



# Rainier Valley Leadership Academy

## Board of Directors Meeting

Monthly

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### Date and Time

Tuesday August 23, 2022 at 4:30 PM PDT

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Rainier Valley Leadership Academy (RVLA) Board meetings are open to the public. This meeting will be virtual. Please use zoom link below:

Dial-in info: manual

(669) 900-6833

Meeting ID: 989-793-884

Dial in info: one-touch

669-900-6833,,989793884#

Videoconference link

<https://zoom.us/j/989793884>

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### Agenda

**I. Opening Items**

Opening Items

- A. Record Attendance and Guests
- B. Call the Meeting to Order

**II. Mission Aligned**

- A. Mission Moment
- B. Mission Challenge

**III. Consent Agenda**

- A. Resolution to June 14th, 2022 Board Meeting Minutes
- B. Resolution July 12th, 2022 Special Meeting Minutes
- C. Resolutions May & June 2022 Payroll & Claim Vouchers
- D. Resolution Special Education Policy Update
- E. Resolution Co-Chairs Bank of America Signatories
- F. Resolution SY 22/23 Updated Calendar
- G. Resolution SY 22/23 Student Handbook
- H. Resolution SY 22/23 Staff Handbook
- I. Resolution Out of Endorsement Teachers SY 22/23
- J. Resolution Title I Plan SY 22/23

**IV. Updates**

- A. Tubman Health & Freedom Clinic Update
- B. Calendar Committee
- C. Enrollment Update

**V. Announcements**

- A. Upcoming

**VI. Executive Session**

- A. As Needed

**VII. Closing Items**

- A. Adjourn Meeting

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Rainier Valley Leadership Academy Board of Directors Meeting Agenda 8/23/22

# Coversheet

## Resolution to June 14th, 2022 Board Meeting Minutes

**Section:** III. Consent Agenda  
**Item:** A. Resolution to June 14th, 2022 Board Meeting Minutes  
**Purpose:** Approve Minutes  
**Submitted by:**  
**Related Material:** Minutes for Board of Directors Meeting on June 14, 2022  
Bd of Directors Mtg Minutes Resolution-June 2022x.docx.pdf

APPROVED



# Rainier Valley Leadership Academy

## Minutes

### Board of Directors Meeting

Monthly

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#### Date and Time

Tuesday June 14, 2022 at 4:30 PM

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Rainier Valley Leadership Academy (GDPSW) Board meetings are open to the public. This meeting will be virtual. Please use zoom link below:

Dial-in info: manual

(669) 900-6833

Meeting ID: 989-793-884

Dial in info: one-touch

669-900-6833,,989793884#

Videoconference link

<https://zoom.us/j/989793884>

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#### Directors Present

J. Hailey (remote), J. Thiel (remote), M. Sahoo (remote), R. Bembry (remote), T. Marsh (remote), V. Hsu (remote), W. Wang (remote)

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## **Directors Absent**

C. Peoples-Procter, E. Forde, M. MASON

## **Guests Present**

Ali Morgan (remote), B. Coleman (remote), C. Catchings (remote), Chineka Jones (remote), Kim Delcastillo (remote), L. Reisberg (remote), Nicole Olauson (remote), O. Anthony (remote), R. Madonna (remote), Ryan Montgomery (remote)

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## **I. Opening Items**

### **A. Record Attendance and Guests**

The following board members participated from the following locations:

1. Tyson Marsh - 11230 Cornell Av S., Seattle, WA 98178
2. Reco Bembry -35786 27th Ave S. Federal Way WA, 98003
3. Joe Hailey -9230 2nd Ave SW, Seattle, WA 98106
4. Jeff Thiel – 5215 146th Ave SE Bellevue WA 98006
5. William Wang – 1 Embarcadero Center San Francisco, CA 94111
6. Maheen Sahoo – 9303 NE 118th LN Apt 304, Kirkland, WA 98034
7. Vivian Hsu -6612 SE 24th St Mercer Island, WA 98040

### **B. Call the Meeting to Order**

T. Marsh called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Jun 14, 2022 at 4:39 PM.

## **II. Public Testimony**

### **A. Call for public testimony.**

5 mins of public testimony from Nicole Olauson, an RVLA teacher

## **III. Washington State Auditors Presentation**

### **A. Audit Overview**

Ryan Montgomery and Kim Delcastillo from the Washington State Auditors office gave an overview of their upcoming accountability audit. Their role is to audit procedures and controls to ensure public funds are being safeguarded. Scope includes payroll, apportionment, open public meetings, use of restricted funds, and inventory. Their office will perform the audit for the school year from Sept 1, 2020 to Aug 31, 2021.

## **IV. Mission Aligned**

**A. Mission Moment**

The recent annual awards ceremony recognizing board, staff, scholars, employees, and community members was highlighted

**B. Mission Challenge**

Attendance was highlighted as the focus of the next school year with a plan to encourage and start attendance off strong

**V. Consent Agenda**

**A. Resolution to May 24th, 2022 Board Meeting Minutes**

J. Thiel made a motion to approve the minutes from Board of Directors Meeting on 05-24-22.

J. Hailey seconded the motion.

The board **VOTED** to approve the motion.

**Roll Call**

C. Peoples-Procter	Absent
V. Hsu	Aye
T. Marsh	Aye
J. Thiel	Aye
M. Sahoo	Aye
J. Hailey	Aye
M. MASON	Absent
R. Bembry	Aye
E. Forde	Absent
W. Wang	Aye

**B. Resolution SY 22/23 Calendar**

J. Thiel made a motion to Approve consent agenda.

J. Hailey seconded the motion.

The board **VOTED** unanimously to approve the motion.

**Roll Call**

W. Wang	Aye
T. Marsh	Aye
M. MASON	Absent
R. Bembry	Aye
J. Hailey	Aye
C. Peoples-Procter	Absent
E. Forde	Absent
J. Thiel	Aye
M. Sahoo	Aye
V. Hsu	Aye

### C. Resolution Board Retreat September 10th, 2022

J. Thiel made a motion to Approve consent agenda.

J. Hailey seconded the motion.

The board **VOTED** unanimously to approve the motion.

#### Roll Call

T. Marsh	Aye
V. Hsu	Aye
E. Forde	Absent
J. Hailey	Aye
M. Sahoo	Aye
M. MASON	Absent
W. Wang	Aye
C. Peoples-Procter	Absent
R. Bembry	Aye
J. Thiel	Aye

## VI. Updates

### A. Enrollment Update

Baionne gave an updated enrollment picture

### B. Finance Update

Chastity presented the May financials. 2022 to 2023 budget will be discussed in a special board meeting on July 26 at 2-3pm PST.

## VII. RVLA Compensation

### A. Discussion and potential vote

Chastity walked the board through additional changes (from the prior board meeting) to the proposed staff compensation plan. Board members had additional questions so a special board meeting (July 12 at 2pm) was proposed to give time for board members to understand the changes.

## VIII. Announcements

### A. Upcoming

Graduation to be held on 6/15/22 for 8th graders and 6/16/22 for Seniors

## IX. Closing Items

### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:22 PM.

Respectfully Submitted,  
W. Wang

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Rainier Valley Leadership Academy Board of Directors Meeting Agenda 5/24/22

**MINUTES OF June 14th, 2022 DIRECTORS OF  
Rainier Valley Leadership Academy  
A Washington State Nonprofit Corporation**

Date and Time Tuesday June 14, 2022 at 4:30 PM

Rainier Valley Leadership Academy (GDPSW) Board meetings are open to the public. This meeting will be virtual. Please use zoom link below:

Dial-in info: manual  
(669) 900-6833 Meeting ID: 989-793-884

Dial in info: one-touch 669-900-6833,,989793884#

Videoconference link <https://zoom.us/j/989793884>

**Directors Present**

J. Hailey (remote), J. Thiel (remote), M. Sahoo (remote), R. Bembry (remote), T. Marsh (remote), V. Hsu (remote), W. Wang (remote) Directors Absent C. Peoples-Procter, E. Forde, M. MASON

**Guests Present**

Ali Morgan (remote), B. Coleman (remote), C. Catchings (remote), Chineka Jones (remote), Kim Delcastillo (remote), L. Reisberg (remote), Nicole Olauson (remote), O. Anthony (remote), R. Madonna (remote), Ryan Montgomery (remote)

**I. Opening Items**

**A. Record Attendance & Guests**

The following board members participated from the following locations:

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5. William Wang – 1 Embarcadero Center San Francisco, CA 94111
6. Maheen Sahoo – 9303 NE 118th LN Apt 304, Kirkland, WA 98034
7. Vivian Hsu -6612 SE 24th St MercerIsland, WA 98040

**B. Call the Meeting to Order**

T. Marsh called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Jun 14, 2022 at 4:39 PM.

**II. Public Testimony**

**A. Call for Public Testimony.**

5 mins of public testimony from Nicole Olauson, an RVLA teacher

**III. Washington State Auditors Presentation**

**A. Audit Overview**

Ryan Montgomery and Kim Delcastillo from the Washington State Auditors office gave an overview of their upcoming accountability audit. Their role is to audit procedures and controls to

ensure public funds are being safeguarded. Scope includes payroll, apportionment, open public meetings, use of restricted funds, and inventory. Their office will perform the audit for the school year from Sept 1, 2020 to Aug 31, 2021.

#### IV. Mission Aligned

##### A. Mission Moment

The recent annual awards ceremony recognizing board, staff, scholars, employees, and community members was highlighted.

##### B. Mission Challenge

Attendance was highlighted as the focus of the next school year with a plan to encourage and start attendance off strong

#### V. Consent Agenda

##### A. Resolution to May 24th 2022 Board Meeting Minutes

J. Thiel made a motion to approve the minutes from Board of Directors Meeting on 05-24-22.

J. Hailey seconded the motion.

The board VOTED to approve the motion.

Roll Call V. Hsu Aye R. Bemby Aye W. Wang Aye J. Hailey Aye J. Thiel Aye T. Marsh Aye C. Peoples-Procter Absent M. Sahoo Aye M. MASON Absent E. Forde Absent

##### B. Resolution Board Retreat September 10th 2022

J. Thiel made a motion to Approve consent agenda.

J. Hailey seconded the motion.

The board VOTED unanimously to approve the motion.

Roll Call J. Hailey Aye M. Sahoo Aye W. Wang Aye V. Hsu Aye R. Bemby Aye J. Thiel Aye M. MASON Absent T. Marsh Aye C. Peoples-Procter Absent E. Forde Absent

#### VII. RVLA Compensation

##### A. Discussion and potential vote

Chastity walked the board through additional changes (from the prior board meeting) to the proposed staff compensation plan. Board members had additional questions so a special board meeting (July 12 at 2pm) was proposed to give time for board members to understand the changes.

#### VIII. Announcements

##### A. Upcoming

Graduation to be held on 6/15/22 for 8th graders and 6/16/22 for Seniors

#### IX. Closing Items

##### A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 6:22 PM.

Respectfully Submitted, W. Wang

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

# Coversheet

## Resolution July 12th, 2022 Special Meeting Minutes

**Section:** III. Consent Agenda  
**Item:** B. Resolution July 12th, 2022 Special Meeting Minutes  
**Purpose:** Vote  
**Submitted by:**  
**Related Material:** 2022\_07\_12\_special\_board\_meeting\_minutes.pdf  
Bd of Directors Mtg Minutes Resolution-July 12 2022x.docx

DRAFT



# Rainier Valley Leadership Academy

## Minutes

### Special Board Meeting

### Compensation

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#### **Date and Time**

Tuesday July 12, 2022 at 2:00 PM

#### **Location**

Virtual

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Compensation Package Review & Vote

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#### **Directors Present**

J. Hailey, M. Sahoo, R. Bembry, T. Marsh, V. Hsu, W. Wang

#### **Directors Absent**

C. Peoples-Procter, E. Forde, J. Thiel, M. MASON

#### **Guests Present**

B. Coleman, C. Catchings, L. Reisberg, Oruba Anthony

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### **I. Opening Items**

#### **A. Record Attendance**

#### **B. Call the Meeting to Order**

R. Bembry called a meeting to order on Tuesday Jul 12, 2022 at 2:04 PM.

### **II. Compensation Package**

#### **A. Review and Answer Questions**

Chastity Catchings reviews Compensation Package. Discussing the salary scales, non-monetary incentives, performance based pay, & how enrollment will affect this.

Comparison from previous Compensation Package to amended one. Looking at the difference between the two.

Time for Board Members and other attendees to ask questions or need clarification on anything.

Suggested we need to re-evaluate this package in a few years. Board Members need to do a better job at fundraising.

Board Members present feel they are ready to vote on this.

Vivian Hsu will not be able to attend

T. Marsh made a motion to Approve.

W. Wang seconded the motion.

Unanimous approval

The team **VOTED** to approve the motion.

### III. Closing Items

#### A. Adjourn Meeting

V. Hsu made a motion to Adjourn Meeting.

M. Sahoo seconded the motion.

The team **VOTED** unanimously to approve the motion.

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:24 PM.

Respectfully Submitted,

L. Reisberg

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### Documents used during the meeting

- Compensation\_Plan\_\_SY\_22-23\_through\_24-25\_\_.pdf

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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 employees have been designated to handle questions and complaints of alleged discrimination:

**Civil Rights and Title IX Coordinator:** Andra Maughan, (206) 659-0956, andra.maughan@myrvla.org, 6020 Rainier Ave S, Seattle, WA 98118.

**504 Coordinator:** (RVLA): Nathan Howden, (206) 659-0956, nathan.howden@myrvla.org, 6020 Rainier Avenue S, Seattle, WA 98118

**MINUTES OF June 14th, 2022 DIRECTORS OF  
Rainier Valley Leadership Academy  
A Washington State Nonprofit Corporation**

Date and Time Tuesday July 12, 2022 at 2:00 PM Location

Virtual Compensation Package Review & Vote

Directors Present J. Hailey, M. Sahoo, R. Bembry, T. Marsh, V. Hsu, W. Wang Directors Absent C. Peoples-Procter, E. Forde, J. Thiel, M. MASON

Guests Present B. Coleman, C. Catchings, L. Reisberg, Oruba Anthony

I. Opening Items

R. Bembry called a meeting to order on Tuesday Jul 12, 2022 at 2:04 PM.

II. Compensation Package

A. Record Attendance

B. Call the Meeting to Order

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Suggested we need to re-evaluate this package in a few years.

Board Members need to do a better job at fundraising. Board Members present feel they are ready to vote on this. Vivian Hsu will not be able to attend

\_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

ATTEST:

\_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

# Coversheet

## Resolutions May & June 2022 Payroll & Claim Vouchers

**Section:** III. Consent Agenda  
**Item:** C. Resolutions May & June 2022 Payroll & Claim Vouchers  
**Purpose:**  
**Submitted by:**  
**Related Material:** AP Check Summary Report with Board Certification 6.15.pdf  
AP Check Summary Report with Board Certification 6.15 (1).pdf  
AP Check Summary Report with Board Certification 6.24.pdf  
AP Check Summary Report with Board Certification 5.20.pdf  
AP Check Summary Report with Board Certification 5.9.pdf  
Resolution May \_ June 2022 Vouchers & Payments.docx.pdf

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

### BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 26, 2022, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$94,848.28, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 101530 through 101549, totaling \$80,603.55

AP ACH Numbers 9000001075 through 9000001079, totaling \$14,244.73

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

\_\_\_\_\_

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

This section returned no records

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220615 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount	
101530	Alexander, Oscar	\$5,900.00	
101531	CliftonLarsonAllen LLP	\$2,100.00	
101532	College Board	\$1,215.00	
101533	Fresh n' Local Foods	\$878.68	
101534	International Literary Association	\$79.00	
101535	Intrigue Communications	\$4,410.00	
101536	Keith M Yanov Consulting	\$787.50	
101537	Ma and Pops LLC	\$104.69	
101538	Meridian Security & Electric, Inc.	\$289.45	
101539	NEW ESD101	\$5,600.00	
101540	Pitney Bowes Purchase Power 8000-9090-0906-6718	\$9.99	
101541	Richardson Bottling Company	\$22.21	
101542	Ricoh USA, Inc. (Lease/Rental)	\$82.04	
101543	Robert Half	\$2,073.35	
101544	STS Education	\$238.00	
101545	TKE Elevator Corporation	\$819.84	
101546	Valor Collegiate Academics	\$7,500.00	
101547	Washington Charter School Development	\$45,101.34	
101548	Washington State Charters Schools Assoc.	\$2,000.00	
101549	Waste Management of Seattle	\$1,392.46	
9000001075	Biglow, Hadiya Marlise	\$2,500.00	
9000001076	Catchings, Chastity	\$10,517.85	
9000001077	Century Link A/C #206-659-0956 392	\$610.39	
9000001078	Coleman, Baionne	\$226.69	
9000001079	Staples Advantage	\$389.80	
<b>ACH Payments:</b>		5	\$14,244.73
<b>Total:</b>		<b>25</b>	<b>\$94,848.28</b>

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

### Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - General Fund	\$0.00	\$0.00	\$94,848.28	\$94,848.28

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

### BOARD CERTIFICATION STATEMENT

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Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 101530 through 101549, totaling \$80,603.55

AP ACH Numbers 9000001075 through 9000001079, totaling \$14,244.73

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\_\_\_\_\_

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

This section returned no records

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220615 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount	
101530	Alexander, Oscar	\$5,900.00	
101531	CliftonLarsonAllen LLP	\$2,100.00	
101532	College Board	\$1,215.00	
101533	Fresh n' Local Foods	\$878.68	
101534	International Literary Association	\$79.00	
101535	Intrigue Communications	\$4,410.00	
101536	Keith M Yanov Consulting	\$787.50	
101537	Ma and Pops LLC	\$104.69	
101538	Meridian Security & Electric, Inc.	\$289.45	
101539	NEW ESD101	\$5,600.00	
101540	Pitney Bowes Purchase Power 8000-9090-0906-6718	\$9.99	
101541	Richardson Bottling Company	\$22.21	
101542	Ricoh USA, Inc. (Lease/Rental)	\$82.04	
101543	Robert Half	\$2,073.35	
101544	STS Education	\$238.00	
101545	TKE Elevator Corporation	\$819.84	
101546	Valor Collegiate Academics	\$7,500.00	
101547	Washington Charter School Development	\$45,101.34	
101548	Washington State Charters Schools Assoc.	\$2,000.00	
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9000001078	Coleman, Baionne	\$226.69	
9000001079	Staples Advantage	\$389.80	
<b>ACH Payments:</b>		5	\$14,244.73
<b>Total:</b>		<b>25</b>	<b>\$94,848.28</b>

## AP Check Register

Accounts Payable Run: 06/15/2022

Rainier Valley Leadership Academy

### Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - General Fund	\$0.00	\$0.00	\$94,848.28	\$94,848.28

## AP Check Register

Accounts Payable Run: 06/24/2022

Rainier Valley Leadership Academy

### BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of July 26, 2022, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$34,434.04, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 101550 through 101553, totaling \$30,317.21

AP ACH Numbers 9000001080 through 9000001083, totaling \$4,116.83

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

\_\_\_\_\_

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

This section returned no records

## AP Check Register

Accounts Payable Run: 06/24/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220624 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
101550	Fresh n' Local Foods	\$718.81
101551	NEW ESD101	\$17,000.00
101552	Rainier Arts Center	\$1,350.00
101553	Robert Half	\$11,248.40
9000001080	Amazon Capital Services	\$1,152.97
9000001081	Coleman, Baionne	\$1,163.86
9000001082	Davis, Angela M	\$800.00
9000001083	DeansList	\$1,000.00
<b>ACH Payments:</b>		4
<b>Total:</b>		<b>8</b>
		<b>\$4,116.83</b>
		<b>\$34,434.04</b>

## AP Check Register

Accounts Payable Run: 06/24/2022

Rainier Valley Leadership Academy

### Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$200.00	\$0.00	\$34,336.54	\$34,536.54

## AP Check Register

Accounts Payable Run: 05/20/2022

Rainier Valley Leadership Academy

### BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of June 14, 2022, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$139,080.83, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 101506 through 101524, totaling \$121,498.99

AP ACH Numbers 9000001029 through 9000001038, totaling \$17,581.84

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

\_\_\_\_\_

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

This section returned no records

## AP Check Register

Accounts Payable Run: 05/20/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220520 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
101506	Alexander, Oscar	\$5,175.00
101507	Ali, Abdirizak	\$2,000.00
101508	Fresh n' Local Foods	\$3,237.71
101509	GTTC	\$4,203.00
101510	Impact the Culture	\$3,500.00
101511	Language Line Services Inc	\$78.50
101512	Mobile Mini	\$104.26
101513	Puget Sound Dispatch, LLC.	\$1,502.03
101514	Robert Half	\$14,217.04
101515	Seattle Children's Theatre	\$1,000.00
101516	Seattle King County Dept Public Health	\$740.40
101517	Seneca Family of Agencies	\$21,850.00
101518	T Mobile 967493293	\$3,776.91
101519	Vargas, Javier	\$2,800.00
101520	Vortex Industries LLC	\$422.26
101521	Washington Charter School Development	\$50,563.14
101522	Washington State Charters Schools Assoc.	\$5,200.00
101523	Waste Management of Seattle	\$1,073.61
101524	Zoom	\$55.13
9000001029	Amazon Capital Services	\$1,178.49
9000001030	Carroll, Samiha	\$1,033.78
9000001031	Catchings, Chastity	\$2,845.33
9000001032	Century Link 253-272-2411 221	\$1,927.32
9000001033	Century Link A/C #206-659-0956 392	\$1,770.34
9000001034	Coleman, Baionne	\$3,223.84
9000001035	Escamilla-Soto, M Carmen	\$468.96
9000001036	Madonna, Rebecca Anne	\$163.81
9000001037	Thomas, Kimberly	\$2,170.00

## AP Check Register

Accounts Payable Run: 05/20/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220520 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000001038	Thompson, Tonieh	\$2,799.97
<b>ACH Payments:</b>		10      \$17,581.84
<b>Total:</b>		<b>29      \$139,080.83</b>

## AP Check Register

Accounts Payable Run: 05/20/2022

Rainier Valley Leadership Academy

### Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$139,367.83	\$139,367.83

## AP Check Register

Accounts Payable Run: 05/09/2022

Rainier Valley Leadership Academy

### BOARD CERTIFICATION STATEMENT

Payments have been audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090. Those payments have been recorded on a listing which has been made available to the board.

