regard to official records, confidential health and education information, communication, restroom and locker room accessibility, sports and physical education, dress codes and other school activities, in order to provide these scholars with an equal opportunity for learning and achievement. This policy and its procedure will support that effort by facilitating district compliance with local, state and federal laws concerning harassment, intimidation, bullying and discrimination.

### **STUDENT PRIVACY AND SEARCHES**

Scholars are free from searches of clothing and personal property by school officials unless there are reasonable grounds to believe that the search is necessary to maintain a safe and orderly school and school discipline.

#### School Property

Scholar desks and other storage areas are RVLA property and school officials retain the right to inspect these areas assigned to scholars. No right or expectation of privacy exists for any scholar concerning these areas, which may be inspected or searched by school authorities at any time without prior notice and without reasonable suspicion that the search will yield evidence of a scholar's violation of the law or a school rule.

Any container(s) found as a result may be searched if there is reasonable suspicion that they contain evidence of a scholar's violation of the law or school rule. Such searches should take place in the presence of the scholar. The methods used must be reasonably related to the objectives of the search and not be excessively intrusive for the age and sex of the scholar, and the nature of the suspected infraction. School authorities may seize illegal items or possessions reasonably determined as a safety threat. Items that are used to disrupt or interfere with the educational process may be temporarily removed from scholar possession. When appropriate, such evidence may be transferred to law enforcement authorities. These procedures are according to state laws RCW 28A.600.200, RCW 28A.600.230 and RCW 9.14.250, 270, 280

## STUDENT INFORMATION GUIDELINES

### FAMILY EDUCATIONAL RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Policy Act (FERPA) is a federal law passed in 1974. Among other provisions, FERPA requires schools to get permission from a parent/guardian or eligible scholar (a scholar who is at least 18 years old or is enrolled in a college or university) before the school releases data that personally identifies that scholar. However, FERPA allows for the sharing of scholar information without consent, to the following parties or under the following conditions (34 CFR § 99.31):

- School officials with legitimate educational interest;
- Other schools to which a scholar is transferring;
- Specified officials for audit or evaluation purposes;
- Appropriate parties in connection with financial aid to a scholar;
- Organizations conducting certain studies for or on behalf of the school;
- Accrediting organizations;
- To comply with a judicial order or lawfully issued subpoena;
- Appropriate officials in cases of health and safety emergencies; and
- State and local authorities, within a juvenile justice system, pursuant to specific State law.

### PARENT ACCESS

Under FERPA, the parent/guardian has the right to inspect and review his or her child's education records within 45 days following the receipt of a written request. Parents/guardians should contact the school principal to make such requests.

### AMENDMENT

Under FERPA, a parent/guardian has the right to request the amendment of scholar's education records that the parent/guardian believes are inaccurate or misleading. While a school is not required to amend education records, it must consider all requests. If the school decides not to amend a record in accordance with a parent/guardian's request, the school must inform the parent/guardian of his or her right to a hearing on the matter. If, as a result of the hearing, the school still decides not to amend the record, the parent/guardian has the right to insert a statement in the record setting forth his other views. That statement must remain with the contested part of the scholar's record for as long as the record is maintained.

Families have the right to file a complaint with the U.S. Department of Education concerning alleged failures by RVLA to comply with the requirements of FERPA. The name and address of the office that administers FERPA is: Family Policy Compliance Office, US Dept. of Education 400 Maryland Ave SW, Washington, DC 20202-4605

### **DIRECTORY INFORMATION**

FERPA defines certain information about your children as "directory information." The information may be released unless the parent/guardian/legal guardian notifies RVLA, in writing, of his/her refusal. "Directory information" is scholar information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RVLA to include this type of information from a scholar's education records in certain publications, which include, but are not limited to:

- annual yearbooks;
- graduation programs;
- RVLA/school website(s);
- sports activity sheets showing weight and height of team members;
- honor roll or other recognition lists; and
- a playbill, showing the scholar's role in a drama production.

### **The following scholar information is considered "directory information:"**

- name;
- grade level;
- address;
- major field of study;
- telephone listing;
- dates of attendance;
- electronic mail address;
- participation in officially recognized activities and
- photograph;
- sports;
- date and place of birth;
- weight and height of members of athletic teams;
- degrees and awards received; and
- most recent previous school attended

In addition, federal law requires that education agencies receiving assistance under the Elementary and Secondary Education Act of 1965 (reauthorized as the No Child Left Behind Act of 2001) to provide military recruiters, upon request, with scholars' names, addresses and telephone listings, unless parent/guardians/legal guardians have advised RVLA that they do not want their child's information disclosed without their prior written consent.

Directory information does not include a scholar's social security number or scholar identification number. However, RVLA may disclose a scholar's identification number, user identification, or other unique personal identifier used to communicate in electronic systems, provided it cannot be used to access education records without a personal identification number, password, or other factor that only the authorized user knows. A scholar's social security number will not be used for this purpose.

Private schools and colleges/universities may be given the names and addresses of 12<sup>th</sup>-grade scholars and scholars who are no longer enrolled in a RVLA school provided that the information is used only for purposes directly related to the institution's academic or professional goals.

If parents/guardians/legal guardians do not want RVLA to disclose directory information from their child's education records without their prior written consent, they must notify their child's school site principal, in writing, by September 1, or within 30 days upon a scholar's enrollment. The request to withhold directory information is applicable only to the school year in which the notification was provided to RVLA.