As of June 14, 2022, the Board, by a \_\_\_\_\_ vote, approves payments, totaling \$45,169.33, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: ACH/Warrants - Public

Warrant Numbers 101496 through 101505, totaling \$41,728.78

AP ACH Numbers 9000001024 through 9000001028, totaling \$3,440.55

In addition to the Check Summary Report below, we have also reviewed the following related documentation:

\_\_\_\_\_

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

This section returned no records

## AP Check Register

Accounts Payable Run: 05/09/2022

Rainier Valley Leadership Academy

Accounts Payable Run: 20220509 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
101496	City Of Seattle A/C 9905934520	\$6,163.60
101497	CliftonLarsonAllen LLP	\$7,350.00
101498	Fresh n' Local Foods	\$1,126.25
101499	Pitney Bowes Purchase Power 8000-9090-0906-6718	\$19.98
101500	Robert Half	\$1,497.72
101501	Seneca Family of Agencies	\$12,925.00
101502	T Mobile 970733520	\$1,993.60
101503	Trafton International Consulting Group	\$7,500.00
101504	Urban League of Metropolitan Seattle	\$3,097.50
101505	Zoom	\$55.13
9000001024	Amazon Capital Services	\$1,022.07
9000001025	Davis, Angela M	\$1,200.00
9000001026	Invictus Transformational Leadership Coaching	\$600.00
9000001027	Krejci, Alex	\$450.00
9000001028	Washington State Dept. of Revenue	\$168.48
<b>ACH Payments:</b>		5
<b>Total:</b>		<b>15</b>
		<b>\$3,440.55</b>
		<b>\$45,169.33</b>

## AP Check Register

Accounts Payable Run: 05/09/2022

Rainier Valley Leadership Academy

### Fund Summary

<b>Fund</b>	<b>Balance Sheet</b>	<b>Revenue</b>	<b>Expense</b>	<b>Total</b>
10 - General Fund	\$0.00	\$0.00	\$45,169.33	\$45,169.33

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
TO APPROVE MAY & JUNE 2022 CLAIM VOUCHERS AND PAYROLL PAYMENTS**

This Resolution is presented to the Board of Directors (“Board”) of Rainier Valley Leadership Academy ( “RVLA”), a Washington nonprofit corporation, at a regular meeting on August 23rd, 2022.

WHEREAS, each of RVLA’s Charter School Contracts with the Washington State Charter School Commission requires each school to comply with the Accounting Manual for School Districts in the State of Washington that is published by the Washington State Office of Superintendent of Public Instruction (the “Accounting Manual”);

WHEREAS, Chapter 3, Section “Voucher Certification and Approval”, requires “board of director approval for payment of claim vouchers and payroll” and the approval “should be recorded in the minutes of the board meeting”;

WHEREAS, to meet the conditions set forth in Chapter 3, Section “Voucher Certification and Approval”, the Board desires to approve payment of claim vouchers and payroll payments delineated below.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes RVLA to remit the following payments (these documents can also be found on the board agenda on Board on Track attached to the agenda):

- [June 2022 Payroll & Claim Vouchers](#)
- [June 2022 Payroll & Claim Vouchers](#)
- [June 2022 Payroll & Claim Vouchers](#)
- [May 2022 Payroll & Claim Vouchers](#)
- [May 2022 Payroll & Claim Vouchers](#)

ADOPTED by the Board of Directors of Rainier Valley Leaders State during a regular meeting duly held on March 22nd, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_  
Board Chairperson Date

ATTEST: \_\_\_\_\_  
Board Secretary Date

# Coversheet

## Resolution Special Education Policy Update

**Section:** III. Consent Agenda  
**Item:** D. Resolution Special Education Policy Update  
**Purpose:**  
**Submitted by:**  
**Related Material:** \_RVLA - Board Resolution (Special Education Policy) .docx.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
REGARDING AMENDING RVLA’S SPECIAL EDUCATION POLICY**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY** (“RVLA”), a Washington nonprofit corporation, at a regular meeting on August 23, 2022.

WHEREAS, the Washington State Charter School Commission (“Commission”) requires RVLA to comply with the Special Education policy approved by the Commission;

WHEREAS, RVLA desires to update its Special Education Policy to the form as attached hereto; and

WHEREAS, the Board has reviewed the proposed Special Education Policy in the form as attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and adopts the amended Special Education Policy, in the form as attached hereto, upon the Commission’s subsequent approval; and

BE IT FURTHER RESOLVED that the Board hereby authorizes Baionne Coleman (RVLA’s Chief Executive Officer) or designee, as RVLA’s authorized representative, to take all necessary steps to submit and obtain approval from the Commission to incorporate the amended Special Education Policy.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy, during a regular meeting duly held on August 23, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Co-Chairperson

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

**Policy: 2161P  
Section: 2000 - Instruction**

## **Procedure - Special Education and Related Services for Eligible Students**

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## Procedure - Special Education and Related Services for Eligible Students

The purpose of Rainier Valley Leadership Academy's (RVLA's) special education program procedures is to address program areas where state and federal regulations require specific local procedures or permit local discretionary choices.

The state regulations governing the implementation of special education services pursuant to the Individuals with Disabilities Education Improvement Act (IDEA) of 2004 are addressed in [Chapter 392-172A WAC](#). These procedures do not address all of the requirements established in the regulations. RVLA personnel who are not familiar with the regulations need to contact the Dean of special education if there are questions regarding special education. These procedures describe how RVLA implements its special education program.

### Free Appropriate Public Education (FAPE)

RVLA will apply annually for Federal Part B and state special education funding to assist in the provision of special education and any necessary related services. This funding is in addition to students' basic education funding and state special education funding.

The superintendent, in consultation with building staff, will annually determine whether to use Early Intervening Services (EIS) funding for students who have not been identified as needing special education or related services, but who need additional academic and behavioral support to succeed in a general education environment.

RVLA will annually report to the Office of Superintendent of Public Instruction (OSPI) the number of students receiving EIS; and the number of students who received EIS and subsequently received special education and related services under Part B of IDEA during the preceding two-year period.

Services to eligible special education students, age three to 21, will be provided without charge to the student. This does not include incidental fees that are normally charged to all students. Special education services will include preschool, elementary, and secondary education and are provided in conformance with the student's Individualized Education Program (IEP).

RVLA provides a continuum of services for the students it serves who are eligible for special education services from kindergarten through age 21, regardless of the funding source. Where RVLA is unable to provide all or part of the special education or necessary related services, it will make arrangements through contracts with other public or non-public sources, inter-RVLA agreements, or interagency coordination.

### Students Covered by Public or Private Insurance

RVLA may use Medicaid or other public insurance benefits programs in which a student participates to provide or pay for services required to provide a FAPE, as permitted by the public insurance program.

However, RVLA will not:

- A. Require parents to sign up for or enroll in public benefits or insurance programs in order for their student to receive FAPE under Part B of the IDEA;
- B. Require parents to incur an out-of-pocket expense such as the payment of a deductible or co-pay amount incurred in filing a claim;
- C. Use a parent or student's benefits under a public insurance program if that use would:
  1. Decrease available lifetime coverage or any other insured benefit;
  2. Result in the family paying for services required after school hours that would otherwise be covered by the public insurance program;
  3. Increase premiums or result in discontinuation of insurance; or
  4. Risk loss of eligibility for home and community-based waivers, based on aggregate health-related expenditures.

RVLA may access a parent's private insurance proceeds to provide FAPE to an eligible student only if the parent provides informed consent to RVLA. Whenever RVLA proposes to access the parent's private insurance proceeds, RVLA will:

- A. Obtain parent consent in accordance with [Chapter 392-172A WAC](#) each time RVLA wishes to access benefits for a new procedure; and
- B. Inform the parents that their refusal to permit RVLA to access their insurance does not relieve RVLA of its responsibility to ensure that all required services are provided at no cost to the parents.

Before first accessing a parent's or student's public benefits, for the first time and annually after the first notification, RVLA will provide written notification using the prior written notice provisions under [WAC 392-172A-07005\(3\)](#) that includes:

- A. a statement of the parental consent provisions;
- B. a statement of the "no-cost" provisions;
- C. a statement that the parents may withdraw their consent to disclose personally identifiable information to the agency responsible for administering the state's public benefits or insurance, and
- D. a statement that a parent's withdrawal or refusal to consent does not relieve the school LEA of its responsibility to ensure that all required services are provided at no cost to the parents.

After providing the required notification, RVLA will obtain written informed consent from the parent allowing RVLA to disclose information from the student's educational records to the agency responsible

for administering the state's public benefits or insurance programs. The consent will specify:

- A. The personally identifiable information that may be disclosed, such as records or information about the services that may be provided to the student;
- B. The purpose of the disclosure;
- C. The agency to which the disclosure will be made; and
- D. That the parent understands and agrees that the public agency may access the parent's or student's public benefits or insurance to pay for services under the act.

To avoid financial cost to parents who would otherwise consent to use private insurance, or public benefits if the parent would incur a cost such as a deductible or co-pay, RVLA may use its Part B funds to pay the cost the parents would incur.

The *special education teacher or assigned case manager* is responsible for providing the required notices and requests for consent to parents under this section.

#### **Parent Participation in Meetings**

RVLA encourages parental involvement and sharing of information between RVLA and parents to support the provision of appropriate services to its students. As used in these procedures, the term "parent" includes biological and adoptive parents, legal guardians, persons acting in the place of a parent, such as relatives and stepparents, foster parents, persons appointed as surrogate parents, and adult students whose rights to educational decision-making have transferred to them.

Parents (and as appropriate, students) will be provided the opportunity to participate in any meetings with respect to the identification, evaluation, educational placement, and provision of a FAPE, including IEP team meetings, school discipline, and truancy meetings.

When a meeting is scheduled parents will be:

- A. Notified of the meeting early enough that they will have an opportunity to attend;
- B. Notified of the availability of interpretation and translation services at no cost to the parents;
- C. Notified of the purpose, time, and location of the meeting and who will be in attendance;
- D. The parent will be notified that RVLA, or the parent may invite others who have knowledge or special expertise of the student; and
- E. The meetings will be scheduled at a mutually agreeable time and place.

RVLA will take whatever action is necessary to ensure that the parent understands invitations to attend IEP meetings and the proceedings of the IEP team meeting, including but not limited to, notifying the parents in their native language of the availability of interpretation/translation services at no cost to the parents and arranging for an interpreter for parents who are deaf or hard of hearing or whose native language is other than English. RVLA will maintain documentation of the language in which families

prefer to communicate and whether a qualified interpreter for the student's family was provided.

The staff person responsible for inviting the parents to meetings will keep documentation of the information provided and the methods used to notify the parents of the meeting. RVLA may proceed with a meeting only if RVLA is not able to convince the parent to attend. In this case, RVLA will document its attempts to arrange the meeting. This documentation will include records of telephone calls and the results, copies of correspondence sent to the parent, and/or other means used to contact the parent. This documentation will be kept in the student's special education file. *Case managers are responsible for the notification, form use, and other arrangements associated with parent participation at meetings.*

If the parent cannot attend a meeting but wishes to participate, RVLA will arrange for other means to participate. This can include individual or conference phone calls, video, or other means of conferencing.

A meeting does not include informal or unscheduled conversations involving RVLA personnel; conversations on issues such as teaching methodology, lesson plans, coordination of service provisions; or preparatory activities RVLA personnel engage in to develop a proposal or a response to a parent proposal to be discussed at a later meeting.

### **Identification and Referral (Child Find)**

#### **A. Identification**

The purpose of Child Find is to locate, evaluate, and identify children with suspected disabilities in need of special education services including those who are not currently receiving special education and related services and who may be eligible for those services. Activities are to reach:

1. Children enrolled in RVLA boundaries including preschool-aged children;
2. Children attending approved, nonprofit private elementary and secondary schools located within the district boundaries.
3. Highly mobile children (such as children experiencing homelessness, in foster care, and living in migrant conditions);
4. Children who have a disability and may need special education services even though they are advancing from grade to grade; and
5. Children at home or home-schooled.

RVLA reaches students who may be eligible for special education services through:

1. Notification to parents of child find activities in its annual informational packet;
2. Information regarding child find on RVLA's website;
3. LEA informational mailings;
4. Posting notices regarding screening and referral in school buildings;

5. Coordination with other public and private agencies and practitioners;
6. Written information provided to RVLA staff on referral procedures;
7. Training teachers and administrators on referral/evaluation/identification procedures;
8. Review of student behavior, discipline, and absentee information and information gathered from LEA-wide assessment activities; and

When RVLA staff have concerns that a student may have a suspected disability that could result in eligibility for special education services, they will notify *the special education office*.

**B. Referral**

A student, whether or not enrolled in school, may be referred for a special education evaluation by parents, RVLA staff, or other persons knowledgeable about the student. Each building principal will designate a person responsible for ensuring that RVLA staff understands the referral process and maintain the availability of the RVLA's optional referral form. Referrals are required to be in writing unless the person referring is unable to write and/or communicate orally. A person who makes a referral orally must be provided with the optional RVLA referral form in the requestor's native language and offered assistance in completing the referral with the support of a qualified interpreter when needed.

When a referral is made, RVLA must act within a 25 school-day timeline to make a decision about whether or not the student will receive an evaluation for eligibility for special education services.

All certificated employees will document referrals immediately upon a referral being made to or by them. All other staff receiving a referral from another person will notify the special education administrator or building principal

The special education department: (a) records the referral; (b) provides written notice of the referral to the parent, including the date the request was received; and (c) advises general education teachers/case managers to collect and review RVLA data and information provided by the parent to determine whether an evaluation is warranted.

During the referral period, *the special education director/dean* will collect and review existing information from all sources, including parents. Examples may include:

1. Child's history, including developmental milestones;
2. Report cards and progress reports;
3. Individual teacher's or other provider information regarding the child including observations;
4. Assessment data;

5. Medical information, if provided; and
6. Other information that may be relevant to assist in determining whether the child should be evaluated.

If the review of data occurs at a meeting, the parent will be invited. The special education department provides written notice to the parents of the decision regarding evaluation, and whether or not the parents attend the meeting.

Recommendations regarding evaluation are forwarded to the special education department.

After the special education office reviews the request for evaluation and supporting data and does not suspect that the child has a disability, RVLA may deny the request. In this case, written notice, including the reason for the denial and the information used as the basis for the denial, must be given to the parent.

If the determination is that the child should be evaluated, the reviewers will include information about the recommended areas of evaluation, including the need for further medical evaluation of the student. This information will assist RVLA in providing parents with prior written notice and will assist the RVLA in selecting appropriate evaluation group members. *The school psychologist* is responsible for notifying parents of the results using prior written notice. When the determination is that the child will be evaluated, parent consent for evaluation and consent for release of appropriate records will be sent with the notice.

RVLA staff or its partnering organization (Seneca) will attempt without unnecessary delay to obtain parental consent to conduct the evaluation, fully evaluate the student, and arrive at a decision regarding eligibility within 35 days of obtaining written consent for an evaluation, subject to limited exceptions enumerated in WAC 392-172A-03005.

RVLA is not required to obtain consent from the biological parent if:

1. The student is a ward of the state and does not reside with a parent;
2. The parent cannot be located, or their rights have been terminated; or
3. Consent for an evaluation is given by an individual appointed to represent the student.

When the parent provides consent, RVLA will select an evaluation group. The evaluation group is to complete the evaluation within 35 school days after RVLA's receipt of parent consent, unless:

1. The parents and LEA agree in writing to extend the timeline;
2. The parent fails or refuses to make the student available for the evaluation; or
3. The student enrolls in another LEA after the evaluation is begun, but before completion, and the parent and new LEA have an agreement for completion of the evaluation.

If a parent does not provide written, informed consent for the evaluation, notify *the special education department*. RVLA administration will make a determination as to whether it wishes to use mediation to seek agreement to evaluate or file a due process hearing to override the parent's refusal to consent. RVLA may not override a parent's refusal to consent to an evaluation if the student is homeschooled. If the parent does not provide written informed consent and RVLA does not use mediation or due process, a *special education administrator* will provide the parent with prior written notice informing the parent that RVLA cannot proceed with the evaluation to determine eligibility and is not responsible for providing special education and related services without an initial evaluation to determine eligibility.

## Evaluation and Reevaluation

### A. RVLA Evaluation Requirements

The purpose of the evaluation is to collect information about a student's functional, developmental, and academic skills and achievements from a variety of sources, to determine whether a student qualifies for special education and related services, and to develop an IEP. This includes information provided by the parent. All information gathered in this process is reviewed by the IEP team or other group of qualified professionals.

The evaluation must be an individual assessment designed to determine:

1. Whether the student is eligible for special education and any necessary related services; and,
2. The nature and extent of special education and related services needed by the student, including information related to enabling the child to be involved in and progress in the general education curriculum.

RVLA's *special education administrator* will select the members of the evaluation group. Members selected must be knowledgeable about the student and the areas of suspected disabilities. Qualifications of a group member include having the appropriate professional license or certification and may include outside practitioners when necessary. When assessing for specific learning disabilities, the parent and a group of qualified professionals must be part of the group. If the student requires a medical evaluation in order to determine eligibility, RVLA will coordinate with the parents to arrange for the evaluation at RVLA's expense or through the use of public or private insurance if the parent consents to allow RVLA to use the insurance.

There are many legal requirements for conducting evaluations. They must be completed in accordance with WAC 392-172A-03005 through 392-172A-03080. Evaluation procedures or materials must be free of racial, cultural, or sexual/gender bias and they must be used for the purpose for which they are valid and reliable. Tests must be appropriate for the student's age and stage of developmental level. Tests should be administered in the native language of the student or conducted in the mode of communication most familiar to the student. If it appears to be clearly not feasible to conduct a procedure or test in the mode of communication most frequently used by the student, the IEP team will contact the special education administrator to develop an individualized strategy for a valid evaluation of the student's skills. The inclusion of parents in this collaboration is desirable and strongly encouraged.

Specific areas to be included in the evaluation are determined by a school psychologist and other qualified professionals, as appropriate, as part of a review of existing data concerning the student. The evaluation does not rely on one source or procedure as the sole criterion for determination and should include:

1. Review of existing data, including corresponding response to intervention (RTI) documentation;
2. Relevant functional and developmental information;
3. Information from parents;
4. Information from other providers;
5. Information related to enabling access to and progress within the general education curriculum and assisting in determining whether there is a disability and the content of the IEP;
6. Current classroom-based evaluations, using criterion-referenced and curriculum-based methods, anecdotal records, and observations;
7. Teacher and related service providers' observations; and
8. Testing and other evaluation materials, which may include medical or other evaluations when necessary.

All current evaluation data as well as data previously reviewed by the team must be considered. Professional members of the evaluation team need to be familiar with qualifying disability definitions and criteria in federal and state rules.

This review of existing data may be in the form of a meeting of IEP team members or may be conducted without a meeting. It includes data provided by parents, data gathered in the general education classroom, or data from state and RVLA level assessments. The data may provide information about the student's physical condition, social or cultural background, and adaptive behavior.

When additional assessments are necessary, the group members have the responsibility of selecting, administering, interpreting, and making judgments about evaluation methods and results, and ensuring that the tests and assessments are administered by qualified personnel in accordance with the instructions of the test producer. The gathering of additional data in combination with existing data must be sufficiently comprehensive to address all areas of the suspected disability and any special education needs, whether linked to the disability category or not. If the IEP team determines that no additional data are needed, the IEP team will notify the student's parent of that determination and the reasons for it and inform them of their right to request additional assessments. RVLA will complete the evaluation using existing data.

Parents and RVLA staff are encouraged to work towards consensus, but RVLA has the ultimate responsibility to determine whether the student has a disability or not. The school psychologist

will provide the parent with prior written notice of the eligibility decision, as well as a copy of the evaluation report. If the parent disagrees with the eligibility decision, they will be informed of their dispute resolution options described in the procedural safeguards.

## **B. Specific Learning Disability (SLD)**

1. RVLA continues to use the severe discrepancy approach for identifying students with a SLD; RVLA must act promptly on a referral.
2. Anyone, including parents and teachers, can make a referral at any time. A student cannot be required to progress through all levels of intervention before being evaluated if evidence exists to suspect a disability.

## **C. Evaluation of Transfer Students**

If a student transfers into the RVLA while an evaluation process is pending from the other LEA, the *school psychologist* is responsible for determining the status of evaluations conducted to date and making a determination as to whether the evaluation can be completed within the 35 school day timeline from the date the parent provided consent. If the determination is that additional time will be needed, the *school psychologist* will notify the parent and obtain the parent's agreement to establish a new timeline.

## **D. Eligibility**

The evaluation group and the parent will determine whether or not the student is eligible for special education services.

1. A student is not eligible if the determinant factor is lack of appropriate instruction in reading or math, based upon the state's grade-level expectations or limited English proficiency; and
2. Eligibility may be determined by documented professional judgment when:
  - a. Properly validated tests are unavailable; or
  - b. Corroborating evidence indicates that results were influenced due to measuring a disability.

The parent will be provided with a copy of the evaluation report and the documentation of determination of eligibility.

Parents will also be provided with prior written notice of the eligibility decision within ten school days of the decision. The school psychologist is responsible for sending the notice.

Students remain eligible for special education services until one of four events occur:

1. The student is determined through a reevaluation to no longer be eligible for special education;

2. The student has met RVLA's high school graduation requirements;
3. The student has reached age 21. A special education student whose 21st birthday occurs after August 31, will continue to be eligible for special education and any necessary related services for the remainder of the school year; or
4. The student no longer receives special education services based upon a parent's written revocation of services.

When a special education student is expected to graduate prior to age 21, or when graduation is part of the transition plan, the IEP team will document a student's progress towards achieving course credits towards graduation on the transition portion of the IEP. RVLA will provide prior written notice to parents and adult students that the student is expected to graduate and will no longer be eligible for special education services. RVLA will also provide the parents and student with a summary of academic achievement and functional performance and recommendations to assist the student with postsecondary goals.

#### **E. Evaluation Report**

Each person conducting an assessment of the student will specify the procedures and instruments used and their results and the significance of findings related to the student's instructional program, including a specification of the factors interfering with performance and the special education and related services needed.

The evaluation group will determine who is most appropriate to develop the evaluation report reflecting the evaluation information. This will be completed before the conclusion of the evaluation period and will, at a minimum:

1. Identify the disability that requires special education and related services, if a disability exists;
2. Discuss assessments and review data supporting conclusions regarding eligibility;
3. Include the additional information required for the specific learning disability eligibility category;
4. Describe how the disability or disabilities affect the student's involvement and progress in the general curriculum;
5. Make recommendations to the IEP team with respect to special education and related services needed, materials or equipment, instructional and curricular practices, student management strategies, the need for extended school year services beyond 180 school days, and location of services;

6. Include other information, as determined through the evaluation process and parent input;
7. Include the additional information required for the specific learning disability eligibility category;
8. Provide any necessary professional judgments and the facts or reasons in support of the judgments; and
9. Be signed and dated by the evaluation group members certifying their agreement. Any group member who disagrees with the conclusions of the report will prepare a separate statement representing their own conclusion.
10. The case manager or school psychologist is responsible for notifying parents of the date, time, and location of evaluation meetings by following the procedures in the parent participation section for inviting parents to meetings.

**F. Reevaluations**

A reevaluation of a student receiving special education or related services is conducted if academic achievement and functional performance have improved to warrant a reevaluation if the IEP team suspects that the student may no longer be a student with a disability or if the child's parent or teacher requests a reevaluation. A reevaluation does not occur more than once per year, unless parent and school agree otherwise. A reevaluation must occur at least once every three years, unless parent and school staff agree that a reevaluation is unnecessary. An agreement that an evaluation is unnecessary will be confirmed in writing to the parent. The school psychologist will schedule a review of this determination and notify the special education department.

Students who turn six who met the eligibility requirements for the disability category of "Developmentally Delayed" (DD) under the criteria for ages three to six years need not be reevaluated at age six under the criteria for six to nine years until three years after their initial evaluation was completed

Students who were previously eligible under the category "Developmentally Delayed" must be reevaluated before age ten to determine eligibility within another category in order to continue receiving special education services.

As part of any reevaluation, the IEP team members and other professionals RVLA determines appropriate will review existing data that includes:

1. Evaluations and information provided by the parents;
2. Current classroom-based assessment, local or state assessments, and classroom-based observations; and
3. Observations by other teachers and related services providers' data.

Based on this review the team will determine whether any additional data is necessary to determine:

1. Whether the student continues to be eligible for special education and any necessary related services;
2. The present levels of performance and educational needs; and
3. Whether any additions or modifications to the student's program are needed. This review can occur with or without a meeting or through individual review. If the IEP team members and any other persons reviewing the data determine that no further testing is necessary, RVLA will notify the parents of this determination, using written prior notice and will inform parents that they have the right to request assessments if they disagree with the determination that additional testing is not necessary. Parent consent is not required if the reevaluation does not require additional testing.
4. If additional testing is needed:
  - a. The school psychologist will request written parental consent for reevaluation and provide prior written notice identifying the areas of assessment;
  - b. If the parents do not return the signed consent form, RVLA will send another letter explaining the need for reevaluation and parent consent and will enclose another consent form and a copy of the prior written notice. In addition, RVLA will document its reasonable attempts to obtain consent such as telephone calls, emails, personal contact, and other efforts to obtain consent;
  - c. If the parents do not respond to the request for consent, and RVLA has documented its reasonable attempts to obtain consent, RVLA can proceed with the reevaluation; and
  - d. If the parents refuse to consent to the reevaluation, the evaluation group will notify the special education administrator so that RVLA can determine whether it will seek mediation in order to obtain consent or request a due process hearing to ask an administrative judge to override the parents' refusal to consent.

After the reevaluation is completed, the *case manager or school psychologist* will both invite parents to the eligibility meeting and will provide prior written notice after the meeting of the results of the reevaluation to parents in their primary language, indicating one or more of the following:

1. Whether the student continues to be eligible and in need of special education;
2. Present levels of performance and educational needs of the student; and

3. Whether any additions or modifications to the special education and related services are needed to enable the student to meet IEP annual goals and to participate, as appropriate, in the general curriculum.

This notice will occur within ten school days of the eligibility decision. The special education department *or case manager* is responsible for sending the notice.

#### **G. Reevaluation and Graduation**

No reevaluation is required when special education eligibility terminates due to graduation from high school with a regular diploma or due to reaching the end of the school year during which the student turned 21. Instead, RVLA will provide prior written notice to the student and the parent *one month before the student's anticipated last day of school*, and the IEP team will provide the student with a summary of academic achievement and functional performance including recommendations on how to assist the student in meeting post-secondary goals. *This summary will be provided to the student at the time of the final year's IEP meeting.*

The IEP team must also document that parents were informed whether it is recommended that the student's academic achievement be measured using an alternative state assessment. This notice must also explain whether and how alternate assessments may delay or otherwise affect the student from completing the requirements for a regular high school diploma. The *case manager* is responsible for assuring that the IEP team completes the summary of academic achievement and functional performance.

#### **H. Independent Educational Evaluations (IEE)**

Parents of students eligible for special education, students referred for special education and determined to not be eligible, or students determined not to need an evaluation have a right to obtain an IEE at public expense, each time RVLA has conducted or obtained an evaluation of the student.

When parents request an IEE, RVLA must decide within 15 calendar days whether or not it agrees to provide it. Any parent request for an independent evaluation should be immediately referred to the special education administrator. The special education administrator will review the request and determine whether or not the request is warranted. If RVLA agrees to provide an IEE, arrangements will be made promptly. If RVLA denies the request to pay for an IEE, it must file for a due process hearing within 15 calendar days of the parent's request. RVLA may request mediation as an option after filing the due process hearing. If the parents withdraw their request for an IEE, the due process hearing can be dismissed.

When a parent requests an IEE, RVLA must provide parents with a list of RVLA's criteria and evaluators. If RVLA initiates a hearing and a decision is made that RVLA's evaluation is appropriate, the parent still has the right to an IEE, but not at public expense. A parent is entitled to only one IEE at public expense each time RVLA has conducted an evaluation with which the parent disagrees.

If the parent obtains an IEE at either public or private expense, any results of the IEE must be considered by RVLA if providing FAPE. The IEE may also be presented as evidence at a hearing regarding the student.

The following criteria are established for the selection of an individual to conduct an IEE at public expense. These criteria are established in order to identify the knowledge, experience, and qualifications of individuals selected to conduct the evaluations. Any individual selected to conduct either an RVLA evaluation or an IEE must be:

1. Licensed, credentialed, or otherwise qualified within the state of Washington or state of residence/practice to perform an evaluation in the specific professional discipline for which an independent evaluation is sought;
2. Knowledgeable and experienced in evaluating children with similar disabilities;
3. Geographically located within the state of Washington (RVLA may wish to specifically expand the criteria to include practitioners in other States/British Columbia); and
4. Available to RVLA at a maximum fee which does not exceed by more than 25% the prevailing average for similar evaluations within the state of Washington.

Exceptions to the criteria will be granted only when it can be shown that the unique circumstances of the child or the disability:

1. Make it impossible to identify anyone within the state of Washington who holds the appropriate credentials or experience necessary to conduct the evaluation; or
2. Require a specialized evaluator whose fee exceeds the prevailing average by more than 25%; or
3. Include factors that would warrant an exception in order to obtain an appropriate evaluation.

## **Individualized Education Programs (IEP)**

### **A. IEP Development**

The term IEP means a written statement for each student eligible for special education that is developed, reviewed, and revised in a meeting in accordance with WAC 392-172A-03095 through WAC 392-172A-03100. The IEP reflects the implementation of instructional programs and other services for students who are eligible for special education services, based on the evaluation of student needs. IEP teams should be proactive in providing parents notice of their right to observe proposed educational placements in order to delay implementation of an IEP.

An IEP must be in effect before initiation of special education services. The IEP must be developed within 30 calendar days after the student's initial determination of eligibility for special services. IEPs must be updated annually, or revised more frequently if needed to adjust the program and services.

Parent consent is required before the initial provision of special education services. If a parent refuses to consent to the provision of special education services, RVLA may not use mediation or due process to override a parent's refusal. When a parent refuses to provide consent the *special*

*education administrator or case manager* will notify the parent that RVLA does not have a FAPE obligation to the student. The notification will be documented in the student's file.

RVLA will maintain a copy of the current IEP, which is accessible to all staff members responsible for providing education, other services, or implementation of the IEP. All staff members will be informed of their responsibilities for its implementation. This includes not only teachers and other service providers, but also bus drivers, playground and lunchroom supervisors, nursing staff, and others who may be responsible for the proper implementation. The building principal is responsible for ensuring that staff members are knowledgeable about their responsibilities.

IEPs will be implemented without undue delay following IEP meetings, regardless of the payment source for special education and or related services.

Parents are members of the IEP team and will have the opportunity to participate fully. RVLA will make sure that the parents understand the proceedings, including arranging for an interpreter for parents who are deaf or whose native language is other than English. RVLA will also ensure that meeting locations are accessible. The special education department is responsible for coordinating interpreters and making arrangements for the meeting location.

RVLA will provide parents/guardians with a copy of RVLA's Restraint, Isolation and Other Uses of Reasonable Force (*Policy 3246*) with each initial and annual IEP.

#### **B. IEP Team**

The IEP team includes:

1. The parent(s) of the student;
2. Not less than one general education teacher (or preschool teacher) of the student if the student is, or will be, participating in the general education environment. The general education teacher will, to the extent appropriate, participate in the development of the student's IEP, including determinations of: 1) appropriate positive behavioral interventions and supports for the student; and 2) supplementary aids and services, program modifications, and support for school personnel consistent with WAC 392-172A-01185 and WAC 392-172A-03110(2)(b);
3. Not less than one special education teacher, or if appropriate, not less than one special education provider of the student;
4. A representative of RVLA, who is qualified to provide or supervise the provision of special education and related services, is knowledgeable about the general education curriculum, and is knowledgeable about the availability of RVLA resources; *RVLA may wish to designate a specific person/position within RVLA to participate in all IEPs, if practical, or designating a category of personnel to represent the capacity of the LEA to provide the program under consideration.*
5. An individual who can interpret the instructional implications of the evaluation results;

6. Any other individuals who have knowledge or special expertise about the student. These individuals may be invited by both RVLA and the parents, at the discretion of the person making the invitation;
7. The student, when appropriate, or when required;
8. Students must be invited when the purpose of the meeting includes a discussion of transition needs or services;
9. If another agency is or may be responsible for payment or provision of transition services, an agency representative will be invited, with the parent's consent. If the agency representative cannot attend the meeting, RVLA personnel will keep the representative informed of the meeting and obtain agency information that will assist in the service provision; and
10. Parents will be notified of the participation of the Part C service coordinator or other designated representatives of the Part C system as specified by the state lead educational agency for Part C at the initial IEP meeting for a child previously served under Part C of IDEA.

The parent and RVLA must agree in writing before any of the above team members are excused from all or part of a meeting. If a team member's area of the IEP is being discussed or modified, then the parent and RVLA must consent to their excusal; and that specific team member must provide advance written input for their part of the IEP prior to the meeting. An excusal of an IEP team member requires the excused team member/special education provider to communicate directly with the student's parent(s). Affording them the opportunity to review and engage with their section of the IEP report.

An excusal form will be submitted to excuse a respective IEP team member. The family will be notified three times by the LEA to receive permission for the excusal, if no contact has been made with the family after three reasonable attempts it will be noted on the excusal form. The excusal form will become a part of the scholar's records. In extenuating circumstances of emergency the family and the district will communicate the emergency and decide if they need to reschedule the meeting. In the event of an emergency or extenuating circumstance, the first option will be for a team member to join virtually if possible, or for the district designee to excuse the IEP team member with family approval.

Existing team members may fill more than one of these roles if they meet the criteria for the role.

Sometimes parents do not attend IEP meetings. There will also be times the parents do not agree with the IEP as proposed, and despite attempts to reach agreement on IEP content, the team does not reach agreement. If a parent attends the IEP meeting and agreement is not reached on the IEP, the team will determine whether another IEP meeting should be scheduled as soon as mutually possible, or whether there is enough information to complete the IEP. When the decision is made that the IEP will be implemented RVLA must send prior written notice of the decisions reached to the parent, including the date the IEP will be implemented.

When the parents do not attend the IEP meeting, despite the RVLA's efforts to ensure

participation, or if the team does not reach an agreement, it is RVLA's obligation to offer an appropriate educational program:

1. Have IEP members present, sign the IEP (or document participation if any member is unwilling to sign);
2. Send a copy to the parent, and provide the parent prior written notice that the RVLA intends to implement the IEP; and
3. Forward the documentation of actual or attempted contacts to the special education department for processing when parents do not attend the meeting.

When making changes to an IEP after the annual IEP meeting for a school year, the parent and RVLA may agree not to convene an IEP meeting for the purpose of making changes. The parent and RVLA must complete a written document indicating the changes and inform IEP team members and appropriate individuals of the changes. The case manager is responsible for IEP amendments. If the parent requests that RVLA revise the IEP to include the amendments, the *case manager* will revise the IEP.

#### **C. IEP Preparation and Content**

IEP teams will consider the recommendations in the initial or most recent evaluation to develop the IEP. In developing each IEP, the team must provide parents notice of their right to observe proposed educational placements and consider:

1. The strengths of the student including the academic, developmental, and functional needs of the student and the concerns of the parents for enhancing the education of their child;
2. Whether positive behavioral interventions and supports, including a behavioral intervention plan, as defined by WAC 392-172A-01031, are needed to address the student's behavior;
3. The language needs of the student as those needs relate to the student's IEP, for a student with limited English proficiency;
4. Whether Braille instruction is appropriate for a student who is blind or visually impaired;
5. The communication needs of the student (and in the case of a student who is deaf or hard of hearing, consider the student's language and communication needs), opportunities for direct communications with peers and professional personnel in the student's language and communication mode; academic level; and full range of needs, including the opportunity for direct instruction in the student's language and communication mode; and
6. Whether assistive technology devices or services are needed.

IEP content must include:

1. The student's present levels of academic and functional performance with a description of how the disability(ies) affect the student's involvement and progress in the general curriculum or preschool activities;
2. Measurable academic and functional annual goals for the student (including benchmarks or short term objectives if the student is participating in alternate assessments) that will meet the student's needs resulting from the disability(ies) to enable involvement and progress in the general curriculum or in preschool activities, and will meet the student's other educational needs;
3. A statement of special education services, any necessary related services, and supplementary aids and services based on peer-reviewed research to the extent practicable to be provided to the student and program modifications or supports for personnel so that the student may advance towards annual goals, progress in the general curriculum, and be educated and participate with other special education students and non-disabled students, and participate in extracurricular and other nonacademic activities. Special education services may not be solely based on the disability category for which the student is eligible;
4. A statement of the extent, if any, that the student will not participate with non-disabled students in general classroom, extra-curricular, and non-academic activities;
5. A statement of any individual appropriate accommodations in the administration of state or RVLA-wide assessments of student achievement that are needed to measure academic achievement and functional performance of the child on state assessments. If the team determines that the student will not participate in a particular assessment, the IEP will address why the student cannot participate in the regular assessment(s), why the particular alternative assessment is appropriate for the child, and document (a) that the parents were informed that their student's academic achievement will be measured on alternate standards, and (b) how participation in an alternate assessment may delay or otherwise affect the student from completing the requirements for a regular high school diploma;
6. The date for the beginning of services and the anticipated frequency, location, and duration of services and modifications;
7. A statement of how the student's progress towards goals will be measured, how the student's parents will be regularly informed of their child's progress towards the annual goals, and whether the progress is sufficient to enable the student to achieve the goal by the end of the year. Measurement of the student's progress will be based on the data collected as designated on the IEP. The individual responsible for implementing the goal is responsible for maintaining the data used to measure progress. Information to the parents can be provided at the same time RVLA issues progress reports or report cards, or other agreed times as identified in the IEP.
8. The projected beginning date for the special education and related services;

9. With an IEP that is in effect when the child turns 16, or sooner if the IEP team determines it is appropriate, a statement of needed transition services and any interagency responsibilities or needed linkages. The transition component must include appropriate measurable postsecondary goals based on age appropriate transition and assessments related to training, education, employment, and independent living skills where appropriate; the transition services (including courses of study) needed to assist the child in reaching those goals; and a description of how the postsecondary goals and transition services align with the high school and beyond plan (HSBP);
10. Emergency response protocols, if determined necessary by the IEP team for the student to receive FAPE and parents provide consent. Emergency response protocols must meet the requirements stated in WAC 392-172A-02105;
11. A behavioral intervention plan (BIP), if determined necessary by the IEP team for a student to receive FAPE. The BIP must meet the requirements stated in WAC 392-172A-01031;
12. The procedures by which parents/guardians will be notified of the use of isolation or restraint or a restraint device on their student (*see Procedure 3246*).
13. A statement regarding transfer of rights at the age of majority. (*Indicate the appropriate staff*) will provide prior written notice to the student one year prior to student turning 18 years of age; and
14. Extended school year (ESY) services. The consideration for ESY services is a team decision, based on information provided in the evaluation report and based on the individual needs of a student. ESY services are not limited by categories of disability, or limited by type amount or duration of the services. If the need for ESY services is not addressed in the IEP and ESY services may be appropriate for the student, the IEP team will meet by (*insert date here*) to address the need for ESY. Factors for the team to consider when determining the need for ESY may include, but are not limited to: 1) Evidence of regression or recoupment time based on documented evidence; or 2) A documented determination based on the professional judgment of the IEP team including consideration of the nature and severity of the student's disability, the rate of progress, and emerging skills.