### **RESEARCH REQUESTS**

RVLA recognizes the value of academic research to improve educational programs and practices that are aligned with RVLA's mission and is likely to benefit RVLA without disrupting the school program. The principal or designee must give prior authorization for research projects within RVLA.. Researchers shall respect the privacy rights of scholars, including their right to refrain from participation in research projects in accordance with law and RVLA policy. The principal or designee shall ensure that parents/guardians receive prior notification of any surveys or evaluations that collect personal scholar information and that consent is obtained in accordance with law. Persons or groups wishing to use RVLA staff, scholars, or property in connection with an academic research project shall submit to the principal or designee a written proposal which includes, but is not limited to:

1. Name of researcher(s) and academic credentials;
2. Purpose, scope, and duration of the project;
3. Method of study or investigation to be used;
4. Approval from the institution's internal review board;
5. Extent of participation expected of scholars and staff;
6. Certification that the researcher(s) will not use the RVLA name or brand in any publication of findings without prior approval from RVLA;
7. Description of use to which project results will be put; and
8. Benefits to the school(s) or RVLA.

The principal or designee shall evaluate the proposal based upon, but is not bound solely by, the following factors:

1. Shows potential for improving instructional programs and strategies;
2. addresses a relevant educational problem, concern or issue; and
3. is designed to minimize interruptions and demands upon the time of scholars and staff.

Should the principal or designee grant permission for the research project, the researcher(s) shall adhere to the RVLA policies for volunteers, including, but not limited to, policies regarding Criminal Background Checks.

## **STUDENT RIGHTS & RESPONSIBILITIES**

### **SCHOOL JURISDICTION**

Scholars are held accountable to all school rules and policies while under the school's jurisdiction. The school's jurisdiction is defined as:

- School grounds and property
- Travel to and from school
- Any school-sponsored event or activity, including travel to and from that activity (i.e., athletic events, field trips, etc.)

### **ACCOMMODATIONS FOR STUDENT RELIGIOUS PRACTICES**

In accordance with RVLA policy against discrimination and the Establishment Clause of the U.S. Constitution, scholars are entitled to excused absences for the observance of religious holidays provided that they adhere to the school's Attendance Notification Procedures and to the extent the accommodation does not place undue burden on the school. A scholar may be granted an "Excused Absence" for religious observance for no more than three (3) days per semester, and/or five (5) days total per school year. Scholars that are absent are responsible for making up any missed assignments.

If any additional accommodations are required, a scholar's parent/guardian or guardian must submit a written request to the principal. The request must state: (a) the specific accommodation requested; (b) why the accommodation is needed and (c) the time and duration of accommodation. To the extent possible, scholars should fulfill their religious obligations during lunch or free periods. If a scholar must fulfill a religious obligation during class time, the RVLA principal should grant an excused absence for a limited, defined time. Scholars who are excused from class for religious needs must have an opportunity to make up any work, assignment or test missed as a result of their absence.

### **BUS TRANSPORTATION**

#### **TRANSPORTATION ELIGIBILITY**

RVLA provides transportation to and from school during regular school hours to all eligible scholars. Eligibility is based on distance from the school and will be determined by the school and bus company at the beginning of each year. Good conduct and compliance with transportation rules are required to maintain this bus transportation privilege.

#### **TRANSPORTATION CHANGES**

Parents/guardians must inform the Main Office if a child's transportation arrangements will change. If a scholar has moved to a new address and requires a new bus stop the parent/guardian must complete a Scholar Information Change Form at the school. Bus stop changes may take up to one week to take effect.

#### **BUS BEHAVIOR EXPECTATIONS**

Eligible scholars who receive bus transportation to and from school are expected to follow all transportation rules and regulations. Scholars who do not comply with the communicated expectations will be subject to disciplinary action which could result in the loss of transportation privileges. These expectations apply to field trips as well.

Bus Rules School Transportation is an extension of the classroom and all school rules must be followed on the school bus.

1. Remain seated when the bus is in motion.
2. Wear seatbelts, if they are available.
3. Refrain from unnecessary noise, singing, whistling, loud conversation or boisterous conduct that can impact the safe operation of the bus.
4. Respect the bus and do not mark, litter, or damage the seats or vehicle.
5. Keep all parts of the body inside the bus
6. Be courteous—no obscene language, bullying, harassing or teasing.
7. Do not eat, drink, or chew gum on the bus.
8. Do not wear shoes with cleats or spikes on the bus.
9. Do not carry hazardous articles or weapons on the bus.

## STUDENT FEES

RVLA shall ensure that books, materials, equipment, supplies, and other resources necessary for scholars' participation in RVLA's educational program are made available to them at no cost. No scholar shall be required to pay a fee, deposit, or other charge for his or her participation in an educational activity which constitutes an integral fundamental part of RVLA's educational program. This general prohibition against scholar fees, unless authorized by law, shall not restrict RVLA from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, RVLA shall not offer or award to a scholar any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the scholar and shall not remove, or threaten to remove, from a scholar any course credit or privileges related to educational activities, or otherwise discriminate against the scholar, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the scholar.

### Legally Authorized Fees and Prompt Payment

Scholars often accrue legally authorized fees during the year in various ways (e.g., lost textbooks, damaged computer equipment, damage to school property, athletic equipment and uniforms, outstanding lunch balances). A record of such fees is kept in PowerSchool.

Scholars are expected to pay any accrued fees promptly, without constant reminders. Unpaid fees may limit participation in extra-curricular activities including, but not limited to dances, field trips, and other scholar events. Scholars should always request a receipt when paying any bills. All services, goods, and bills paid by check are subject to a returned check fee.

A scholar's grades, diploma, and transcripts may be withheld, after affording the scholar his or her due process rights when a school's real or personal property has been willfully damaged, or whose property is loaned to a pupil and willfully not returned, until the pupil or the pupil's parent/guardian or guardian has paid for such damages.