#### **Use of isolation, restraint, and restraint devices:**

#### **A. Definitions**

1. **Imminent:** The state or condition of being likely to occur at any moment or near at hand, rather than distant or remote.
2. **Isolation:** Restricting a student alone within a room or any other form of enclosure, from which the student may not leave. It does not include a student's voluntary use of a quiet space for self-calming, or temporary removal of a student from his or her regular instructional area to an unlocked area for purposes of carrying out an appropriate

positive behavior intervention plan.

3. **Likelihood of serious harm:** A substantial risk that physical harm will be inflicted by a student:
  - a. upon his or her own person, as evidenced by threats or attempts to die by suicide or inflict physical harm on oneself;
  - b. upon another, as evidenced by behavior that has caused such harm or that places another person or persons in reasonable fear of sustaining such harm;
  - c. upon the property of others, as evidenced by behavior that has caused substantial loss or damage to the property of others; or
  - d. after the student has threatened the physical safety of another and has history of one or more violent acts.
4. **Positive behavioral intervention:** Strategies and instruction that can be implemented in a strategic manner in order to provide alternatives to challenging behaviors, reinforce desired behaviors, and reduce or eliminate the frequency and severity of challenging behaviors. Positive behavioral interventions include the consideration of environmental factors that may trigger challenging behaviors and teaching a student the skills to manage his or her own behavior.
5. **Restraint:** Physical intervention or force used to control a student, including the use of a restraint device. It does not include appropriate use of a prescribed medical, orthopedic or therapeutic device when used as intended, such as to achieve proper body position, balance or alignment, or to permit a student to safely participate in activities. Restraints that involve prone (lying face-down), supine (lying face-up), wall restraints, or any other restraint that interferes with a student's breathing are prohibited.
6. **Restraint device:** A device used to assist in controlling a student, including, but not limited to, metal handcuffs, plastic ties, ankle restraints, leather cuffs, other hospital-type restraints, pepper spray, tasers, or batons. Restraint device does not mean a seat harness used to safely transport students. This definition is consistent with RCW 28A.600.485(1)(c) and is not intended to endorse or encourage the use of such devices or techniques with LEA students.

**B. Practices presumed to be unreasonable when correcting or restraining any student under the age of 18:**

Under RCW 9A.16.100, the following is a non-exclusive list of acts that are presumed unreasonable when correcting or restraining a child:

1. throwing, kicking, burning, or cutting a child;
2. striking a child with a closed fist;

3. shaking a child under the age of three:
4. interfering with a child's breathing;
5. threatening a child with a deadly weapon; or
6. doing any other act that is likely to cause bodily harm to a student greater than transient pain or minor temporary marks.

This non-exclusive list should not be read so as to imply that another, unlisted form of correction or restraint is permissible. Whether or not an unlisted use of force or restraint is presumptively permissible depends upon a balanced consideration of all relevant state laws and regulations, and whether the use is reasonable under the totality of the circumstances.

**C. Conditions specific to use of isolation:**

1. The isolation must be discontinued as soon as the likelihood of serious harm has dissipated;
2. The enclosure will be ventilated, lighted, and temperature controlled from inside or outside for purposes of human occupancy.
3. The isolation enclosure will permit continuous visual monitoring of the student from outside the enclosure.
4. An adult responsible for supervising the student will remain in visual or auditory range of the student at all times.
5. Either the student shall be capable of releasing himself or herself from the enclosure, or the student shall continuously remain within view of an adult responsible for supervising the student.
6. Any staff member or other adults using isolation must be trained and currently certified by a qualified provider in the use of trauma-informed crisis intervention (including de-escalation techniques), and also trained by RVLA in isolation requirements, unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.

**D. Conditions specific to use of restraint and restraint devices:**

1. The use of restraint or a restraint device must be discontinued as soon as the likelihood of serious harm has dissipated;
2. The restraint or restraint device will not interfere with the student's breathing. This includes, but is not limited to prone (lying face-down), supine (lying face-up), and wall restraints;

3. Any staff member or other adults using restraint or restraint devices must be trained and currently certified by a qualified provider in the use of trauma-informed crisis intervention (including de-escalation techniques), and such restraint or restraint devices, or otherwise available in the case of an emergency unless trained personnel are not immediately available due to the unforeseeable nature of the emergency.
4. In the case of a restraint device, either the student will be capable of releasing himself or herself from the restraint device or the student shall continuously remain within view of an adult responsible for supervising the student.

**E. Prohibited practices involving restraint, use of force, and discipline:**

The following practices are prohibited with students eligible for special education services:

1. LEA personnel are prohibited from using aversive interventions;
2. LEA personnel are prohibited from physically restraining or isolating a student, except when the student's behavior poses an imminent likelihood of serious harm as defined above;
3. No student may be stimulated by contact with electric current, including, but not limited to, tasers;
4. A student may not be denied or subjected to an unreasonable delay in the provision of food or liquid as a form of punishment;
5. A student may not be the recipient of force or restraint that is either unreasonable under the circumstances or deemed to be an unreasonable form of corporal punishment as a matter of state law (see above, for example, for a list of practices presumed to be unreasonable when used in correcting or restraining a child);
6. A student must not be denied or subjected to an unreasonable delay in the provision of common hygiene care;
7. A student must not be denied or subjected to an unreasonable delay in the provision of medication;
8. A student may not be excluded from his or her regular instructional or service area and isolated within a room or any other form of enclosure, except under the conditions set forth in WAC 392-172A-02110;
9. A student must not be forced to listen to noise or sound that the student finds painful;
10. A student must not be forced to smell or be sprayed in the face with a noxious or potentially harmful substance;
11. A student must not be forced to taste or ingest a substance that is not commonly consumed or which is not commonly consumed in its existing form or concentration;

12. A student's head must not be partially or wholly submerged in water or any other liquid;
13. A student must not be physically restrained or immobilized by binding or otherwise attaching the student's limbs together or by binding or otherwise attaching any part of the student's body to an object, except under the conditions set forth in WAC 392-172A.02110;
14. A student must not be subjected to the use of prone (lying face-down) and supine (lying face-up) restraint, wall restraint, or any restraint that interferes with the student's breathing.

**F. Documentation and Reporting Requirements**

LEAs must follow the documentation and reporting requirements for any use of isolation, restraint, or a restraint device consistent with RCW 28A.600.485 and the parental notification requirement of RCW 28A.155.210. See Policy and Procedure 3246.

The LEA will document any use of isolation and restraint in the SIS reporting system. The Principal or a designee will record the information in the SIS system. The individual who implemented the isolation or restraint will write a report of what occurred after the incident for reporting purposes. Families will be communicated to within 24 hours that a restraint or isolation occurred with their scholar.

**Transfer Students**

Students who transfer from one LEA to another within the state continue to be eligible for special education and any necessary related services. When an eligible student transfers into RVLA, the building principal will notify the special education department. The special education department and principal in consultation with parents will review the student's IEP to ensure RVLA provides services comparable to those in the previous IEP until RVLA adopts the previous IEP or develops, adopts, and implements a new IEP.

When a student who was identified as eligible for special education transfers from out of state into RVLA, the building principal will notify the special education department as soon as possible. The Dean of Special Education will review the evaluation, eligibility documentation, and IEP to determine whether or not the student meets state eligibility criteria. If the student meets the state eligibility criteria, RVLA will follow the procedures described in the previous paragraph to provide comparable services until RVLA develops an IEP for the student. If the student needs to be evaluated to determine eligibility in this state, *the school psychologist* will notify the parents, obtain consent, and evaluate the student for eligibility within 35 school days of the receipt of the parent's consent. RVLA, in consultation with the parents, will continue to provide special education services comparable to the services on the student's IEP, pending the results of the initial evaluation.

RVLA must take reasonable steps to obtain records promptly, including IEP supporting documents and any other records related to special education or related services from the previous school. RVLA's office manager is responsible for obtaining records and ensuring follow-up if records are not provided.

**Placement**

No student may receive special education and related services without being determined eligible for

services, and thus the evaluation process and IEP development precedes the determination of the special education placement. When a student has been evaluated and the evaluation team and parent have determined student eligibility and the need for special education and related services, programming decisions must occur. These decisions are made on the basis of information generated through the evaluation and IEP processes. The actual program is considered within the context of least restrictive environment (LRE) and the continuum of placement alternatives (reviewed below). When determining initial eligibility for special education, including determination of the appropriate placement, the parent or adult student must provide written consent for services before the student receives special education services. If the parents do not consent to the provision of special education and related services, RVLA will not provide special education services to the student. RVLA will notify the parents that the student is eligible for services and that RVLA is willing to provide the services when the parent provides written consent. The notification will also inform parents that RVLA has no FAPE obligation to the student when parents refuse to provide consent.

When program decisions are addressed by the IEP team, proper consideration must be given to the LRE. Within the educational setting, the student should be placed, whenever possible:

1. In the school the disabled student would normally attend; and
2. With non-disabled students in the general educational setting to the maximum extent possible.

Special classes, separate schools, or removal of students with disabilities from the general education environment occurs only when the nature or severity of the disability is such that education in the general education classroom with use of supplementary aids and services cannot be satisfactorily achieved.

If the IEP team believes that the student will not be successful within the general education classroom, the team will consider:

1. The educational benefits of full-time placement in a regular classroom;
2. The non-academic benefits of such a placement;
3. The effect the student will have on the teacher and other students in the regular classroom; and
4. The costs of placing the student in the regular classroom.

The degree to which the student is to be integrated into the general classroom setting is dependent upon the identified needs of the student. This placement is to occur unless the nature of the needs are so severe that this cannot be satisfactorily achieved, even with supplementary aids and services. If the placement is in another building, the appropriate educational placement will be as close to the student's home as reasonably possible.

Within the nonacademic setting, students will be provided nonacademic and extracurricular activities with non-disabled students. Nonacademic and extracurricular services and activities may include counseling services, athletics, transportation, health services, recreational activities, special interest groups or clubs sponsored by the school district, referrals to agencies that provide assistance to individuals with disabilities, and employment of students, including both employment by the public

agency and assistance in making outside employment available (WAC 392-171A-02025). Limits on nonparticipation or conditions of participation must be designated in the IEP.

RVLA will also make opportunities available for students eligible for special education to participate with non-disabled students in the RVLA's art, music, P.E., consumer, and home economics classes.

Within RVLA, a continuum of alternative placement options exists spanning within a general education class or regular early childhood program, or resource room. These options are intended to address the individual needs of students, including preschool students with disabilities, and they are considered according to the following process:

The placement of each student with a disability will be determined annually, or sooner if appropriate, by the IEP team.

The appropriateness of placement options will be based upon various decisions including:

1. Data-based judgments in IEP development;
2. Judgments (data-based) in determining LRE;
3. The reasonable probability of the placement option(s) assisting the student to attain annual goals and objectives and the quality of services needed; and
4. The consideration of potentially harmful effects upon the student or on the quality of services needed.

Placement options along the continuum must include alternative placement options identified in the definition of special education and make provisions for supplementary services such as resource room or itinerant instruction to be provided in concert with the general education placement.

The procedural safeguard notice used by the RVLA includes a full explanation of all the procedural safeguards relating to independent educational evaluation, prior written notice, parental consent, access to educational records, discipline procedures for students who are subject to placement in an interim alternative educational setting, state complaint procedures, mediation, the child's placement during pendency of due process proceedings including requirements for disclosure of evidence, due process hearings, civil actions, and attorney's fees. Copies of RVLA's special education procedural safeguards are available on [RVLA's website](https://www.k12.wa.us/sites/default/files/public/specialed/pubdocs/ProceduralSafeguards.pdf), <https://www.k12.wa.us/sites/default/files/public/specialed/pubdocs/ProceduralSafeguards.pdf>, and the main office.

**A. Consent**

The LEA will obtain informed, written parental consent before:

1. Conducting an initial evaluation;
2. Providing initial special education and related services to a student; and

3. Conducting a reevaluation if the reevaluation includes administration of additional assessments.

Parental consent is not required to review existing data as part of an evaluation or reevaluation, or to administer a test or other evaluation that is administered to all students unless consent is required of all students' parents.

Informed consent means that the parent or adult student:

1. Has been fully informed of all information that is relevant to the activity for which RVLA is asking consent, and that the information is provided in his or her native language or other mode of communication;
2. Understands and agrees in writing to the activity for which consent is sought and the consent describes the activity and lists any records which will be released and to whom; and
3. Understands that the granting of consent is voluntary and may be revoked at any time. If consent is revoked, the revocation does not negate an action that has occurred after the consent was given and before the consent was revoked.

RVLA may not use a parent's refusal to consent to one service or activity to deny the parent or child any other service, benefit, or activity of RVLA.

If RVLA is unable to obtain a parent's consent, RVLA may use mediation procedures to obtain a parent's consent or request a due process hearing asking the administrative law judge to override the parent's refusal to consent to an evaluation or reevaluation. RVLA may not request a due process hearing to override a parent's refusal to consent to initial special education services. RVLA may not use mediation or due process procedures to override a parent's refusal to consent to an evaluation or reevaluation if the student is homeschooled.

#### **B. Revocation of Consent**

Parents may revoke consent for the continued receipt of special education and related services.

If parents revoke consent, the staff member receiving the revocation will forward the revocation to *the special education administrator*.

Upon receipt of the parent's written notice of revocation, either the *special education administrator* or school psychologist *is responsible for providing the notice*:

RVLA will provide prior written notice within a reasonable time before RVLA stops providing services. The notice will include information about the effect of revocation and will inform the parent of the date RVLA will stop providing special education and related services.

Discontinuation of special education and related services in response to the parent's written revocation will not be in violation of FAPE and eliminates RVLA's requirement to convene an IEP meeting or develop an IEP. However, RVLA does have a continuing Child Find duty, and staff will follow referral procedures if they believe the student should be referred for special education. In addition, parents may request that RVLA conduct an initial evaluation for eligibility for special

education services after they have revoked consent for continued services.

**C. Prior Written Notice**

Prior written notices are provided to parents when RVLA makes a decision relating to a student's identification, evaluation, placement, or provision of a FAPE. Prior written notices document the decisions made by the IEP teams and evaluation group.

RVLA will provide prior written notice to the parent whenever RVLA proposes or refuses to initiate or change the identification, evaluation, educational placement, or provision of a FAPE to the student.

The prior written notice will include:

1. A statement that the parents have procedural safeguard protections and if a copy of the procedural safeguards do not accompany the notice, a statement that describes how a copy of the statement of procedural safeguards may be obtained;
2. A description of the action proposed or refused by RVLA;
3. An explanation of why RVLA proposes or refuses to take the action and a description of other options that RVLA considered and the reasons why the options were rejected;
4. A description of any other factors which are relevant to RVLA's proposal or refusal;
5. A description of each evaluation procedure, test, record, or report RVLA used as a basis for the proposal or refusal; and
6. A description of any evaluation procedures RVLA proposes to conduct and sources for parents to contact for assistance in understanding the procedural safeguards provision of this chapter.

Prior written notice and the notice of procedural safeguards must be provided in the native language of the parent or other mode of communication used by the parent unless it is clearly not feasible to do so. If the native language or other mode of communication of the parent is not a written language, RVLA will take steps to ensure that the notice is translated orally or by other means to the parent. This may involve:

1. Arranging for an interpreter if English is not the native language of the parent or if the parent has a hearing impairment; or
2. Providing notice orally if the written language is not a native language.

RVLA will document in writing how this information was provided and that the parent understands the content of the notice. The school psychologist *is responsible for sending prior written notices after evaluation, eligibility, IEP team and placement decisions.*

**D. Transfer of Educational Rights to an Adult Student**

When a student eligible for special education reaches the age of 18, all educational rights under

Part B of the IDEA, previously exercised by the parent, transfer to the student, unless the student is determined incapacitated in a guardianship proceeding or RVLA has appointed an educational representative for the student. When the student turns 18, RVLA will notify the parent and student that the educational rights have transferred to the student and will send any required notices to both the parent and the adult student. *The student's case manager is responsible for providing the notice.*

At an IEP meeting occurring one year before the student turns 18, RVLA will inform the parents and the student that educational rights will transfer to the student and RVLA will inform the student about those educational rights. This information will be documented on the IEP.

### **Appointment of an Educational Representative**

A student over the age of eighteen is presumed to be capable of making educational decisions and able to provide informed consent unless he or she is determined to be "incapacitated" through a legal guardianship proceeding. If a parent, another interested party, or RVLA believes that a student over the age of eighteen is unable to provide informed consent or to make educational decisions, and the student does not have a legal guardian, the parent or other interested party may ask RVLA to appoint an educational representative. This determination will only be made if two separate professionals, as defined by WAC 392-172A-05135(5)(a), state that they conducted an examination and interviewed the student, and concluded the student is incapable of providing informed consent. The LEA will inform the student of the decision and appoint either, the spouse, the student's parents, another adult or a surrogate educational representative to represent the student. The appointment of the educational representative will continue for one year.

The student or other adult may challenge the certification at any time. If a challenge occurs, RVLA will not rely on the education representative, until the representative is recertified.

### **Confidentiality and Records Management**

The building principal is responsible for maintaining the confidentiality of personally identifiable information pertaining to special education and all other students. The building principal will maintain, for public inspection, a current list of the names and positions of RVLA employees who have access to personally identifiable information of special education students. RVLA will provide parent and adult students, upon request, a list of the types and locations of educational records collected, maintained or used by RVLA.

RVLA will provide instruction annually to employees collecting or using personally identifiable information on the procedures to protect the confidentiality of personally identifiable information. The training will address the protections outlined in [WAC 392-172A](#), state law and federal regulations implementing the [Family Educational Rights and Privacy Act, FERPA, \(34 CFR Part 99\)](#).

Upon request, the parent(s) of a special education student or adult student will be afforded an opportunity to inspect, review, and challenge all educational records, which will include, but not be limited to, the identification, evaluation, delivery of educational services and provision of FAPE to the student. RVLA will comply with the request promptly and before any meeting regarding an IEP or hearing relating to the identification, evaluation, educational placement of the student, or provision of FAPE to the student, including disciplinary proceedings. In any case, RVLA will respond no more than 45-calendar days after the date RVLA received the request. If an educational record includes information on more than one student, the parents (and/or adult student) may inspect and review only information relating to

their child. School personnel receiving requests for educational records will immediately forward the request to *the special education administrator*.

If parents believe that information in an education record is inaccurate or misleading or violates the privacy or rights of the student, they may request that RVLA amend the information. Policy and Procedure 3231, Student Records, describes the process and timelines for challenges and hearings regarding student records.

RVLA follows the guidelines for records retention outlined in the Secretary of State's *General Records Retention Schedule and Records Management Manual*. RVLA will inform parents or adult students when personally identifiable information collected, maintained, or used is no longer needed to provide educational services to the student. The information will be destroyed at the request of the parent(s) or adult student, or will be provided to the parent or adult student upon their request. However, a permanent record of the student's name, address and phone number, his or her grades, attendance, record, classes attended, grade level completed and year completed will be maintained without time limitation.

Records management is also governed by Policy and Procedure 4040, Public Access to LEA Records.

#### **A. Surrogate Parents**

A surrogate parent is a person appointed by RVLA to act on behalf of a student to help ensure the rights of the student to a FAPE when a parent cannot be identified, the whereabouts of the parent are unknown or the student is a ward of the state and does not have a foster parent.

The special education administrator is responsible for determining the need for the appointment of a surrogate parent.

Natural or adoptive parents, foster parents, persons acting in the place of a parent such as stepparents or relatives, and persons with legal custody or guardianship are considered parents. Students who are homeless and not living with a parent may need a surrogate parent.

The following is guidance for RVLA to follow to assist in determining the status of the parent's rights to make educational decisions:

1. In cases where the student is in and out of home care RVLA must determine the legal custodial status of the child.
2. Parents who have voluntarily placed their child in state placement still retain legal custody of the child and retain the right to make educational decisions. In this situation the student is not a ward of the state;
3. Parents whose children are placed in group care, pending a determination of "dependency" may still retain rights to make educational decisions unless otherwise ordered by the court;
4. When a disposition order and order of dependency is issued, the state becomes the legal as well as physical custodian of the child. Parents may no longer have the right to make

educational decisions during this stage of dependency; and

5. Parents whose parental rights are terminated no longer have the right to make educational decisions on behalf their child.

When a student is placed in foster care the foster parent may act as the parent. When a student is placed in group care, RVLA will work with the parents, case-worker(s), foster parents, and others who have knowledge of the student's legal status in order to determine the need for appointment of a surrogate.

When selecting a surrogate parent, RVLA will select a person willing to participate in making decisions regarding the student's educational program, including participation in the identification, evaluation, placement of, and provisions of FAPE to the student.

If a student is referred for special education or a student eligible for special education who may require a surrogate parent transfers into RVLA, RVLA's special education will be notified of the potential need. The special education department will then select a trained individual who can adequately represent the student to ensure that all student rights are observed.

The person selected as a surrogate:

1. Must have no interest that conflicts with the interests of the student he or she represents;
2. Must have knowledge and skills that assure adequate representation of the student; and
3. May not be an employee of RVLA and/or other agency which is involved in the education or care of the student. This includes OSPI, DSHS, LEA employees, and group care providers.

RVLA will at a minimum, review with the surrogate parent procedural safeguards, parent involvement in the special education process, parent education publications, and special education regulations. RVLA will also cooperate with other LEAs, the ESD, or OSPI in training surrogate parents and in establishing a list of persons willing and able to serve as surrogate parents.

#### **B. Mediation**

The purpose of mediation is to offer both the parent and RVLA an alternative to a formal due process hearing. Mediation is voluntary and requires the consent and agreement of both parties. Mediation cannot be used to deny or delay access by a parent to a due process hearing. Mediation is used to resolve disagreements concerning the identification, evaluation, and delivery of educational services, or provision of a FAPE to a special education student. Mediation may be terminated by either party at any time during the process.

The primary participants are the parents, RVLA representatives, and mediator. The process is voluntary, confidential, and informal. It is a collaborative process, conducted in a nonadversarial manner. Mediation services will be provided by the Office of Superintendent of Public Instruction (OSPI) at no cost to either party.

RVLA's special education director is responsible for coordinating requests for mediation. If a parent requests mediation, notify the director and the director will respond to the parent and coordinate with OSPI's contracted agent. Staff members are reminded that discussions that occur during the mediation process are confidential.

One person designated by RVLA to attend the mediation must have authority to bind RVLA in any agreement reached through mediation.

### **Due Process Hearing**

Both parents and RVLA may file due process hearings involving the identification, evaluation, placement, or provision of FAPE to a student. IDEA requires that specific information be provided as part of a due process hearing request. The requirements are identified in the notice of procedural safeguards. If parents request information about how to file a due process hearing, RVLA will provide the parent with a due process hearing request that contains the required information. Due process hearing request forms are available by contacting the special education department by email on [info@myrvla.org](mailto:info@myrvla.org) and on the [OSPI Special Education website](#).

If any staff receives a request for a due process hearing, a copy of the request should be immediately forwarded to the special education director. If the parent has not filed the request for hearing with the Washington State Office of Administrative Hearings (OAH), RVLA will forward the parent's request to OAH. RVLA may not delay or deny a parent's due process hearing request. Parents are entitled to a copy of the notice of procedural safeguards if this is the first due process hearing in a school year. RVLA's special education director is responsible for providing the parents a copy of the procedural safeguards in this situation, and documenting that the safeguards were provided to the parent.

When a parent files a due process hearing, the student remains in the placement and receives the same services in place at the time of the request for hearing, unless the parents and RVLA agree to a different placement. The student's status during the pendency of any proceedings does not preclude the IEP team from meeting, as needed or as required, and updating and implementing the student's IEP or services, unless those changes are in dispute. See the discipline section below for placements when a disciplinary action is challenged.

When parents file a request for a due process hearing, the *special education director* will immediately schedule a resolution meeting. The meeting must occur within 15 days after a parent files a due process request with RVLA and provides a copy of the request to OAH, or, within seven days if the hearing request involves an expedited hearing regarding discipline. The *special education director* will determine the appropriate RVLA staff that will attend the resolution meeting. RVLA will ensure that one of RVLA representatives attending the resolution meeting has authority to bind RVLA in any resolution agreement. RVLA will not bring RVLA counsel to a resolution meeting unless the parent is bringing an attorney to the meeting.

Any resolution agreement reached will be documented in writing and is binding on the parties. The document will inform the parent of their right to void the agreement within three business days of signing the agreement.

### **Discipline**

Students eligible for special education services may be disciplined consistent with the disciplinary rules that apply to all students. RVLA will determine on a case by case basis whether discipline that is permitted under [WAC 392-400](#) should occur. However, students eligible for special education services must not be improperly excluded from school for disciplinary reasons that are related to their disability or related to the RVLA's failure to implement a student's IEP. RVLA will take steps to ensure that each employee, contractor, and other agents of RVLA is responsible for education or care of a student is knowledgeable of special education disciplinary rules.

**A. Removal Up to Ten Days**

*Building principal* may order the removal of a special education student from a current placement. RVLA need not provide services to a student who is removed from the current placement for ten school days or less in any school year, if services are not provided to a student without disabilities.

**B. Removal for More than Ten Days**

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

**C. Change in Placement**

A change of placement occurs when an eligible student 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 that constitute a pattern of removal because: 1) the series of removals total more than ten school days in a year; 2) the student behavior is substantially similar to the student's behavior in previous incidents that resulted in the series of removals; and 3) because of factors such as the length of each removal, the total amount of time a student is removed, and the proximity of the removals to one another.

Whether a pattern of removal constitutes a change in placement is determined on a case-by-case basis by the building principal and special education director and is subject to review through due process and judicial proceedings. The building principal will notify the special education department by email of *disciplinary removals that may exceed ten days*.

**D. Manifestation Determination**

Within ten school days after the date on which the RVLA makes a decision to change the student's placement, RVLA will conduct a manifestation determination meeting to determine the relationship between the student's disability and the behavior subject to the disciplinary action.

The review of the relationship between a student's disability and the behavior subject to the disciplinary action will occur at the meeting that includes the parent and relevant members of

the IEP team who are selected by the parent and RVLA. *The special education department is responsible for contacting the parent in order to determine relevant IEP team members and providing notice of the meeting.* The team will review all relevant information in the student's file, including the IEP, teacher observations, and information provided by the parent 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 RLA's failure to implement the student's IEP.

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

RVLA 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 parents and the RVLA agree a change is necessary as part of the behavioral intervention plan, or unless the infraction involves drugs, weapons, or serious bodily injury.

#### **E. Special Circumstances**

School personnel may order a change in placement to an appropriate interim alternative educational setting for the same amount of time that a student without disabilities would be subject to discipline, but for not more than 45 school days, if a special education student:

1. Possesses a "dangerous weapon" or carries such a weapon to school or to a school function;
2. Knowingly possesses or uses "illegal drugs" while at school or a school function;
3. Sells or solicits the sale of a "controlled substance" while at school or a school function; or
4. Inflicts serious bodily injury upon another person while at school or a school function. Serious bodily injury means a substantial risk of death, extreme physical pain, protracted and obvious disfigurement, or protracted loss or impairment of the function of a bodily member, organ, or mental faculty.

Any interim alternative educational setting in which the student is placed is determined by the student's IEP team and will:

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

RVLA may ask an administrative law judge, or seek injunctive relief through a court having jurisdiction of the parties, to order a change in placement to an appropriate interim alternative educational setting for not more than 45 school days or seek injunctive relief through a court having jurisdiction of the parties when:

RVLA believes that maintaining the student's current placement is substantially likely to result in injury to the student or others. If the student's IEP team believes that the student may not be maintained in his or her current placement, the IEP team should work with the RVLA's special education director.

Unless the parent and RVLA agree otherwise, if a parent requests a hearing to challenge either the manifestation determination or the interim alternative educational setting, the student must remain in the interim alternative educational setting pending the decision of the hearing officer or until the expiration of the 45 day period, whichever occurs first.

**F. Basis of Knowledge**

A student who has not been determined eligible for special education services may assert the protections if RVLA had knowledge that the student was eligible for special education services before the behavior that precipitated disciplinary action occurred.

RVLA is deemed to have knowledge if:

1. The parent expressed concern in writing (or orally if the parent does not know how to write or has a disability that prevents a written statement) to RVLA supervisory or administrative personnel or a teacher that the student is in need of special education and related services;
2. The parent requested that the student be evaluated for special education services; or
3. The teacher or other school personnel has expressed specific concern about a pattern of behavior demonstrated by the student to the director of the special education department or to other supervisory staff.

If instituting disciplinary action that would exceed ten days and the principal believes that one or more of these events applies to the student, the principal will notify the special education department to determine the appropriate disciplinary procedures.

RVLA is not deemed to have knowledge if, as a result of receiving the information described above, RVLA either:

1. Conducted a special education evaluation of the student and determined that the student was not eligible for services; or
2. The parent of the student has not allowed an evaluation of the child or has refused services.

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

Notwithstanding the foregoing, RVLA may report a crime committed by a student eligible for special education services to appropriate authorities. In the event of such a report, RVLA will ensure that copies of the student'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 the records is permitted by the Family Educational Rights and Privacy Act (FERPA).

#### **Staff Qualifications**

All employees of RVLA funded in whole or part with state or federal excess special education funds will meet the standards established by the Professional Educator Standards Board (PESB) and defined in [WAC 392-172A-02090](#).

All employees will hold such credentials, certificates, or permits as are now or hereafter required by the PESB for the particular position of employment and will meet such supplemental standards established by RVLA.

Special education and related services must be provided by appropriately qualified staff. Other staff including general education teachers and paraeducators may assist in the provision of special education and related services, provided that the instruction is designed and supervised by special education certificated staff (or early childhood special education certificated staff, deaf education certificated staff, deaf education with American Sign Language proficiency certificated staff, teacher of the visually impaired certificated staff), or for related services by a certificated educational staff associate. Student progress must be monitored and evaluated by special education certificated staff or for related services, a certificated educational staff associate.

In the event a special education teacher does not have a certificate endorsed in special education (or early childhood special education endorsement, deaf education endorsement, deaf education with American Sign Language proficiency endorsement, teacher of the visually impaired endorsement), a RVLA may apply for a pre-endorsement waiver through the special education section of the OSPI. To qualify for the special education pre-endorsement waiver, the teacher must meet PESB criteria outlined in WAC 181-82-110.

If RVLA must temporarily assign a classroom teacher without a special education endorsement (or early childhood special education endorsement, deaf education endorsement, deaf education with American Sign Language proficiency endorsement, teacher of the visually impaired endorsement) to a special education position, RVLA's human resources department will document

in writing that:

1. RVLA is unable to recruit a teacher with the proper endorsement who was qualified for the position;
2. The need for a teacher with such an endorsement could not have been reasonably anticipated and the recruitment of such a classroom teacher at the time of assignment was not reasonably practical; and/or
3. The reassignment of another teacher within RVLA would be unreasonably disruptive to the current assignments of other classroom teachers or would have an adverse effect on the educational program of the students assigned to the other teacher.

If one or more of these criteria can be documented and RVLA determines that a teacher has the competencies to be an effective special education teacher and the teacher has completed two hundred forty clock hours (or the equivalent of 24 quarter or 16 semester credits) applicable to one or more Washington state special education teaching certificates (early childhood special education endorsement, deaf education endorsement, deaf education with American Sign Language proficiency endorsement, teacher of the visually impaired endorsement), RVLA can assign the teacher to special education in compliance with the process for making out-of-endorsement assignments and reporting them to the state.

Classified staff will present evidence of skills and knowledge necessary to meet the needs of students with disabilities. The LEA will provide training to classified staff to meet the state recommended core competencies.

### **Personnel Development**

In order to provide a staff development program to improve the quality of instructional programs, the following procedures will be employed:

1. Special education concerns will be identified through a staff needs assessment completed by administrators, teachers, educational staff associates, program assistants, parents, and volunteers;
2. All personnel who use restraint, restraint devices and/or isolation must be certified and annually trained in the use of such restraint, restraint devices, and/or isolation;
3. In-service training schedules will be developed based upon the results of RLA assessment and in support of needs identified;
4. Training activities will be conducted for regular general and special education staff providing services for students eligible for special education; and
5. Training for classified staff in the state-recommended core competencies will occur through professional development course offered online, provided by RVLA, and partnering agencies.

### **Public Participation**

Any application and any required policies, procedures, evaluations, plans, and reports are readily available to parents and other members of the public through RVLA's special education office and the

office of the superintendent. A notice regarding the availability of such documents will be placed on the RVLA's web site and newsletter.

Adoption Date: 07/18/2022

Classification:

Revised Dates: **10.00; 10.02; 12.07; 10.09; 12.11; 06.14; 03/01/2016; 12.21**

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# Coversheet

## Resolution Co-Chairs Bank of America Signatories

**Section:** III. Consent Agenda  
**Item:** E. Resolution Co-Chairs Bank of America Signatories  
**Purpose:**  
**Submitted by:**  
**Related Material:** RVLA 8.23.2022 Resolution to Board Co-Chairs as Signatories.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
REGARDING BANKING ACCOUNT (CHANGE IN SIGNATORY)**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY (RVLA)**, a Washington nonprofit public benefit corporation, at a regular meeting on

AUGUST 23, 2022.

The undersigned, being the board of directors of (COMPANY NAME), hereby sign the following resolution:

**RESOLVED THAT:**

1- THAT, to change the signatories of all private and public RVLA Bank of America accounts

2- THAT, (Co-Chair Reco Bembry & Co-Chair Tyson Marsh) be and (jointly/or any one of them singly) are/is hereby authorized on behalf of the Company to draw, sign, accept, or make cheques, bills of exchange, and other orders for the payment of money. And remove the existing signature of Joe Hailey from the account signatures list.

3- THAT, the Bank be furnished with the list of the names who are authorized to sign stipulated in (2) above, with their addresses and copy of national identity card or copy of passport, together with specimens of their signatures, and that the Bank be notified in writing of any change of such Directors, Officers or persons. The list when filed with the Bank shall be binding on the Company until notice to the contrary shall have been given to the Manager of the Branch of the Bank at which the account of the Company is kept.

4- THAT, this resolution be communicated to the Bank and remain in force until written notice to the contrary shall have been given to the Manager of the Branch of the Bank at which the account of the Company is kept.

It is hereby certified by the undersigned that the foregoing resolution was duly passed by the Board of Directors of the above-named Company on the 23rd day of August, 2022, in accordance with the by-laws of Company and the laws governing the Company and that the said resolution has been duly recorded in the Minute Book and is full force and effect.

ADOPTED by the Board of Directors of RAINIER VALLEY LEADERSHIP ACADEMY during a regular meeting duly held on AUGUST 23, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_ Board Chairperson

\_\_\_\_\_ Date

Page 1 of 2

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ATTEST: \_\_\_\_\_ Board Secretary

Date

# Coversheet

## Resolution SY 22/23 Updated Calendar

**Section:** III. Consent Agenda

**Item:** F. Resolution SY 22/23 Updated Calendar

**Purpose:**

**Submitted by:**

**Related Material:**

RVLA SY 22\_23 School Calendar Board Copy - Madonna Edits 22-23 DRAFT School Calendar.pdf

RVLA Board Resolution (Updated 2022-2023 School Year Calendar).docx.pdf



### 2022-2023 Calendar

**Notable Dates**

- June 20-22 SY 21-22 EOY Close Out
- June 27-July 8 12 month staff summer break
- July 5-July 30 21st CLCC Summer Program
- August 1-5 Summer Maintenance Closure
- August 10 New Staff Onboarding
- August 11-12 All Staff Overnight Retreat
- August 15-26 Summer PD
- August 31 First Day of School
- September 1 Back to School Conference
- September 1-2 Community Week: Families/Friends Days (Scholars & Families)
- September 5 No School - Labor Day
- September 19-20 Fall MAP Testing
- Oct 12 PSAT/NMSQT
- Oct 19-21 Fall Conference (No Classes)
- Nov 11 No School - Veteran's Day
- Nov 24 - Nov 25 No School - November Break
- Dec 19 - Dec 30 No School - Winter Break
- Jan 2 Staff Professional Development
- Jan 13 Staff Semester 2 Planning Day
- Jan 16 No School - MLK Day
- January 23-27 2nd Semester Community Week
- Feb 6-7 Winter MAP Testing
- Feb 20 No School - President's Day
- Feb 21 - Feb 24 No School - February Break
- March 15-16 Spring Conferences (No Classes)
- March 17 PD Data Day
- To be Announced SAT Testing
- Apr 13 - Apr 14 No School - Spring Break
- To be Announced WIDA Testing (Jan 30-March 24)
- To be Announced WIA-AIM (Jan 30-May 5)
- May 15-19 State Testing (SBA, WA-AIM)
- May 29 No School - Memorial Day
- June 5-6 Spring MAP Testing
- June 15 12th Grade Graduation
- June 19 No School - Juneteenth Holiday
- June 22 8th Grade Graduation

**Key**

- Early Dismissal (Half Day)
- No School for Scholars - Offices Open
- No School for Scholars & Staff - Offices Closed
- Testing Dates
- Summer Program
- Last Day of Semester

**Calendar Grids:**

**June '22**

S	M	T	W	T	F	S
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5	6	7	8	9	10	11
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**July '22**

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**August '22**

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**September '22**

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**October '22**

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**November '22**

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**December '22**

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**January '23**

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28	29	30	31			

**February '23**

S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

**March '23**

S	M	T	W	T	F	S
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7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**April '23**

S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

**May '23**

S	M	T	W	T	F	S
	1	2	3	4	5	6
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

**June '23**

S	M	T	W	T	F	S
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10	11	12	13	14	15	16
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24	25	26	27	28	29	30
31						

**July '23**

S	M	T	W	T	F	S
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**Term Schedule:**

Term	Start	Last Day to Submit Work	End
Semester 1	August 31	January 18	January 20
Semester 2	January 23	June 21	June 23

	Start	End	Duration	Lunch	Actual Instructional Hours
1/2 Day hours	8:30:00 AM	12:30:00 PM	4:00:00		4:00:00
Full Day hours	8:30:00 AM	15:30	7:00:00	0:30	6:30:00

Full Day	6:30:00	140	910:00:00	1080:00:00	0:00:00	-2:00:00
Half Day	4:00:00	43	172:00:00			-0.3076923077

	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Total Hours Count	
Half Day Count	1	7	3	5	3	4		3	4	4	5	4	43	172:00:00
Full Day Count	0	14	18	14	9	15		12	18	11	17	12	140	910:00:00
Eligible for 5 full day conference days throughout the year.													183	1082:00:00

**Requirements:**

- 180 School Days
- 1000 K-8 instructional hours
- 1080 9-12 instructional hours
- 1027 Average instructional hours 1-12
- In School 12 CLCC hours/week
- Summer 20 CLCC hours/week

12 Month Employee Breaks	2021 June 28-July 2	2022 June 27-July 4
10 Month Employee Breaks	2021 June 28-August 5	2022 June 27-August 5

Note: 2 days prior to any testing window is Special Populations' testing

**Summary of Calendar Changes**

- October: 3rd conference day added and replaced data day, 10/19
- February: 2/17, 2/22, 2/23, 2/24 added back
- May: 1/2 days for 5/15, 5/16, 5/18, 5/19 removed
- June: 1/2 days for 6/20 and 6/22 removed

**Summary of Bell Schedule Changes**

- Start time 15 minutes earlier
- End time 10 minutes later
- Lunch 2 minutes shorter

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
TO APPROVE THE UPDATED 2022-2023 SCHOOL YEAR CALENDAR**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY** (“RVLA”), a Washington nonprofit corporation, at a regular meeting on August 23, 2022.