## COMPUTER USE POLICY

This policy is for management and usage of computer resources owned and operated by RVLA. The policy indicates what privileges and responsibilities are characteristic of acceptable computer usage. **Violators of computer resources use policies will lose computer access privileges. Families will be held financially responsible for the loss of, or damage to school-issued laptop computers.**

### GUIDING PRINCIPLES FOR RESPONSIBLE COMPUTER USAGE:

- Users assume an affirmative obligation to seek answers from appropriate computer personnel for any questions concerning the ethical or legal use of computer facilities.
- Unless noted to the contrary, data files should be considered private and confidential.
- Users are responsible for knowing regulations concerned with copying software and may not use RVLA's equipment, materials or software to violate the terms of any software license agreement. Duplication of computer materials and software without proper authorization from the holder of the copyright is prohibited.
- RVLA's computers, materials or software may not be used for unauthorized commercial purposes or monetary gain.
- RVLA's computers may not be used to play games or transmit material via any media, including email or internet pages, that is threatening, obscene, disruptive, or sexually explicit, or that could be construed as harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion or political beliefs. Scholars shall not engage in an act of bullying on RVLA computers, including, but not limited to, bullying committed by means of an electronic act

- Users may not use the electronic information services to plagiarize another's work. Credit is to be given to the person(s) who created the article or idea.
- Users may not vandalize computer resources or the electronic information services in any form. Vandalism includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy RVLA equipment, electronic information services or the data of another user.
- RVLA reserves the right to monitor computer and/or electronic information services activity in any form seen fit to maintain the integrity of the computer equipment, RVLA's network services and/or the Internet web site.

### **Internet Usage**

Reasonable precautions are established to prevent access to pornography, "hate groups," and other non-educational Internet sites. Such precautions include, but are not limited to, an Internet router system, which scans and limits access to Internet sites, a monitor scanning software allowing the instructor to view each scholar monitor from the instructor's monitor and instantly blank, lock, or deactivate the scholar's system. Any scholar intentionally attempting to or bypassing these precautions will be denied computer access. The school admin will determine other administrative disciplinary actions. The scholar and his/her parents/guardians accept responsibility for the scholar's on-line actions. All other disciplinary policies of RVLA apply to the use of technological resources.

#### **General Usage**

RVLA will report suspected criminal activity to law enforcement authorities. Criminal activity includes but is not limited to: defamation; obscenity; discrimination; violation of copyrights, trademark and/or licenses; and/or violation of other rights arising under the law. RVLA also reserves the right to discipline scholars for violations of this policy, up to and including suspension and expulsion. Scholars are encouraged to remove any "personal" information stored on RVLA's computers. Generally, RVLA will delete information left on computers/networks to better facilitate the use of computers for legitimate RVLA purposes, and RVLA shall not be liable for any damages resulting from the deletion of personal files or personal electronic information stored on RVLA computers.

### **FIELD TRIPS AND STUDENT TRAVEL**

RVLA recognizes that field trips and scholar travel are an enriching aspect of a scholar's educational experience. These guidelines are developed to ensure the safety of scholars and adult chaperones during scholar trips. RVLA is interested in providing scholar travel that is educational in nature and provides scholar knowledge and experiences to supplement the school curriculum. Educational trips include but are not limited to visiting museums, businesses, universities, cultural exhibits, nature centers, and government agencies.

Sponsoring faculty members are expected to generate and collect waivers and inform staff about participating scholars. Sponsors shall verify that each scholar has submitted a permission form signed by the parent/guardian or guardian prior to leaving on the trip. If the parent/guardian refuses to give permission, the scholar cannot participate. Sponsors and chaperones are entrusted to support and enforce the rules and regulations as outlined in the scholar handbook. The school administration can remove a scholar from the scheduled trip at any time prior to departure for academics, excessive absenteeism, behavior violations, and/or health safety concerns. Scholars shall not be excluded on the basis of a disability.

Parents/guardians who volunteer to chaperone must be fingerprinted and follow the RVLA Volunteer Policy.

### **TRANSPORTATION OF STUDENTS**

RVLA is committed to transporting scholars safely and recognizes that, in addition to general transportation of scholars by licensed bus drivers, situations arise that require scholar transportation by the staff of RVLA or its family of schools. Such situations include transportation of scholars for:

- RVLA or school-sponsored field trips, excursions, or other extracurricular activities (e.g., athletic competitions); and
- compelling circumstances (e.g., an emergency situation reasonably requiring action to help ensure scholar safety and/or health). Should compelling circumstances exist, an employee of RVLA and/or its schools shall attempt to contact the scholar's parent/guardian or guardian for permission to transport a RVLA scholar in his or her personal vehicle, and receive permission from the school principal or designee to transport a RVLA scholar in his or her personal vehicle.

Employees of RVLA or its family of schools are not permitted to transport scholars in their personal vehicles without a signed and approved Employee Driver Agreement on file at the school.

### **SCHOOL FOOD SERVICES**

Free and reduced lunch applications will become available July 1<sup>st</sup> of each school year and they may be picked up from the main office or located online. They must be completed and returned by the due date and scholars must complete a new application for each school year. If a scholar fails to complete an application, he/she will be charged the full price for breakfast and/or lunch.

### **PERSONAL PROPERTY**

Items Prohibited on Campus Certain items are not allowed at RVLA because they interfere with, and/or distract from, instruction and the learning environment. If brought to campus, they will be confiscated. All confiscated items will be kept until the end of the school day and returned to the scholar, when appropriate, at the end of the school day. Unless for an approved academic purpose, these items include, but are not limited to:

- dolls or stuffed animals;
- lighters;
- laser pointers;
- stink bombs;
- permanent markers;
- gang paraphernalia;
- electronic games;
- explicit material; and
- still or video cameras;
- any item listed in the "Matrix for
- balloons; Suspension/Expulsion Recommendations"
- toy weapons;

#### **Cell Phones/Electronic Devices**

Unless requested and approved by a teacher for the use of classroom instruction, all cell phones/electronic devices must be off, kept in a backpack and not used on campus during instructional hours. The school is not responsible if it is lost or stolen. Scholars who choose to use their cell phones/electronic devices in a way that disrupts classroom instruction or violates the privacy of others will receive the following consequences:

- **1<sup>st</sup> Offense:** Confiscate electronic device. Electronic device will be returned to scholar at the end of the school day.
- **2<sup>nd</sup> Offense:** Parent/guardian notification and confiscate electronic device. Electronic device will be returned to parent/guardian at the end of the school day.
- **3<sup>rd</sup> Offense:** Detention and confiscate electronic device. Electronic device will be returned to parent/guardian at the end of the school day.

### Lost, Stolen, or Damaged Items

RVLA is not responsible for any loss or damage to personal items. Scholars are responsible for any personal items they bring to school and must watch their personal belongings carefully.

### Skateboards and Bicycles

During school hours, scholars must store skateboards and bicycles in a storage area designated by the school. Scholars may not ride their skateboards or bicycles during the school day or on school grounds. Scholars who do not adhere to these conditions will have their skateboards or bicycles confiscated and returned to the scholar, when appropriate, at the end of the school day.

### Lost and Found

Items that have been found at school should be returned to the main office. Scholars who have lost an item at school may come to the office before school, during break, or after school to check the Lost and Found. Items in the Lost and Found will be discarded on a regular basis if not claimed.

### **TEXTBOOKS, INSTRUCTIONAL MATERIALS, LIBRARY BOOKS, RVLA TECHNOLOGY**

Scholars assume full responsibility for the security and maintenance of their own textbooks. Should books be lost, stolen, damaged, or defaced after issuance to a scholar, that scholar will be required to pay a replacement fee before a new book is issued or at the end of the academic year. Scholars are required to keep textbooks covered and in good condition. Scholars may not write in or deface their textbooks.

Scholars may lose the privilege of participating in school activities due to lost or damaged textbooks. These activities include, but are not limited to: dances, field trips, and other scholar activities

All instructional materials, including teacher's manuals, films, tapes, or other supplementary material which will be used in connection with any survey, analysis, or evaluation as part of any applicable (instructional) program shall be available for inspection by the parent/guardians or guardians of scholars.

### **PHOTO RELEASE AND CONSENT AGREEMENT**

Permission is granted by the scholar and the scholar's parent/guardian or legal guardian for the following terms of release and consent:

1. Permission for RVLA to use the below-identified materials in connection with the publication and distribution of materials, in various media, regarding and/or promoting RVLA and its activities, operations or accomplishments.

A. Video or film materials incorporating scholar's name, image, likeness, voice and/or spoken or written words.

B. Photographic materials incorporating a scholar's name and/or image.

C. Printed materials incorporating scholar's name, likeness and/or image.

D. Telephonic or other recorded, electronic or digital materials incorporating scholar's name, voice and/or spoken or written words.

E. Web-based or other electronic or digital materials incorporating scholar's name, image, likeness, voice and/or spoken or written words.

2. RVLA and any of its subsidiaries, affiliates, representatives or agents shall have the right to reproduce, publish, broadcast or otherwise use, throughout the world, in any medium (including, without limitation, print, radio, television, web or other online or electronic media), scholar materials, or any portion or derivation thereof, in connection with the discussion or promotion of RVLA or any aspect of RVLA. Such right shall include the right to reproduce the scholar materials, in whole or

in part, and the right to create derivative works based upon the scholar materials. All materials prepared by RVLA that incorporate, consist of, or include scholar's name, image, likeness, voice, words or any portion of scholar materials, including, but not limited to any copyrights or other intellectual property rights shall belong to RVLA, and RVLA shall be the author for all purposes.

3. RVLA agrees to use scholar materials in a reasonable manner to fairly and truthfully represent the scholar.

4. Scholar and parent/guardian or legal guardian acknowledge and agree that he/she is able to give this release and consent, that he/she gives this release and consent voluntarily and without obligation or compensation. Scholar and parent/guardian or legal guardian further acknowledge and agree that he/she is not a member of SAG or other such professional organization.

5. Scholar and parent/guardian of legal guardian acknowledge and agree that RVLA has complete creative control over its use of scholar's name, image, likeness, voice, words or scholar materials, and scholar waives any right of inspection or approval of any use of the scholar's name, image, voice, words or any of the scholar materials and any liability of RVLA or its subsidiaries, affiliates, agents or representatives for such use including, without limitation, any typographical or printer errors, alterations, optical illusions or distortions, faulty mechanical or other reproduction arising out of the exercise of any of the rights granted in this Agreement.

#### **SOLICITATION BY OUTSIDE ORGANIZATIONS**

RVLA has adopted the following policy limiting advertising and soliciting for any cause, charity or benefit not sponsored by a RVLA group or organization.

- Scholars may not sell tickets or solicit contributions in the school for any external agency or charity unless it is a beneficiary of a RVLA-endorsed charity drive.
- The distribution of commercial handbills, cards, or other handouts in or around the school building is prohibited.
- The school's name is not to be used in any testimonial or advertisement in support of a commercial product or enterprise
- Broadcasting by a commercial firm of any sports event or recording for later broadcast of any musical event must be approved by the principal.

Groups, companies, individuals and/or staff and associations interested in the solicitation and recruitment of RVLA scholars for trips, tours, ski and camping expeditions, and other similar activities shall not solicit and recruit such scholars at any time on school premises. Compliance with this prohibition makes it necessary to prohibit the practices hereinafter enumerated:

- The written or oral identification of the activity as being a "RVLA trip," including the identification of employees with such activity
- The publication of news articles or the publication of paid advertisements describing the activity in scholar newspapers
- The solicitation of scholars or the promotion of the activity during school hours and on school premises
- The promotion of the activity or the solicitation of scholars for such activities at any time on the school grounds
- The promotion of the activity or the solicitation of scholars by using school mailing lists or school records

#### **INTERVIEWS WITH LAW ENFORCEMENT GOVERNMENT AGENCIES**

Protection of scholar rights shall be balanced with RVLA's responsibility to cooperate with local police and agency officials in the investigation of unlawful activities. Inherent in the process of cooperation is recognition of the function of the

schools and respect for the civil and constitutional rights of scholars.