WHEREAS, the WASHINGTON STATE CHARTER SCHOOL COMMISSION AND RVLA bylaws requires that the Board to approve RVLA’s 2022-2023 school year calendar (the “SY23 Calendar”); and

WHEREAS, the Board has received and reviewed the SY22 Calendar in the form as attached hereto.

[Updated SY 22/23 Calendar](#)

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and adopts the SY22 Calendar in the form as attached hereto.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy, during a regular meeting duly held on August 23, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Chairperson

ATTEST: \_\_\_\_\_ Date: \_\_\_\_\_  
Board Secretary

# Coversheet

## Resolution SY 22/23 Student Handbook

**Section:** III. Consent Agenda  
**Item:** G. Resolution SY 22/23 Student Handbook  
**Purpose:**  
**Submitted by:**  
**Related Material:** RVLA SY 22-23 Scholar Handbook .pdf  
2022 Resolution to approve the Scholar Handbook.pdf



# **Rainier Valley Leadership Academy**

## **Scholar Handbook**

*SY 2022-2023*

6020 Rainier Ave. S, Seattle, WA 98118  
(206) 659-0956  
RVLA SY 22-23 Scholar Handbook

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# **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 is a behavior contrary to everything learning is about. For that reason, while the scholar 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, when applicable
2. Researching cheating and the consequences and completing a plan of action to avoid cheating in the future

## 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
- Scholar grades are not affected if work is submitted late
- Retakes are available to any scholar upon request. Those grades replace earlier scores.
- Summative assessments weigh between 90 - 100 percent of a scholar's grade
- All assignments in a grade book are linked to a standard.
- All non-academic performance ("soft skills, timeliness of work, etc.) is not included in the grade. Scholars are instead given feedback verbally, with written notes, or through an online feedback program, which scholars 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 Driven Grading Practice

- Uses mathematically sound calculations
- Avoids zeros
- Indicates current level of academic performance
- Produces bias-resistant grades
- Motivates scholars to achieve academic success
- Supports growth mindset, and give scholars opportunities for redemption
- Transparent and understandable
- Based on 0-4 scale
- Weighs more recent performance
- Based on an individual's achievement not the group's
- Based on required content, not extra credit
- Based on scholar work, not timing of work
- Offers an alternative (non-grade) consequence for cheating
- Excludes participation and effort
- Based entirely on summative assessments, not formative assessments (such as homework)
- Based on standards scales, not points
- Standards based gradebook

## I.A 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
- Scholar grades are not affected if work is submitted late
- Retakes are available to all scholars replacing earlier scores
- Summative assessments weight between 90 - 100 percent of a scholar's grade
- All assignments in grade book are linked to a standard
- Non-academic performance not included in grade

## 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 the 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**

##### **Grade Credits**

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

- 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 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
  - Health education (.5 credit) and physical education (1.5 credits)
  - 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 22-23**

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

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

**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

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.

## **RVLA 22-23 Attendance Policy**

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**

- (a) 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 student or person for whom the student is legally responsible;
- (b) Family emergency (including, but not limited to, a death or illness in the family);

- (c) Religious or cultural purpose (including observance of a religious or cultural holiday or participation in religious or cultural instruction);
- (d) Court, judicial proceeding, court-ordered activity, or jury service;
- (e) Postsecondary, technical school or apprenticeship program visitation, or scholarship interview;
- (f) State-recognized search and rescue activities consistent with RCW 28A.225.055; (g) Absence directly related to the student's homeless or foster care/dependency status; BULLETIN NO. 061-21 OSSI August 17, 2021 Page 4
- (h) Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010;
- (i) Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC if the student is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107; (j) Absences due to student safety concerns (including absences related to threats, assaults, or bullying);
- (k) Absences due to a student's migrant status;
- (l) Absences due to an approved activity that is consistent with district policy and is mutually agreed upon by the principal or designee and a parent, guardian, or emancipated youth; and
- (m) Absences due to the student's lack of necessary instructional tools (including internet access or connectivity).

### **Excused Absences During School Facility Closures**

A new section WAC 392-401-020(2) was added to the rule defining reasons a student must be considered absent in the event of emergency school facility closure due to COVID-19, other communicable disease outbreak, natural disaster, or other event when districts are required to provide synchronous and asynchronous instruction.

- (a) Absences related to the student's illness, health condition, or medical appointments due to COVID-19 or other communicable disease;
- (b) Absences related to caring for a family member who has an illness, health condition, or medical appointment due to COVID-19, other communicable disease, or other emergency health condition related to school facility closures;
- (c) Absences related to the student's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made; and
- (d) Absences due to the work schedule or other obligations of the student's parents during regularly scheduled school hours, until other arrangements can be made.

### **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.

### **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 8:30 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

### **SCHOLAR PRIVACY RIGHTS**

If a scholar is to be released for health care related to family planning or abortion, the scholar may require that RVL A 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 parents/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, RVL A will implement varying interim parent/guardian communications and school-based interventions to encourage regular school attendance. RVL A 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 seventh (7) 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 seventh (7) 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 Engagement board or file a petition to juvenile court.
- Not later than the **seventh (7<sup>th</sup>) unexcused absence in a month or fifteenth (15<sup>th</sup>) unexcused absences 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. 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 parents/guardians are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/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.

# BEHAVIOR INTERVENTION POLICY

**Rainier Valley Leadership Academy aims to create a warm, supportive school climate that is conducive to authentic and inclusive learning for all scholars.**

*The behavior intervention Policy outlined below is a general guide for responses to behavior and is not a mechanism for rigid control. To ensure success for ALL scholars, the individual needs of a scholar and/or extenuating circumstances will always be considered before corrective measures are prescribed.*

At RVLA, every scholar deserves an **orderly, safe and warm** classroom and school environment. It is the responsibility of the school administration and staff to work together to create this environment by:

- Providing clear behavior intervention policy that outlines consequences and scholar rights, clear school-wide expectations and directions to scholars.
- Creating opportunities to learn and grow from mistakes.
- Holding scholars who negatively impact others accountable for their choices.

It is also the responsibility of every scholar at RVLA to help create an **orderly, safe and warm** school environment by:

- Read RVLA's behavior intervention policy and uphold the expectations stated in it.
- Show up with PRIDE (Perseverance, Responsibility, Integrity, Drive and Excellence) because you recognize that your positive and negative choices impact you and others around you.
- Take ownership of the school's successes by celebrating them and failures by being part of the solution.

Along with this behavior intervention policy, Rainier Valley Leadership Academy has a proactive and responsive behavior system to support staff and scholars with creating a positive learning environment in the classroom and the larger school community. As part of our school wide push for school wide positive school climates, we are dedicating ourselves to give scholars clear expectations for all the various spaces around the school. These expectations will be named through the acronym PRIDE meaning Perseverance, Responsibility, Integrity, Drive, and Excellence, which are RVLA's core values. To encourage scholars to actively uphold these values, we will be acknowledging scholars through an incentive system. Along with leaning into our values and naming our common expectations, we will continue to have a Sankofa team who will support classroom teachers and scholars with keeping and maintaining peace in our community through de-escalation, reflective and restorative practices in our Sankofa Room, recess and after school re-commitment spaces. Sankofa is **an African word from the Akan tribe in Ghana**, loosely translated, which means "go back and fetch it". We are aiming to give our scholars many opportunities to go back and reclaim their learning when barriers arise.

## I. Scholar Behavior Intervention

- No form of behavior intervention will be enforced in such a manner as to prevent a scholar from accomplishing specific academic grade, subject or graduation requirements. The disciplinary practice of corporal punishment, defined as willfully inflicting or causing the infliction of physical pain on a scholar, is prohibited.
- Corporal punishment does not include the use of reasonable force as necessary to maintain order or to prevent a scholar from harming him/herself, other scholars, school staff, or property.
- Scholars who do not uphold school rules as defined in school policy, procedure, school rules on school property, at school-sponsored events or activities, or adjacent to school premises will be subject to interventions and/or

## II. Continuation of Educational Services

- Scholars who have been suspended or expelled are eligible to continue with their regular coursework, continue to receive services, although if the suspension is an out-of-school suspension the scholar will have to complete coursework off campus and receive services in alternative settings.

## III. Classroom Exclusions

- A teacher or an administrator may exclude a scholar from the classroom or instructional or activity area for behavioral misconduct that disrupts the educational process while the scholar is under the teacher or administration's immediate supervision.
- In all situations, other forms of behavior intervention must be tried first, unless the scholar's presence poses an immediate and continuing danger to other scholars or school personnel, or an immediate and continuing threat of material and substantial disruption of the educational process.
- Classroom Exclusions may include Sankofa Reflection Room, Recess Re-commitment [hold back during lunch and recess], After School Re-commitment [hold back after school] and more.

## IV. Suspensions

The school may use short-term suspensions as a consequence when other documented interventions have not proved successful and the school believes that an out-of-school suspension is the next logical consequence for a scholar's actions. Long-term suspensions may only be used in situations involving misconduct outlined in the section titled 'Long-Term Suspensions & Expulsions—Authorized by the State' of the school's more detailed behavior intervention policy.

The school must attempt some type of intervention before implementing a short-term suspension.

### 1. Long-Term Suspensions & Expulsions—Authorized by the State

- While in general Rainier Valley Leadership Academy strives to keep scholars in school and learning in a safe and appropriate environment, there are certain times when an immediate out-of-school suspension (OSS) or expulsion is appropriate.
- An OSS (short-term or long-term) or expulsion for a first misconduct is allowed for the misconduct listed at the end of this procedure. These misconducts have been identified by the state legislature as the only ones for which a scholar may be long-term suspended or expelled.

### 2. Suspensions in the case of Drugs or Alcohol

- Scholars are not permitted to possess, use, or be under the influence of drugs or alcohol at school or at a school activity, including transportation.
- As defined in the school's detailed behavior intervention policy, in the cases when scholars possess, use or be under the influence of drugs or alcohol, they may face the consequence of a required alcohol and drugs treatment and/or a short-term suspension (upto 10-school days).
- **Scholars found distributing drugs/alcohol** shall be immediately expelled. Distributing drugs or alcohol means that a scholar is exchanging drugs or alcohol with another person for something of value.

### 3. Safety

- Scholars may be suspended for safety reasons in cases where the scholar's presence poses an immediate and continuing danger to other scholars or school personnel, or poses an immediate and continuing threat of substantial disruption of the class, subject, activity, or educational process of the scholar's school.

## V. Emergency Expulsion

- A scholar may be emergency expelled immediately by school administration in emergency situations: PROVIDED, such official has sufficient reason to believe that the scholar's presence poses an immediate and continuing danger to other scholars or school personnel or an immediate and continuing threat of substantial disruption of the educational process.
- In the event of an emergency expulsion, the school must follow the steps and the scholar and parent/guardian rights outlined in the detailed behavior intervention policy.

*behavior intervention Other than Suspensions or Expulsions—Conditions, Limitations, Grievance Process*

2. Grievance Process

1. Any scholar or parent/guardian who is aggrieved by the imposition of behavior intervention shall have the right to an informal conference with the school principal for the purpose of resolving the grievance. The employee whose action is being grieved shall be notified of the initiation of a grievance as soon as reasonably possible and, if appropriate, be involved in the conference. During such a conference the scholar, parent or guardian may be questioned by school authorities and is entitled to question school personnel involved in the matter being grieved.
2. In the event the grievance is not resolved at the building level, the scholar, parent or guardian, upon two school business days' prior notice, shall have the right to present a written and/or oral grievance to the school CEO.
3. If the grievance is still not resolved, the scholar, parent or guardian, upon two (2) school business days' prior notice, shall have the right to present a written and/or oral grievance to either a subcommittee of the School Board or to the Board of Directors in an open public meeting. The Board shall notify the scholar, parent or guardian of its response to the grievance within 10 school business days after the date of the meeting. The behavior intervention action shall continue notwithstanding the implementation of the grievance procedure set forth in this section unless the principal or his or her designee elects to postpone such action.

**VII. Re-Engagement Meetings and Plan**

- The school is required to hold a re-engagement meeting for scholars who have been long-term suspended or expelled, to discuss a plan to re-engage the scholar in a school program.
- The meeting should be held within 20 days of the long-term suspension or expulsion, but must be held not less than five (5) days before the scholar's re-entry or enrollment.

**VIII. Off-Campus Behavior**

- The school will respond to off-campus scholar speech, including speech transmitted through electronic means, that causes or threatens to cause a substantial disruption on campus or interferes with the right of scholars to be secure and obtain their education.
- Substantial disruption includes but is not limited to: significant interference with instruction, school operations or school activities, violent physical or verbal altercations between scholars, or a hostile environment that significantly interferes with a scholar's education.

**IX. Re-admission Process**

- Any scholar who has been suspended or expelled will be allowed to apply for readmission at any time.
- If a scholar desires to be readmitted to any school in the school, including the school from which he/she has been suspended or expelled, he/she must submit a written application to the Office of the CEO.

**X. Return to School**

- While the assumption is that most scholars will return to their original school after their suspension or expulsion ends, there are some instances where a scholar will not be allowed to return to their original school.

**XI. Meals**

No behavior intervention may be administered in a manner that results in a scholar having a meal delayed or denied.

**XII. behavior intervention of scholars who Qualify for Special Education Services**

- Scholars who qualify for special education services can be behavior interventions under the same rules as all scholars, with the modifications listed below as required by the federal Individuals with Disabilities Education Act (IDEA) and relevant state laws.
- The general rules relating to school-based behavior intervention or responses, short-term suspensions, or emergency expulsions apply to scholars who qualify for special education services when the action taken or proposed does not exceed 10 consecutive school days, or when the action taken or proposed does not constitute a pattern of removal from the school.
- If the recommended disciplinary action for a scholar who qualifies for special education services is a long term suspension or expulsion, or if the removals from school constitute a pattern of removal that adds up to more than 10 days in the school year, a manifestation determination meeting must be held prior to imposing the disciplinary action but not later than 10 days after imposing the disciplinary action.

### **XIII. SCHOOL DRESS CODE**

The scholar's attire is primarily the responsibility of the parents or legal guardians. Rainier Valley Leadership Academy is responsible for ensuring that student attire does not disrupt or interfere with the educational process which includes the health, safety, and emotional well-being of all scholars. Scholars' attire should not contribute to any hostile or intimidating atmosphere for students.

#### **Scholars May Wear:**

- Religious headwear
- Fitted\*\* pants, including leggings, yoga pants and "skinny jeans."
- Pajamas
- Ripped or distressed jeans/shorts that do not expose underwear
- Tank tops, halter tops, one shouldered shirts, and crop tops (including those with spaghetti straps)
- Sunglasses (can be worn outside). Special approval is needed to wear sunglasses in the classroom setting for medical purposes.

#### **Scholars May Not Wear Clothing With:**

- Violent language or images
- Images or language that encourages the use of alcohol, tobacco, vaping, or the use of any other drugs.
- Images or language that depicts illegal activity or that creates a hostile environment, such as images or language that are reasonably expected to intimidate others on the basis of protected categories including, but not limited to age, sex, marital status, sexual orientation including gender expression or identity, race, creed, religion, color, national origin, honorably discharged veteran or military status, or the presence of any sensory, mental, or physical disability or the use of a trained dog guide or service animal by a person with a disability (e.g. swastikas, the Confederate flag).
- Hate speech, gang/hate group affiliation, profanity, or pornography
- Bathing suit tops, tube tops, no straps, or sports bras (unless worn underneath another approved article of clothing)
- Visible underwear or boxers
- Masks and headwear that conceal the face (except for religious, medical, and/or health related purposes, or when directed by state, county, or district officials)
- Dangerous or sharp objects that could be used as a weapon, spikes, etc.

### **XIV. HARASSMENT, INTIMIDATION, AND BULLYING**

Rainier Valley Leadership Academy strives to provide scholars with optimal conditions for learning by maintaining a school environment where everyone is treated with respect and no one is physically or emotionally harmed. In order to ensure respect and prevent harm, it is a violation of district policy for a scholar to be harassed, intimidated, or bullied by others in the school community, at school sponsored events, or when such actions create a substantial disruption to the educational process. The school community includes all scholars, school employees, school board members, contractors, unpaid volunteers, families, patrons, and other visitors. Harassment because of a student's race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability, or other distinguishing characteristics is prohibited. Incidents of bullying, intimidation, or harassment may be reported orally or in writing to any staff member. Any staff member will be able to provide a copy of the scholar policy, procedure, Access to this [incident reporting form](#) and contact information for the Dean of Culture.

Harassment, intimidation, and 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

- Physically harms a student or damages the student's property.
- Has the effect of substantially interfering with a student'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.

### **XXI. Scholar Cell Phone Policy**

Scholars are encouraged to leave their phone at home when possible. If scholars must bring their cell phone to school, they must place their cell phone into a Yondr provided by a school staff upon entering the school building. Scholars will not be allowed to enter school without handing in their cell phones.

### **XXII. PERSONAL & PROPERTY SEARCHES**

Law enforcement and/or school staff may perform searches. Searches shall utilize appropriate information collection processes. Such processes would include but not be limited to canine assisted searches, video surveillance cameras, breath analyzers, any drug/alcohol, marijuana detection devices, personal, and property searches.

Contraband or illegal items such as explosives, weapons or any object that can be reasonably considered a firearm or dangerous weapon, controlled substances, or other possessions reasonably considered to be a threat to the safety, health, or security of others will be confiscated and turned over to law enforcement.

All students shall be free from unreasonable searches of their persons and property. However, a scholar is subject to a search of their persons and property by school staff, consistent with the limitations described below.

1) Any search of a scholar must be reasonably related to the discovery of contraband items or other evidence of a scholar's violation of the law or rules governing scholar conduct.

2) Staff shall conduct searches in a manner, which is not excessively intrusive in light of the age and sex of the scholar and the nature of the suspected infraction. No scholar shall be subject to a strip search or body cavity search by school staff.

3) Once reasonable grounds for a search of a scholar's person has been established:

a. The principal or designee shall have an additional administrator or staff member present as a witness during the search.

b. Prior to the search of the scholar's person by the administrators, scholars will be asked to remove items from pockets.

c. If evidence of a violation of school rules is suspected and reasonable cause

has been established, the administration may conduct searches of scholars without consent. Reasonable effort will be made to notify parents of the search.

d. If evidence of criminal activity is suspected to be present and, if confirmed by the search, law enforcement officials shall be contacted for assistance.

*For a more detailed RVLA Behavior Intervention Policy, please refer to the following [document](#).*

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.

### **SCHOLAR 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 RVLAL. 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.

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. 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.

**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 (WAIS) to assess scholar vaccination needs. WAIS 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 scholar requires antibiotics, please keep them home until they have taken the antibiotics for at least 24 hours. If your scholar does not require antibiotics, please submit a note from your healthcare provider when your scholar 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.

### **COVID 19 PRECAUTIONS**

We ask that if any scholar or member of their household experiences any COVID-19 symptoms, including cough, shortness of breath or difficulty breathing, nasal congestion, fatigue, fever, chills, muscle aches, headaches, sore throat, nausea or vomiting, diarrhea, and/or loss of taste or smell, that the scholar remain off campus until the symptoms have abated and they are provided clearance by a medical professional that they are no longer contagious. Scholars are required to wear face coverings and observe social distancing protocols. Finally, out of an abundance of caution, scholars will undergo daily temperature checks before joining in regular school activities.

### **COMMUNICABLE AND INFECTIOUS DISEASE**

In order to safeguard the school community from the spread of certain communicable diseases, RVLPA 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.

### SCHOLAR 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.

**SCHOLAR 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

### **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;

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 SCHOLARS:** 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. \*SCHOLARS 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 SCHOLARS 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

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 SCHOLARS**

RVLA in 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.

### **SCHOLAR 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

## **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 RVL A 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 RVL A, 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 RVL A 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;
- RVL A/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:"**

- 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

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.

# SCHOLAR 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 SCHOLAR RELIGIOUS PRACTICES

In accordance with RVLAs 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 RVLAs 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

Orca cards are provided to scholars during the school year upon request, in order to have access to public transportation.