When there is substantial threat to the health and safety of scholars or others such as in the case of bomb threats, mass demonstrations with threat of violence, individual threats of substantial bodily harm, trafficking in prohibited drugs or controlled substances (including marijuana/cannabis) or the scheduling of events where large crowds may be difficult to handle, law enforcement or other government agencies will be called upon for assistance. Information regarding major violations of the law will be communicated to the appropriate law enforcement agency. When acting on behalf of RVLA, the officers will have the full scope of authority in dealing with scholars that the principal would have in such situations.

As a general rule, interviewing scholars should take place at the agency or at the scholar's home. However, when any law enforcement officer requests an interview with a scholar, the principal or designee shall request the officer's identity, his/her official capacity, and the legal authority under which the interview is to be conducted. The principal or designee shall require the officer to complete the form entitled "Investigations Conducted on RVLA Premises" prior to any such interview. The principal or designee shall maintain a record of all documentation relative to law enforcement interviews of scholars. The principal or designee shall accommodate the interview in a way that causes the least possible disruption for the scholar and school and provides the scholar appropriate privacy. At the law enforcement officer's discretion and with the scholar's approval, the principal or designee may be present during the interview. When appropriate, school personnel will attempt to call parent/guardians to notify them of interrogation in advance.

In conducting an investigation of alleged abuse or neglect, the department of social and health services and law enforcement agencies may interview children. If the department determines that the response to the allegation will be a family assessment response, the preferred practice is to request a parent/guardian's, guardian's, or custodian's permission to interview the child before conducting the child interview unless doing so would compromise the safety of the child or the integrity of the assessment. The interviews may be conducted on school premises, at day-care facilities, at the child's home, or at other suitable locations outside of the presence of parents/guardians. If the allegation is investigated, parent/guardian notification of the interview must occur at the earliest possible point in the investigation that will not jeopardize the safety or protection of the child or the course of the investigation. Prior to commencing the interview, the department or law enforcement agency shall determine whether the child wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the child's wishes. Unless the child objects, the department or law enforcement agency shall make reasonable efforts to include a third party in any interview so long as the presence of the third party will not jeopardize the course of the investigation (RCW 26.44.030(14))

## **UNIFORM COMPLAINT PROCEDURES**

### **PURPOSE**

RVLA recognizes the primary responsibility to ensure its compliance with applicable state and federal laws and regulations governing RVLA's educational programs. This complaint procedure is designed enable RVLA to reach appropriate resolution of allegations regarding violations of federal or state anti-discrimination laws.

**Discrimination** is unfair or unlawful treatment of a person or group because they are part of a defined group, known as a protected class. Discrimination may include treating a person differently or denying someone access to a program, service, or activity because they are part of a protected class, or failing to accommodate a person's disability.

**A protected class** is a group of people who share common characteristics and are protected from discrimination and harassment by federal, state, or local laws. Protected classes under Washington state law include age, sex, race, religion/creed, national origin, disability, sexual orientation, gender identity and expression, and veteran or military status, and the use of trained dog guide or service animal.

The primary purpose of this policy is to secure an equitable solution to a justifiable complaint. To this end, specific steps will be taken.

#### DISCRIMINATION

RVLA 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, gender 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:

- **Section 504 Coordinator: Assistant Principal**
- **Title IX Officer: Principal**
- **Civil Rights Compliance Coordinator: Principal**

If you believe that you or your child has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Prior to filing a formal complaint, RVLA encourages the early, informal resolution of complaints at the school site level whenever possible.

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below).

#### COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

##### Step 1: Complaint to RVLA

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

##### Step 2: RVLA Investigates Your Complaint

When RVLA receives your written complaint, the Compliance Coordinator or Area Superintendent will give you a copy of the RVLA's discrimination complaint procedure. The Compliance Coordinator will then make sure that RVLA conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation. . The Area Superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

##### Step 3: RVLA Responds to Your Complaint

When RVLA responds to your complaint, it will include:

1. A summary of the results of the investigation;
2. A determination of whether or not RVLA failed to comply with civil rights requirements related to the complaint;
- 3.

Notice of your right to appeal, including where and to whom the appeal must be filed; and

4. Any corrective measures determined necessary to correct any noncompliance. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeals to RVLA** If you disagree with RVLA’s decision, you may appeal to RVLA’s Board of Directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the RVLA’s response to your complaint. The appeal shall specify the basis for the appeal and whether the findings of facts are incorrect, and/or the law has been misapplied. The appeal shall be accompanied by a copy of the original complaint filed with RVLA and a copy of RVLA’s final response. RVLA will send you a written decision within 30 calendar days after RVLA received your notice of appeal. The board of director’s decision will include information about how to file a complaint with OSPI.

**Complaint to OSPI** If you do not agree with RVLA’s appeal decision, state law provides the option to file a complaint with the Office of Superintendent of Public Instruction (OSPI). Complaints cannot be filed with OSPI unless they have already been raised with RVLA and appealed, as outlined in Steps 1 and 2 on the previous page, or if RVLA did not follow the correct complaint and appeal procedures.

You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: Email: [Equity@k12.wa.us](mailto:Equity@k12.wa.us) | Fax: 360-664-2967 Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

RVLA will disseminate this policy annually to RVLA employees, scholars, parent/guardians, appropriate school officials or representatives, school mentory committees, and other interested RVLA parties.

## STUDENT SERVICES

### EQUAL EDUCATION OPPORTUNITIES

At RVLA all scholars shall be afforded the right and opportunity to an equal education. No scholar shall be excluded, segregated or discriminated against in the RVLA environment for reasons 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.

### ENGLISH LANGUAGE LEARNERS

State Law (Washington Administrative Code 392-160-015) and federal law (Title III of the Elementary and Secondary Education Act [ESEA]) require that schools administer a state test of English language proficiency to: (1) newly enrolled scholars whose primary language is not English as an Initial Assessment, and (2) scholars who are English learners as an Annual Assessment. For Washington public school scholars, this test is the ELPA21.

ELPA21 has three purposes:

- a. To identify eligibility for English Language Development services
- b. To determine the level of English language proficiency of English learners
- c. To assess the progress of English language learners in acquiring the skills of listening, speaking, reading,

and writing in English.

At the time of initial enrollment, a home language survey is used to determine the scholar's primary language. (WAC 392-160-015) Within ten (10) school days upon which the scholar enrolls and commences school attendance, each scholar whose home language is other than English, as determined by the home language survey, and for whom there is no record of results from an English language development test, shall be assessed for English-language proficiency using the state-designated instrument (ELPA21). (WAC 392-160-020)

All scholars shall have sufficient time to complete the ELPA21 as provided in the directions for test administration.

Any scholar with a disability shall take the ELPA21 with those accommodations for testing that the scholar has regularly used during instruction and classroom assessment as delineated in the scholar's individualized instruction plan (IEP) or Section 504 plan that are appropriate and necessary to address the scholar's individual needs. (WAC 392-172A-03020; WAC 392-160-045)

Guidelines for Exiting Transitional Bilingual Instruction Program (TBIP). The ELPA21 assesses scholar performance in the following domain areas: Listening, Speaking, Reading and Writing. In order to exit, scholars must meet the following criteria:

1. Earn an overall score of a 4 in all domain areas(Transitional).
2. Provide notice to parents/guardians or guardians of their rights and encourage them to participate in the process and provide an opportunity for a face-to-face meeting with parents/guardians or guardians.

**Monitoring:** The school will monitor scholar performance for two years after reclassification in accordance with Title III of the Elementary and Secondary Education Act (ESEA).

**Notifications:** Families of scholars whose primary language is not English will receive the following notifications:

1. Before scholars are enrolled in a program for English language learners, parents/guardians shall receive information about the program and their opportunities for parent/guardian involvement. This information shall include the fact that an individual scholar's participation in the program is voluntary on the part of the parent/guardian. (WAC 392-160-010)
2. Not later than 30 calendar days after the beginning of the school year, each parent/guardian of a scholar participating in, or identified for participation in, a language instruction program supported by federal Title III funds shall receive notification of the assessment of his/her child's English proficiency. The notice shall include all of the following: (ESEA Title III Section 3302)
  - A. The reason for the scholar's classification as English language learner
  - B. The level of English proficiency
  - C. A description of the program for English language development instruction, including a description of all of the following:
    - a. The manner in which the program will meet the educational strengths and needs of the scholar
    - b. The manner in which the program will help the scholar develop his/her English proficiency and meet age-appropriate academic standards
    - c. The specific exit requirements for the program, the expected rate of transition from the program into classrooms not tailored for English language learner scholars, and the expected rate of graduation from secondary school if Title I funds are used for scholars in secondary schools
    - d. Where the scholar has been identified for special education, the manner in which the program meets the requirements of the scholar's IEP Information regarding a parent/guardian's option to decline to allow the

scholar to become enrolled in the program or to choose to allow the scholar to become enrolled in an alternative program. Information designed to assist a parent/guardian in selecting among available programs, if more than one program is offered. Parent/guardians also shall be notified of the results of any reassessments.

#### Parental Exception Waivers

1. At the beginning of each school year, parents/guardians shall be informed of the placement of their children in a structured English immersion program and shall be notified of an opportunity to apply for a parent/guardian exception waiver. (WAC 392-160-015(2))
2. Parent/guardian may request that the district waive the requirements of WAC 392-160-010, pertaining to the placement of a scholar in a transitional bilingual instructional program or, if the use of two languages is not practicable as provided in WAC 392-160-040, an alternative instructional program.
  - a. Parent/guardian(s) have the right to waive TBIP and Title III services for their child. However, an administrator knowledgeable about the program must communicate the benefits of program participation to parent/guardians or guardians in a language they can understand. Districts must document the parent/guardian refusal of TBIP and Title III services and keep a signed copy of the document in the scholar's cumulative file. The state provides a [template](#) form with translations that districts may choose to provide to parent/guardians for this purpose.
3. Districts do not receive supplemental TBIP or Title III funding for these scholars but must still periodically review their progress with school staff and annually assess the scholar's progress toward English language proficiency.
4. Under the Office of Civil Rights (OCR) 1970 Memorandum, the district retains the responsibility to ensure that the scholar has an equal opportunity to have his or her English language and academic needs met when parent/guardian(s) decline TBIP program participation. Districts can meet this obligation in a variety of ways, including adequate training to classroom teachers on second language acquisition.
5. Scholars under a parent/guardian waiver must continue to take the annual state English language proficiency assessment until the scholar meets program exit criteria. TBIP-eligible scholars who have met exit criteria are eligible for academic support through TBI funding if they are not at grade level, regardless of whether they were previously under a parent/guardian waiver.

A parent/guardian may choose to withdraw the waiver at any time with a written request. In this situation, the district changes the scholar's instructional model code in CEDARS and begins providing English language development services to the scholar.

#### HOMELESS AND MIGRANT STUDENTS

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

Homeless scholars will be provided LEA services for which they are eligible, including Head Start and comparable pre-school programs, Title I, similar state programs, special education, bilingual education, vocational and technical education programs, gifted and talented programs and school nutrition programs.

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

- A. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason;

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

RVLA will designate an appropriate staff person to be the McKinney-Vento liaison for homeless scholars and their families at each school. The liaison may simultaneously serve as a coordinator for other federal programs, provided that they are able to carry out the duties listed in the procedure that accompanies this policy.