## SCHOLAR FEES

RVLAs shall ensure that books, materials, equipment, supplies, and other resources necessary for scholars' participation in RVLAs 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 RVLAs educational program. This general prohibition against scholar fees, unless authorized by law, shall not restrict RVLAs from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, RVLAs 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.

**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 SCHOLAR 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

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 SCHOLARS**

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 may use their cell phones/electronic devices during transitions and lunch. Should a

scholar use their cell phone 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, RVLVA 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 RVLVA**

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: RVLVA Investigates Your Complaint**

When RVLVA receives your written complaint, the Compliance Coordinator or Area Superintendent will give you a copy of the RVLVA's discrimination complaint procedure. The Compliance Coordinator will then make sure that RVLVA 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: RVLVA Responds to Your Complaint**

When RVLVA responds to your complaint, it will include:

1. A summary of the results of the investigation;
2. A determination of whether or not RVLVA 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 RVLVA** If you disagree with RVLVA's decision, you may appeal to RVLVA'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 RVLVA'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 RVLVA and a copy of RVLVA's final response. RVLVA will send you a written decision within 30 calendar days after RVLVA 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 RVLVA'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 RVLVA and appealed, as outlined in Steps 1 and 2 on the previous page, or if RVLVA did not follow the correct complaint and appeal procedures.

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.

## SCHOLAR 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

## **HOMELESS AND MIGRANT SCHOLARS**

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 exemption. 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.

- 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 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 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.

### 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. RVLVA 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 RVLVA 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 RVLVA 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 RVLVA denies a waiver and the scholar would have qualified to graduate from their sending school district, RVLVA will provide an alternative process of obtaining required coursework so that the scholar may graduate on time.

RVLVA 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, RVLVA will grant partial credit for coursework completed before the date of the withdrawal or transfer. When RVLVA 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 RVLVA.

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, RVLVA 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 RVLVA, but is ineligible to graduate from RVLVA after all alternatives have been considered, RVLVA will waive its local requirements and ensure that the scholar receives a diploma.

### **SPECIAL EDUCATION**

RVLVA 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").

**RVLVA Special Education Policies and Procedures** document describes how RVLVA implements special

### 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.



## 2022-23 Scholar Handbook Receipt & Acknowledgement

View the full handbook by visiting: [myrvla.org](http://myrvla.org)

Or [tinyurl.com/rvlahandbook](http://tinyurl.com/rvlahandbook)

**First Name:** \_\_\_\_\_ **Last Name:** \_\_\_\_\_

I have received my copy of the Rainier Valley Leadership Academy 2021-2022 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 RVLAs Handbook. If I have any questions about any section of RVLAs Handbook, I understand that I am expected and encouraged to seek clarification from the school by emailing [info@myrvla.org](mailto:info@myrvla.org).

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 RVLAs 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 RVLAs 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 RVLAs HANDBOOK, AND AGREE TO FOLLOW THE ORGANIZATION'S POLICIES AND PROCEDURES.**

Acknowledgement of the Handbook is done annually each year.

Scholar First Name:	Scholar Last Name
Scholar Signature:	Date:
Parent/Guardian First Name	Parent/Guardian Last Name:
Parent/Guardian Signature:	Date:



**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
TO APPROVE SCHOLAR HANDBOOK**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY (RVLA)**, a Washington nonprofit public benefit corporation, at a regular meeting on AUGUST 17, 2021.

WHEREAS, RAINIER VALLEY LEADERSHIP ACADEMY is proposing to approve the Scholar Handbook for the 2021-2022 school year and

WHEREAS, the Board has reviewed the Scholar Handbook and made any recommendations prior to approval;

NOW, THEREFORE, BE IT:

RESOLVED the Board hereby approves the Scholar Handbook for school year 2021-2022 to be submitted to OSPI and implemented by RVLA.

[SY 22/23 Student/Scholar Handbook](#)

ADOPTED by the Board of Directors of RAINIER VALLEY LEADERSHIP ACADEMY during a regular meeting duly held on AUGUST 17, 2020, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date

# Coversheet

## Resolution SY 22/23 Staff Handbook

**Section:** III. Consent Agenda  
**Item:** H. Resolution SY 22/23 Staff Handbook  
**Purpose:**  
**Submitted by:**  
**Related Material:** RVLA SY 22-23 Staff Handbook.pdf  
8.23.22 Staff Handbook Resolution.docx.pdf



**RAINIER VALLEY  
LEADERSHIP ACADEMY  
STAFF HANDBOOK OF  
POLICIES AND  
PROCEDURES**

*SY 2022-2023*

# Quick Reference Guide

The quick reference guide is designed to navigate directly to the link that provides detailed information regarding common asked staff questions. Below are workable links that will provide you with details for:

<a href="#">Staff Guidelines</a>	New teacher and returning teachers guide to the frequently asked questions.
<a href="#">Parent Handbook</a>	Parent facing handbook with information that all parents must know for this school year and who to contact.
<a href="#">Scholar Handbook</a>	Scholar facing handbook with information regarding attendance, missing work, dress code, etc. and who to contact.

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## I. INTRODUCTION

### I.A. Welcome

Hello Family,

First and foremost, I would like to welcome you to an anti-racist, collaborative community known as the Rainier Valley Leadership Academy. We want you to know that RVLA is family and we welcome you and your family to the Panther family.

Our staff is comprised of various backgrounds, whose main purpose is to make sure our scholars have the tools and resources to successfully navigate within the vast complexities of the world. With that being said, we welcome your passions, your motivational stories and who has watered your bamboo.

We recognize that the past two years have been very challenging on our community. The concept of mental health has been at the forefront. We want to assure you that we are exhausting all of our resources to ensure your mental health needs are being met. Your health is your wealth and we definitely want the best “you” that you can be. Family takes care of each other...and that’s what we are.

As a whole, I can’t wait to see the positive relationships you create with both scholars and colleagues. We are all leaders in this anti-racist journey and must model the behavior we wish to see in the scholars as they interact with each other as well.

As we embark on the New RVLA journey, let’s do so with compassion, understanding, vulnerability and meaningful conversation.

As you continue reading the Employee Handbook, you might have questions. Please feel free to email [hr@myrvla.org](mailto:hr@myrvla.org) or speak with any member of the leadership team.

Once again, welcome to the RVLA Family #RVLAFAMILY

David Watson

Principal

D

### **I.B. Purpose of Handbook**

This Employee Handbook (also referred to herein as the “Handbook”) is provided to all Rainier Valley Leadership Academy (“Rainier Valley Leadership Academy” or “RVLA”) employees as a guide for the employer/employee relationship. It is an important source of information and employees should read the Handbook carefully and use it as a reference.

There are several things that are important to keep in mind about this Handbook:

- This Handbook is designed to give a brief description of the policies and benefits for employees of RVLA. It is not intended to be comprehensive or to address all the possible applications of, or exceptions to, the general policies and procedures described. For that reason, if you have any questions concerning eligibility for a particular benefit, or the applicability of a policy or practice to you, you should address your specific questions to your immediate supervisor or RVLA' Human Resources Department. This Handbook supersedes and replaces all previous personnel policies, practices, guidelines and handbooks whether written or spoken.
- The procedures, practices, policies and benefits described herein may be modified or discontinued from time to time as RVLA deems necessary. RVLA will inform employees of any significant changes as they occur and at least on an annual basis.

- The benefits described in this Handbook (including, but not limited to, insurance benefits and retirement plans) are intended for general information purposes only. Many of the benefits are the subject of detailed written plans and policies which are available on request from RVLA' Human Resources Department and online. If a question arises about the nature or extent of plan benefits, or if there is conflicting language in the benefit plan documents and the Handbook, the formal language of the benefit plan documents govern.
- The Handbook is not an employment contract or a contract for continued employment. Employment with RVLA is on an at-will basis. No policy set forth herein guarantees any continuity of benefits or rights, or forms any contract with an employee.

### **I.C. Rainier Valley Leadership Academy Mission and Values**

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

#### **Our 3 Pillars:**

##### **1. Collaborative Community:**

*We honor our past and present by celebrating the voice of our community, we exceed what is possible by using our collective strengths.*

- We embrace multi-directional feedback opportunities
- We provide multiple opportunities to access information and resources
- We invite our community to participate in collaborative decision making
- Scholars and families believe that their voice and ideas are just as powerful and should be heard.

##### **2. Anti-Racism:**

*We continuously address racism with urgency and action, we decolonize and dismantle systems of oppression to empower our community.*

- We decolonize curriculum.
- We educate, speak up, and call out racism and microaggressions.
- We recognize and address the power systems that have historically and currently been developed to marginalize specific

groups.

- We tip the balance of power through equitable practices.

### 3. Leadership:

*We elevate the voice of our future local and global leaders; leadership goes beyond positions of power and comes in many forms.*

- We teach critical thinking, advocacy for self and others, knowing when to step up and step back, speaking out, policy making, asking questions, and having integrity.
- We promote community partnerships, entrepreneurship opportunities, and internships.
- We support building skills in emotional intelligence that can be translated to the future career choices.
- We celebrate neurodiversity.

### Panther Values:

#### 1. Collaborative

- We believe every decision should begin with students first.

#### 2. Passion for Excellence

- We are solution-oriented.
- We are reflective.
- We strive for continuous improvement.
- We are data-driven.
- We take calculated risks.

#### 3. Personal Responsibility

- We expect a high level of individual accountability.
- We are willing to stay until a job is done well.

#### 4. Respect for Others and the Community

- We are collaborative.
- We are flexible.
- We contribute positively to the school culture.

#### 5. All Stakeholders are Critical in the Education Process

- We solicit and incorporate input from all stakeholders.

#### 6. We Pride ourselves on Providing an Exceptional Level of

Customer Service.

- We honor our families.
- We positively communicate with our families regularly.
- We build authentic relationships with families.
- We treat our families as our own.
- We view families from a strength based mindset.

### **I.D. Summary of Rainier Valley Leadership Academy Public Schools' Diversity Equity & Inclusion (DEI) Commitment**

As an anti-racist organization, Rainier Valley Leadership Academy's foundational practice is to continuously address racism with urgency and action; we decolonize and dismantle systems of oppression to empower our community. We address issues concerning racism with urgency; we understand issues around mindset, language, and subconscious racist beliefs harm scholars. At RVLA we sit in discomfort, having tough conversations to protect scholars first. We understand that equity is different from equality, and we are striving for equity. As a result, we commit to explicitly embedding a diversity, equity, and inclusion lens in our organizational culture, our educational practices, and our talented practices.

#### **I. Why is DEI important to Rainier Valley Leadership Academy?**

Embedding a DEI lens is a catalyst to fulfilling Rainier Valley Leadership Academy Public Schools' mission, continually learning and expanding our perspectives, including a creative environment where all individuals are valued and supported.

#### ***Mission Fulfillment***

Diversity, equity and inclusion are critical lenses that help us understand the complexity of our scholars' experiences, celebrate the potential of each individual and strengthen our ability to fulfill our mission so all scholars can succeed.

To accomplish this:

- We commit to setting high expectations, delivering rigorous instruction, and providing tailored support to ensure each and

every scholar, regardless of background or ability, graduates prepared for success in college, leadership, and life.

- Most importantly, one of our values is that **all stakeholders** are critical in the education process. Given our belief that education is a vehicle to disrupt historical oppression; we commit to collaborating with a broad group of partners to find opportunities to help transform public education in the communities we serve.

### ***Continually learning and expanding our perspectives***

A diverse, equitable, and inclusive culture will enable all voices to be heard and strengthen decision-making in the best interest of our students.

## **II. Our Commitments**

We commit to closing the opportunity gap by explicitly being DEI focused in our organizational culture, our educational practices, and our talented practices.

### ***For DEI in Our Culture***

- We commit to creating the space for ongoing and open discourse about DEI; perpetuating a welcoming culture to create a richer context for community building and genuinely willing to consider new perspectives, while appreciating individual similarities and differences.
  - Our mission drives our culture. Our organizational culture grows out of the contributions of every individual who believes in our mission.
  - We each take responsibility to help create an environment in which all scholars, staff, families, and community partners have a sense of safety and belonging and can be their authentic selves. We respect the communities in which we work and the people who live in them. We commit to further celebrating the assets within the communities we serve and continuing to find opportunities to incorporate student and family voice in our work.
  - We commit to our beliefs in DEI being present in our decision-making and our actions. We commit to innovating, adapting, and reflecting on current systems, structures and practices to help us fulfill our mission. We commit to transparency even as we tackle new

and complex work.

### ***For DEI in Our Educational Practices***

- We commit to being culturally-responsive in our curricular choices, pedagogical practices, scholar policies, academic pathways, and programming so that our students feel valued in our classrooms.
  - In our schools, we commit to providing differentiated supports and building authentic connections to meet the needs of each student.
  - We commit to reflecting on our identities and beliefs and addressing our own biases in the context of the communities we serve.
  - We commit to better understanding students' experiences and making learning personally meaningful. We will do this by connecting the content to the context of their life, of their families and communities, and of a global society.

### ***For DEI in Our Talent Practices***

#### *Hiring Practices*

- We commit to recruiting a talented and diverse team.
  - Acknowledging the broader social and historical context of the communities we serve, we commit to taking a purposeful approach to continuing to connect students to educators of similar backgrounds (race, gender, socioeconomic status, English learner status, etc.). In addition, we commit to “growing our own” educators from the communities we serve.
  - At the same time, we commit to helping students connect with staff representing a diverse set of backgrounds and perspectives in preparation for their life beyond Rainier Valley Leadership Academy.

#### *Growing and Retaining Talent*

- We commit to providing support that makes all employees feel empowered, appreciated and successful in doing the critical work needed to fulfill our mission.

## **III. Continuously Learning**

We are cognizant that there's a gap between our commitments and our

current state. We are working to bridge that gap. We approach this work from a place of humility; as we make progress, we will also likely make mistakes and need to step outside of our comfort zone. Given our passion, this statement of our commitment will continually evolve as we learn and grow.

## **I.E. Professional Development**

The heart and soul of Rainier Valley Leadership Academy is its commitment to the professional development of all of our employees. Regardless of your role in the organization, each member of the Rainier Valley Leadership Academy family participates in ongoing professional development throughout the year.

Each member of the Rainier Valley Leadership Academy family meets regularly with his/her supervisor to discuss job performance, goals, and expectations. The purpose of the performance evaluation process is to review, document, and acknowledge achievements, cultivate professional development goals, and address performance concerns.

### ***Classroom Teachers and Counselors***

Rainier Valley Leadership Academy provides all new and returning teachers and counselors with professional development days, before the school year targeting classroom instruction and climate. Additionally, Rainier Valley Leadership Academy provides ongoing professional development with on-site coaching and modeling, weekly staff professional development, day-to-day instructional leadership, and access to external workshops. Thus, whether a teacher is new or returning to our organization, Rainier Valley Leadership Academy ensures all teachers are well-prepared to start the school year and beyond.

### ***School Site Classified Employees***

Rainier Valley Leadership Academy provides targeted professional development based on the needs of each job classification. School Site Classified Employees are provided professional development on a full day “All Rainier Valley Leadership Academy Days” throughout the year. Furthermore, depending on the employee’s job function, additional small group training and/or one-on-one coaching are scheduled with Rainier Valley Leadership Academy’s Home Office content experts. ProfRainier Valley Leadership Academy professional development, we ensure that data in the way of surveys, exit slips, and observations of a classified employee’s expertise drives the professional development needs of our members.

### ***School Administrators***

Rainier Valley Leadership Academy provides all new school administrators to the organization with initial professional development that primarily focus on Rainier Valley Leadership Academy's teacher evaluation system. As a means to prepare for the upcoming school year, all school leaders attend a retreat with their colleagues focused on instructional leadership, strategic planning, and school culture.

As required, all new and returning school administrators must be certified on a biannual basis in order to evaluate teachers.

Throughout the year, all school administrators are provided professional development that continues to focus on instructional leadership, strategic planning, and school culture.

## **II. EMPLOYMENT CATEGORIES, CLASSIFICATIONS, AND REQUIREMENTS**

### **II.A. Categories of Employment**

Rainier Valley Leadership Academy Public Schools maintains employee classifications to ensure all legal requirements are adhered to so that benefit plan eligibility and payment of compensation is in accordance with federal, state and local laws. Managers are responsible for informing Human Resources of any changes in status as well as extensions in employment when specified periods are applicable.

#### ***Fair Labor Standards Act Job Classifications***

All employees are designated as either nonexempt or exempt under state and federal wage and hour laws:

**Exempt:** Per applicable law, an employee is classified as exempt if the majority of his/her job duties are exempt from the overtime provisions of applicable law and he/she earns a minimum salary set forth in applicable law. An exempt employee is not eligible for overtime pay and is typically salaried.

**Non-Exempt:** Per applicable law, a non-exempt employee is classified as non-exempt if he/she does not meet the criteria to be classified as an exempt employee. A non-exempt employee is eligible to receive overtime pay and is paid for actual hours worked (i.e., typically hourly).

#### ***Job Classifications***

Rainier Valley Leadership Academy has established the following categories for both nonexempt and exempt employees:

**Regular, Full-Time:** Employees who are regularly scheduled to work a minimum of forty (40) hours weekly and maintain continuous employment status. Generally, these employees are eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program.

**Regular, Part-Time:** Employees who are regularly scheduled to work fewer than forty (40) hours weekly, and who maintain continuous employment status. Part-time employees are eligible for some of the benefits offered by Rainier Valley Leadership Academy and are subject to the terms, conditions, and limitations of each benefits program.

**Temporary, Full-Time:** Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work a minimum of thirty (40) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and is generally eligible for the full-time benefits package and are subject to the terms, conditions, and limitations of each benefits program. A temporary full-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Temporary, Part-Time:** Employees who do not work on a continuing basis, but rather cover an absent employee or temporary vacancies, and who are regularly scheduled to work less than forty (40) hours weekly, for a period not to exceed 180 days. A temporary employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), and are eligible for some of the benefits offered by Rainier Valley Leadership Academy and are subject to the terms, conditions, and limitations of each benefits program. A temporary part-time employee may be continued in this classification for one additional 180-day extension period upon request of the manager with the approval of the Human Resources department. After the 360-day period, the employee will either be converted to regular status or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

**Seasonal, Full-Time or Part-Time:** Employees who do not work on a continuing basis, but rather for a particular predefined duration of time, typically starting and ending at approximately the same time each year, to meet the needs of a Rainier Valley Leadership Academy department, not to exceed six months. A seasonal employee receives all legally mandated benefits (e.g., Social Security, workers' compensation insurance), but is ineligible for any of Rainier Valley Leadership Academy's benefits (e.g., non-statutory leaves of absence, health or welfare benefits). Seasonal employees will not be granted an extension

beyond six months and will either be converted to regular or temporary status, or released. Employment beyond any initially stated period does not in any way imply a change in employment status.

### ***Other Classifications***

**Independent Contractor:** An individual who is not a Rainier Valley Leadership Academy employee (e.g., consultants) performs labor or services shall generally be considered an "independent contractor" if the following standards are met:

1. The Contractor is free from direction and control over the means and manner of providing the labor or services, subject only to the specifications of the desired results.
2. The Contractor is responsible for obtaining all assumed business registrations or professional occupation licenses required by state law or local ordinances.
3. The Contractor furnishes the tools or equipment necessary for the contracted labor or services.
4. The Contractor has the authority to hire employees to perform the labor or services; or fire said employees if necessary.
5. Payment to the Contractor is made on completion of the performance or is made based on a periodic retainer.

**Temporary Staffing Firms:** Rainier Valley Leadership Academy may work with temporary staffing firms to have individuals placed to fill temporary vacancies or work on short-term projects. Depending on the nature of the job (i.e., frequency and contact with students or Rainier Valley Leadership Academy employees), staffing firm employees may be required to perform a live scan clearance and TB clearance prior to beginning an assignment.

**Volunteer:** A person who donates his or her time and energy to Rainier Valley Leadership Academy and is not an employee. They will contribute to the public service mission of the organization, do not receive compensation for services, and do not displace any employees.

**Paid Interns:** A paid intern is typically a student or trainee that performs work for the benefit of gaining work experience. Depending on the nature and timeline of the internship, paid interns may be categorized as temporary or seasonal full-time or part-time employees.