If RVLA has identified more than ten unaccompanied youth, meaning youth not in the physical custody of a parent/guardian or guardian and including youth living on their own in any of the homeless situations described in the McKinney-Vento Homeless Education Act, the principal of each middle and high school building will establish a point of contact for such youth. The point of contact is responsible for identifying homeless and unaccompanied youth and connecting them with the RVLA's homeless scholar liaison. RVLA's homeless scholar liaison is responsible for training the building points of contact.

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

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

Once the enrollment decision is made, the school will immediately enroll the scholar, pursuant to RVLA policies. However, enrollment may not be denied or delayed due to the lack of any document normally required for enrollment, including academic records, medical records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school.

If the scholar does not have immediate access to immunization records, the scholar will be admitted under a personal exception. Scholars and families should be encouraged to obtain current immunization records or immunizations as soon as possible, and the school's homeless liaison is directed to assist. Records from the scholar's previous school will be requested from the previous school pursuant to RVLA policies. Emergency contact information is required at the time of enrollment consistent with RVLA policies, and in compliance with the state's Address Confidentiality Program when necessary. However, RVLA cannot demand emergency contact information in a form or manner that creates a barrier to enrollment and/or attendance at school.

Homeless scholars are entitled to transportation to their school of origin or the school where they are to be enrolled. If the school of origin is in a different district, or a homeless scholar is living in another district but will attend his or her school of origin in the RVLA network, the district and RVLA will coordinate the transportation services necessary for the scholar or will divide the costs equally.

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

RVLA Executive Director will:

- Strongly encourage every RVLA-designated homeless scholar liaison to attend training provided by the state on identification and serving homeless youth. Ensure that RVLA includes materials provided to all scholars at the beginning of the school year or at enrollment, information about services and support for homeless scholars (i.e., the brochure posted on the OSPI website).
- Use a variety of communications each year to notify scholars and families about services and support available to them if they experience homelessness (e.g., distributing and collecting a universal annual housing intake survey, providing parent/guardian brochures directly to scholars and families, announcing the information at school-wide assemblies, posting information on RVLA's website).

Facilitating on-time grade level progression RVLA will:

- 1) waive specific courses required for graduation for scholars experiencing homelessness if similar coursework has been satisfactorily completed in another school district; or
- 2) provide reasonable justification for denial of the waiver. In the event RVLA denies a waiver and the scholar would have qualified to graduate from their sending school district, RVLA will provide an alternative process of obtaining required coursework so that the scholar may graduate on time.

RVLA will consolidate partial credit, unresolved, or incomplete coursework and will provide scholars experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the scholar.

For scholars who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, RVLA will grant partial credit for coursework completed before the date of the withdrawal or transfer. When RVLA receives a transfer scholar in these circumstances, it will accept the scholar's partial credits, apply them to the scholar's academic progress or graduation or both, and allow the scholar to earn credits regardless of the scholar's date of enrollment in RVLA.

In the event a scholar is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, RVLA will work with the sending district to ensure the awarding of a diploma from the sending district if the scholar meets the graduation requirements of the sending district.

In the event a scholar enrolled in three or more school districts as a high school scholar, has met state requirements, has transferred to RVLA, but is ineligible to graduate from RVLA after all alternatives have been considered, RVLA will waive its local requirements and ensure that the scholar receives a diploma.

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

- a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries;
- b. The scholar meets the definition of a “homeless child or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001; and
- c. The scholar is not under the supervision or control of a parent/guardian, custodian, or legal guardian, and is not in the care and custody of the department of social and health services.

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

### **SCHOLARS IN FOSTER CARE**

RVLA recognizes that scholars in foster care experience mobility in and out of the foster care system and from one home placement to another that disrupts their education, thereby creating barriers to academic success and on-time graduation. Through collaboration with state, local and/or tribal child welfare agencies, RVLA will strive to minimize or eliminate educational barriers for scholars in foster care, particularly with regard to enrollment, transfer of scholar records, and transportation to their school of origin. The executive director or designee is authorized to establish procedures and/or practices for implementing this policy.

#### **Point of contact**

The principal or designee will designate an appropriate staff member to serve as RVLA’s point of contact for local child welfare agencies if such agencies notify RVLA in writing that they have designated a point of contact for RVLA. The point of contact will work with appropriate state, local and/or tribal child welfare agencies to receive notifications and share information regarding the status and progress of scholars in foster care. The point of contact will also work collaboratively with RVLA’s Title I coordinator to provide support for scholars in foster care that are enrolled or seeking to enroll in RVLA schools.

#### **Enrollment**

Whenever practical and in the best interest of the child, children placed into foster care will remain enrolled in the school they were attending upon entering foster care. When a determination of the scholar’s best interest is necessary, it will take into account a number of factors as described in the procedures that accompany this policy, including concern for the scholar’s safety as well as the availability of support for the scholar’s educational success. Such a determination should involve a network representative, a representative of the appropriate child welfare agency, the scholar, and the scholar’s biological and foster families, if reasonably feasible.

If remaining in the school of origin is determined not to be in the scholar’s best interest, RVLA will immediately enroll that scholar in their new school. Enrollment may not be denied or delayed based on the fact that documents normally required for enrollment have not been provided.

A school may not prevent a scholar in foster care from enrolling based on incomplete information of any history of

placement in special education, any past, current, or pending disciplinary action, any history of violent behavior, or behavior listed in RCW 13.04.155, any unpaid fines or fees imposed by other schools, or any health conditions affecting the scholar's educational needs during the ten (10) day period that the Department of Social and Health Services has to obtain that information. Upon enrollment, RVLA will make reasonable efforts to obtain and assess the child's educational history in order to meet the child's unique needs within two (2) school business days.

#### Records Transfer

When a scholar in foster care transfers schools, the enrolling school will immediately contact the sending school to obtain academic and other records. The sending school will respond as soon as possible to requests it receives for records of scholars in foster care.