**Unpaid Interns:** Rainier Valley Leadership Academy may utilize an unpaid internship program from time to time. Unpaid interns are volunteers and are not Rainier Valley Leadership Academy employees. To qualify for a Rainier Valley Leadership Academy internship program, the intern must meet the qualifications under the Fair Labor Standards Act to ensure the intern is the primary beneficiary of the program, including, but not limited to: (1) no expectation of compensation communicated to any prospective intern; (2) the internship will provide training that would be similar to that which would be given in an

educational environment (e.g., hands-on training); (3) the internship is tied reasonably to the intern's formal education program; (4) the internship accommodates the intern's academic commitments by corresponding to the academic calendar; (5) the internship's duration is limited to the period in which the internship provides the intern with beneficial learning; (6) the intern's work complements, rather than displaces, the work of paid Rainier Valley Leadership Academy employees while providing significant educational benefits to the intern; and (7) the internship is conducted without entitlement to a paid job at the conclusion of the internship.

**Americorp (or like) Interns:** Rainier Valley Leadership Academy may enter into agreements with non-profit organizations that participate in the federal Americorp program, or similar programs, in which the individual is considered a Rainier Valley Leadership Academy volunteer, however Rainier Valley Leadership Academy may be required to pay a living stipend taxed through payroll.

## **II.B. Contractual Relationships**

### **At-Will Employment**

Employment at Rainier Valley Leadership Academy is on an at-will basis unless otherwise stated in a written individual offer letter signed by the Chief Executive Officer of the organization.

This means that either the employee or Rainier Valley Leadership Academy may terminate the employment relationship at any time, for any reason, with or without notice

Nothing in this Handbook is intended to or creates an employment agreement, express or implied. Nothing contained in this or any other document provided to the employee is intended to be, nor should it be, construed as a contract that employment or any benefit will be continued for any period of time.

Any salary figures provided to an employee in annual or monthly terms are stated for the sake of convenience or to facilitate comparisons and are not intended and do not create an employment contract for any specific period of time.

Nothing in this statement is intended to interfere with, restrain, or prevent concerted activity as protected by applicable law. Such activity includes employee communications regarding wages, hours, or other terms or conditions of employment. Rainier Valley Leadership Academy employees have the right to engage in or refrain from such activities.

Rainier Valley Leadership Academy may impose any discipline to the extent allowable by law, within its sole discretion, that it determines to be appropriate. Any discipline is in no way intended to alter the at-will nature of an employee's employment relationship with Rainier Valley Leadership Academy.

## **II.C. Immigration Compliance**

Rainier Valley Leadership Academy will comply with applicable immigration law, including the Immigration Reform and Control Act of 1986 and the Immigration Act of 1990. As a condition of employment, every individual must provide satisfactory evidence of his or her identity and legal authority to work in the United States. However, Rainier Valley Leadership Academy will not check the employment authorization status of current employees or applicants who were not offered positions with the organization unless required to do so by law.

Rainier Valley Leadership Academy shall not discharge an employee or in any manner discriminate, retaliate, or take any adverse action (e.g., threatening to report the suspected citizenship or immigration status of an employee or a member of the employee's family) against any employee or applicant for employment because the employee or applicant exercised a right protected under applicable law.

## **II.D. Criminal Background Checks**

All offers of employment and continued employment at Rainier Valley Leadership Academy are contingent upon clearance of a criminal background check in alignment with applicable law. No condition or activity will be permitted that may compromise Rainier Valley Leadership Academy's commitment to the safety and well-being of its students and employees. Rainier Valley Leadership Academy employees are subject to a criminal background check completed through and provided by the appropriate state agency(ies) and/or the Federal Bureau of Investigation, as deemed appropriate by Rainier Valley Leadership Academy, required by law, and/or in accordance with the school's charter. All background information is stored privately and securely with access restricted to Rainier Valley Leadership Academy's Human Resources Department or authorized personnel. Conditions that preclude working at Rainier Valley Leadership Academy include, but are not limited to, conviction of any controlled substance offense, sex offense, or serious or violent felony, as defined in any applicable law.

If an employee is found at a Rainier Valley Leadership Academy school location without a criminal background clearance, or a background check in progress if allowable under applicable state law, he/she will be sent home and prohibited from continuing employment with Rainier Valley Leadership Academy until such clearance is obtained.

Additionally, should an employee be arrested or convicted of a controlled substance offense, sex offense, or serious or violent felony as defined in any applicable law during his/her employment with Rainier Valley Leadership Academy, the employee must immediately report such a conviction to his/her immediate supervisor or human resources – failure to report such an offense may result in disciplinary action up to and including termination of

employment.

The cost of the criminal background check will be borne by the prospective employee.

Volunteers, consultants, independent contractors and other individuals that will perform work on behalf of Rainier Valley Leadership Academy involving close proximity to Rainier Valley Leadership Academy students will be subject to the criminal background check process described above. The costs for the procedure may be borne by the individual. All prospective individuals within this category should inquire with Rainier Valley Leadership Academy Human Resources to confirm their responsibility of payment.

## **II.E. [Intentionally Left Blank]**

## **II.F. Credentialing and Other Employment Requirements**

Employees holding positions which require a credential must obtain and/or maintain the proper educator and/or special service provider credential(s) required by the state to provide the applicable services. Employees are responsible for keeping required credentials (including, but not limited to licenses, certificates, and/or registrations) current and in good standing, and paying the costs associated with renewal or otherwise. Any employee whose credential expires, or is unable to provide evidence of meeting renewal requirements in a timely fashion, may be removed from paid status and/or result in disciplinary action up to and including termination of employment.

In addition, Instructional Aides are required to have a high school diploma or the equivalent, **and:**

- a. Have received a passing grade on the Education Testing Service's Paraeducator assessment; **or**
- b. Hold an Associate of Arts degree; **or**
- c. Have earned seventy-two quarter credits or forty-eight semester credits at an institution of higher education; **or**
- d. Have completed a registered apprenticeship program

Additional requirements may be needed subject to the regulations of the applicable governing agency.

### **Washington Certificate Policy**

As a condition of employment with Rainier Valley Leadership Academy, employees requiring certification must meet the State of Washington's requirements to obtain and/or maintain the appropriate educator certificate. The State of Washington does not permit individuals to teach or provide particular educational services without a valid educator certificate. If a

certificate expires, or if a teacher/counselor does not provide the Washington Office of Superintendent of Public Instruction ("OSPI") with evidence of meeting renewal requirements in a timely fashion, Rainier Valley Leadership Academy will be forced to remove that teacher/counselor from paid status and/or release the teacher/counselor from employment. The responsibility for being properly certificated by the State of Washington rests solely with the teacher/counselor. Pursuant to the ESSA, all teachers are required to pass certification and maintain a certificate in the subject matter that they teach.

### **Verification of Experience**

All employees must have previous professional employment verified. For certificated employees, "Certificated years of experience" means the number of years of accumulated full-time and part-time professional education employment prior to the current reporting school year in the state of Washington, out of state, and a foreign country. Professional education employment is limited to the types of employment defined by WAC 392-121- 264. Certification means the concurrent public professional education licensing requirements established by the state, province, county, or other governmental unit in which the employment occurred. For the state of Washington, this refers to the certificates authorized by WAC 181-79A-140 and the temporary permits authorized by WAC 181-79A-128.

## **III. POLICIES AND PROCEDURES RELATED TO THE FAIR TREATMENT OF EMPLOYEES AND STUDENTS**

### **III.A. Equal Employment Opportunity**

Rainier Valley Leadership Academy is committed to providing equal employment opportunities to all employees and applicants without regard to their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. For purposes of this policy, discrimination on the basis of "national origin" also includes harassment against an individual because that person holds or presents a state-issued driver's license issued to those who cannot document their lawful presence in the United States.

Similarly, Rainier Valley Leadership Academy is committed to complying with all laws protecting qualified individuals with disabilities, as well as employees' religious beliefs and observances. This policy extends to all aspects of Rainier Valley Leadership Academy's employment practices, including recruiting, hiring, discipline, termination, promotions, transfers, compensation, benefits, training, leaves of absence, and other terms and conditions of employment.

In accordance with applicable law, Rainier Valley Leadership Academy will provide a reasonable accommodation for any known physical or mental disability of a qualified individual or for employees' religious beliefs and observances, provided the requested accommodation does not create an undue hardship for the organization and does not pose a direct threat to the health or safety of others in the workplace or to the individual. Employees with a disability who believe they need a reasonable accommodation to perform the essential functions of their job should contact Rainier Valley Leadership Academy Washington's Human Resources Department at (253) 278-7607 or

Subsequently, Rainier Valley Leadership Academy will inform the employee of its decision on the accommodation request and, if applicable, how to make the accommodation. Rainier Valley Leadership Academy will not retaliate or discriminate against a person for requesting an accommodation for his or her disability, regardless of whether the accommodation was granted. An employee or job applicant who has questions regarding this policy or believes that he or she has been discriminated against on the basis of a disability should notify Rainier Valley Leadership Academy's Human Resources Department as soon as possible. All such inquiries or complaints will be treated as confidential to the extent permissible by law.

### **III.B. Policy Prohibiting Unlawful Harassment, Discrimination, and Retaliation**

Rainier Valley Leadership Academy maintains a strict policy prohibiting unlawful harassment, discrimination, and retaliation against employees, applicants for employment, individuals providing services in the workplace pursuant to a contract, unpaid interns or volunteers based on any legally-recognized basis, including, but not limited to, their actual or perceived race, religious creed (including religious dress or grooming practices), color, national origin or ancestry (including native language spoken), physical or mental disability (including HIV or AIDS), medical condition (including cancer or genetic characteristics), genetic information, marital status (including registered domestic partnership status), sex (including pregnancy, childbirth, lactation and related medical conditions), gender (including gender identity and expression), parental status, age (forty (40) and over), sexual orientation, Civil Air Patrol status, military and veteran status, citizenship, immigration status or any other consideration protected by federal, state or local law. All such unlawful discrimination, harassment, and retaliation is prohibited.

This policy applies to all persons involved in our operations, including employees/co-workers, supervisors, managers, temporary or seasonal workers, unpaid interns, individuals in apprenticeship programs, agents, clients, vendors/independent contractors, volunteers, students, parents, or any other third party interacting with the Rainier Valley Leadership Academy ("third parties") and

prohibits harassing, discriminatory, and retaliatory conduct by any employee or third party of Rainier Valley Leadership Academy, including nonsupervisory employees, supervisors and managers. If such unlawful discrimination, harassment, and/or retaliation occurs on the Rainier Valley Leadership Academy's premises or is directed toward an employee or a third party interacting with Rainier Valley Leadership Academy, the procedures in this policy should be followed.

Rainier Valley Leadership Academy Public Schools Washington State does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups. The following employees have been designated to handle questions and complaints of alleged discrimination:

**Title IX Coordinator: COO**

**Section 504/ADA Coordinator: Dean of Special Education: Dr. Oruba Anthony Email contact: [oruba.anthony@myrvla.org](mailto:oruba.anthony@myrvla.org)**

**Civil Rights Compliance Coordinator: COO**

## **NONDISCRIMINATION AND SEXUAL HARASSMENT**

Under state law, information about every school's sexual harassment policy and complaint procedure must be included in staff and student handbooks, or other publications that set forth the rules, regulations, and standards of conduct for the school (WAC [392-190-058](#)). Every school district must also annually inform all students, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

[English](#)

[Punjabi](#)

[Tagalog](#)

[Arabic](#)

[Russian](#)

[Ukrainian](#)

[Chinese](#)

[Somali](#)

[Vietnamese](#)

[Korean](#)

[Spanish](#)

### **DISCRIMINATION**

**Rainier Valley Leadership Academy** 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:

**Civil Rights Coordinator: Chastity Catchings [chastity.catchings@myrvla.org](mailto:chastity.catchings@myrvla.org)**

**Title IX Officer: Chastity Catchings [chastity.catchings@myrvla.org](mailto:chastity.catchings@myrvla.org)**

**Section 504 Coordinator:**

**You can report discrimination and discriminatory harassment** to any school staff member or to the schools Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your school's nondiscrimination policy and procedure, contact your school administration.

### **SEXUAL HARASSMENT**

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

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

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

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the school's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your school's sexual harassment policy and procedure, contact your school administration.

### **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'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.

#### **Complaint to the School**

##### ***Step 1. Write Out Your Complaint***

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

##### ***Step 2: School Investigates Your Complaint***

Once the school receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the

school will notify you in writing to explain why staff need a time extension and the new date for their written response.

**Step 3: School Responds to Your Complaint**

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

**Appeal to the School**

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

**Complaint to OSPI**

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

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

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

**Other Discrimination Complaint Options**

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

206-607-1600 | TDD: 1-800-877-8339 | [OCR.Seattle@ed.gov](mailto:OCR.Seattle@ed.gov) | [OCR Website](#)

*Washington State Human Rights Commission*

1-800-233-3247 | TTY: 1-800-300-7525 | [Human Rights Commission Website](#)

**Sexual Harassment Defined**

Sexual harassment includes unwanted sexual advances, requests for sexual favors or visual, verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made a term or condition of employment; or

- Submission to, or rejection of, such conduct is used as a basis for employment decisions affecting the individual; or
- Such conduct has the purpose or effect of unreasonably interfering with an employee's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment also includes various forms of offensive behavior based on sex and includes gender-based harassment of a person of the same sex as the harasser. The following is a partial list:

- Unwanted sexual advances.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering; making sexual gestures; displaying sexually suggestive objects or pictures, cartoons, posters, websites, emails or text messages.
- Verbal conduct: making or using derogatory comments, epithets, slurs, sexually explicit jokes, or comments about an employee's body or dress.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature; graphic verbal commentary about an individual's body; sexually degrading words to describe an individual; suggestive or obscene letters, notes or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.
- Retaliation for reporting harassment or threatening to report sexual harassment.

An employee may be liable for harassment based on sex even if the alleged harassing conduct was not motivated by sexual desire. An employee who engages in unlawful harassment may be personally liable for harassment even if Rainier Valley Leadership Academy had no knowledge of such conduct.

Within six months of assumption of a position, Rainier Valley Leadership Academy shall provide effective interactive training and education regarding sexual harassment to supervisory employees in the amount of at least two (2) hours and to all other employees in the amount of at least one (1) hour. Such training will be provided every two (2) years thereafter and will address all legally required topics, including, but not limited to, information and practical guidance regarding the federal and state statutory provisions concerning the prohibition against and the prevention and correction of sexual harassment and the remedies available to victims of sexual harassment in employment. The training and education shall also include practical examples aimed at instructing supervisors in the prevention of harassment, discrimination, and retaliation, and shall be presented by trainers or educators with knowledge and expertise in the prevention of harassment, discrimination, and retaliation. As a component of the training, Rainier Valley Leadership Academy shall include prevention of abusive conduct and training inclusive of harassment based on gender identity, gender expression, and sexual orientation (with practical examples presented by trainers or educators with knowledge and expertise in those areas). Supervisors shall also be trained on how to appropriately respond when the supervisor becomes aware that an employee is the target of

unlawful harassment.

### **Other Types of Unlawful Harassment**

Unlawful harassment on the basis of any legally protected characteristic is prohibited. This includes conduct such as:

- Verbal conduct including threats, epithets, derogatory comments or slurs based on an individual's protected classification;
- Visual conduct, including derogatory posters, photographs, cartoons, drawings or gestures based on protected classification;
- Physical conduct, including assault, unwanted touching or blocking normal movement because of an individual's protected status;
- Retaliation for reporting or threatening to report harassment; and
- Disparate treatment based upon any of the protected classes outlined in this policy.

### **Abusive Conduct Prevention**

It is expected that persons in the workplace perform their jobs productively as assigned, and in a manner that meets management's expectations, during working times, and that they and refrain from any malicious, patently offensive or abusive conduct including but not limited to conduct that a reasonable person would find offensive based on any of the protected characteristics described above. Examples of abusive conduct include repeated infliction of verbal abuse, such as the use of malicious, derogatory remarks, insults, and epithets, verbal or physical conduct that a reasonable person would find threatening, intimidating, or humiliating, or the intentional sabotage or undermining of a person's work performance.

### **Reporting Harassment, Discrimination, and/or Retaliation**

Any employee who believes that he or she has been harassed, discriminated against, or subjected to retaliation or abusive conduct by a co-worker, supervisor, agent, client, vendor, customer, or any other third party interacting with Rainier Valley Leadership Academy in violation of the foregoing policies, or who is aware of such behavior against others, should immediately provide a written or verbal report to his or her supervisor, any other member of management, or Rainier Valley Leadership Academy Washington's Human Resources Department at 206-539-6250 or [HR@myrvla.org](mailto:HR@myrvla.org).

Employees are not required to make a complaint directly to their immediate supervisor. Supervisors and managers who receive complaints of misconduct must immediately report such complaints to Human Resources. When a report is received, Rainier Valley Leadership Academy will conduct a fair, timely, complete and objective investigation where corrective action will be taken if any misconduct is found. Rainier Valley Leadership Academy expects all employees to fully cooperate with any investigation conducted into a complaint of proscribed harassment, discrimination or retaliation, or regarding the alleged violation of any other Rainier Valley Leadership Academy

policies. Rainier Valley Leadership Academy will maintain confidentiality surrounding the investigation to the extent possible and to the extent permitted under applicable law. Complaints will be investigated by impartial, qualified internal personnel unless external involvement is warranted. The process will be documented and tracked for reasonable progress and closure of the investigation.

Upon completion of the investigation, Rainier Valley Leadership Academy will communicate its conclusion as soon as practical. If Rainier Valley Leadership Academy determines that this policy has been violated, remedial action will be taken, commensurate with the severity of the offense, up to and including termination of employment. Appropriate action will also be taken to deter any such conduct in the future.

**The Federal Equal Employment Opportunity Commission (EEOC will accept and investigate charges of unlawful discrimination or harassment at no charge to the complaining party. Information may be located by visiting the agency's website at [www.eeoc.gov](http://www.eeoc.gov).**

### **Protection Against Retaliation**

Employees' notification to Rainier Valley Leadership Academy is essential to enforcing this policy. Retaliation is prohibited against any person by another employee or by Rainier Valley Leadership Academy for using Rainier Valley Leadership Academy's complaint procedure, reporting proscribed discrimination or harassment or filing, testifying, assisting or participating in any manner in any investigation, proceeding or hearing conducted by a governmental enforcement agency. Prohibited retaliation includes, but is not limited to, termination, demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make employment recommendations impartially, adversely affecting working conditions or otherwise denying any employment benefit.

Any employee determined to be responsible for violating this policy will be subject to appropriate disciplinary action, up to and including termination. Moreover, any employee, supervisor or manager who condones or ignores potential violations of this policy will be subject to appropriate disciplinary action, up to and including termination.

### **III.C. Whistleblower Policy**

Rainier Valley Leadership Academy requires its Board of Directors, Board designees, employees, and volunteers to observe high standards of ethics in the conduct of their duties and responsibilities. As Rainier Valley Leadership Academy representatives, such individuals must comply with all applicable laws, regulations, and Rainier Valley Leadership Academy policies and procedures. The purpose of this policy is to maintain an ethical and open work environment, and to encourage and enable directors, officers, employees, and volunteers to raise serious concerns about the occurrence of illegal or unethical actions before turning to outside parties for resolution.

All Rainier Valley Leadership Academy Board of Directors members, Board designees, employees, and volunteers are responsible for reporting any action or suspected action taken within Rainier Valley Leadership Academy that is illegal, unethical, or violates any adopted Rainier Valley Leadership Academy policy or procedure. Anyone reporting a violation must act in good faith, without malice to Rainier Valley Leadership Academy or any individual, and have reasonable grounds for believing that the information shared in the report indicates that a violation has occurred. A person who makes a report does not have to prove that a violation has occurred. However, any report which the reporter has made maliciously or any report which the reporter has good reason to believe is false will be viewed as a serious disciplinary offense. No one who, in good faith, reports a violation, or who, in good faith, cooperates in the investigation of a violation shall suffer harassment, retaliation, or an adverse employment action.

All Rainier Valley Leadership Academy Board of Directors members, Board designees, employees, or volunteers who desire to make a report should provide a clear and concise statement of the alleged improper act and what evidence exists to confirm the claimant's statement. The report should be made to Rainier Valley Leadership Academy's Human Resources Department or other appropriate manager. The report and identity of the claimant shall remain confidential to the extent possible. Whistleblowers should be cautioned that their identity may become known for reasons outside the control of Rainier Valley Leadership Academy.

**Upon receiving a report, and prior to any such potential investigation, Rainier Valley Leadership Academy