Additionally, upon receipt of a request for education records of a scholar in foster care from the Department of Social and Health Services, RVLA will provide the records to the agency within two (2) school days.

#### Dispute Resolution

In the event that a caregiver or education decision-maker disputes a network decision regarding the best interest of the scholar in foster care with regard to enrollment or the provision of any other education-related service, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the procedure that accompanies this policy. RVLA will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

In the event that a dispute occurs between RVLA and a child welfare agency with regard to issues that do not involve educational placement or the provision of educational services (e.g., transportation reimbursements, failure to collaborate), such disputes may be forwarded to the office of the superintendent of public instruction for resolution.

#### Review of unexpected or excessive absences

A school employee will review unexpected or excessive absences of scholars in foster care and those awaiting placement with the scholar and adults involved with the scholar, including their caseworker, educational liaison, attorney if one is appointed, parent/guardian, guardian and foster parent/guardians. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the scholar's school work so the scholar does not fall behind and to avoid suspension or expulsion based on truancy.

Facilitating on-time grade level progression RVLA will:

- 1) waive specific courses required for graduation for scholars in foster care if similar coursework has been satisfactorily completed in another school district; or
- 2) provide reasonable justification for denial of the waiver. In the event RVLA denies a waiver and the scholar would have qualified to graduate from their sending school district, RVLA will provide an alternative process of obtaining required coursework so that the scholar may graduate on time.

RVLA will consolidate partial credit, unresolved, or incomplete coursework and will provide scholars in foster care with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the scholar.

For scholars who have been unable to complete an academic course and receive full credit due to withdrawal or transfer, RVLA will grant partial credit for coursework completed before the date of the withdrawal or transfer. When RVLA receives a transfer scholar in these circumstances, it will accept the scholar's partial credits, apply them to the scholar's

academic progress or graduation or both, and allow the scholar to earn credits regardless of the scholar's date of enrollment in RVLA.

In the event a scholar is transferring at the beginning of or during their junior or senior year of high school and is ineligible to graduate after all alternatives have been considered, RVLA will work with the sending district to ensure the awarding of a diploma from the sending district if the scholar meets the graduation requirements of the sending district.

In the event a scholar enrolled in three or more school districts as a high school scholar, has met state requirements, has transferred to RVLA, but is ineligible to graduate from RVLA after all alternatives have been considered, RVLA will waive its local requirements and ensure that the scholar receives a diploma.

### **SPECIAL EDUCATION**

RVLA is compliant with state and federal regulations governing implementation of special education services pursuant to the Individuals with Disabilities Education Improvement Act of 2004 ("IDEA").

**RVLA Special Education Policies and Procedures** document describes how RVLA implements special education programs in accordance with IDEA and Washington Administrative Code. This document is available to parent/guardians upon request. Inquiries should be directed to the RVLA Special Education Program Administrator.

#### **Service Animals in Schools**

RVLA acknowledges its responsibility to permit scholars and/or adults with disabilities to be accompanied by a "service animal" as required by federal laws and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities. A "service animal" means an animal that is trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability. The parent/guardian of a scholar who believes the scholar needs to bring a service animal to school or an employee who wishes to bring a service animal to school, must submit a written request to the building principal. The building principal, in consultation with the Section 504 coordinator or director of special services, as appropriate, will determine whether or not to permit the service animal in school.

### **SECTION 504**

It is the intent of RVLA to ensure that scholars who are disabled within the definition of Section 504 of the Rehabilitation Act of 1973 are identified, evaluated and provided with appropriate educational services. Scholars may be disabled under this policy even though they are not eligible for services pursuant to the Individuals with Disabilities Education Act (IDEA).

Section 504 of the Rehabilitation Act of 1973 is a civil rights law which protects the rights of individuals with disabilities in programs and activities that receive federal financial assistance from the U.S. Department of Education. A child is a "qualified disabled person" under Section 504 if he or she:

- A. Has a physical or mental impairment that substantially limits one or more major life activities (such as caring for one's self, performing manual tasks, walking, seeing, hearing, speaking, breathing, learning, reading, concentrating, thinking, communicating and working), has a record of such an impairment, or is regarded as having such an impairment; and
- B. Is between the ages of 3 to 21 years old.

RVLA will comply with the federal policies that require free appropriate public education, child find, equal educational opportunity, confidentiality of information, parent/guardian involvement, participation in least restrictive environment, evaluations, placement, reevaluation, programming to meet individual needs, placement procedures, nonacademic services, preschool and adult education programs, disciplinary exclusion, transportation, procedural requirements, appropriate funding, accessibility, special issues related to drug or alcohol addicted scholars, special considerations for

scholars having AIDS or HIV infection, and special issues related to ADD/ADHD scholars.

The RVLA principal or his or her designee will establish procedures to ensure that scholars who are disabled within the definition of Section 504 are educated in full compliance with the law.

## RECEIPT AND UNDERSTANDING

I have received my copy of Rainier Valley Leadership Academy 2020-2021 Handbook. I understand and agree that it is my responsibility to read and familiarize myself with the policies, rules and procedures contained in the most current version of RVLA's Employee Handbook. If I have any questions about any section of RVLA's Handbook, I understand that I am expected and encouraged to seek clarification from the Human Resources Department.

I understand that the statements contained in this Handbook are not intended to create any contractual or legal obligation on the part of Rainier Valley Leadership Academy.

In addition, I understand that this Handbook summarizes RVLA's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with RVLA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

**I HAVE READ AND UNDERSTAND THE ABOVE STATEMENT, AGREE TO READ THE RVLA EMPLOYEE HANDBOOK, AND TO FOLLOW THE ORGANIZATION'S POLICIES AND PROCEDURES.**

Acknowledgement of the Handbook is done annually each year.

Scholar Signature	Date:
Parent/Guardian Signature:	Date:
Mentorship Teacher Signature:	Date: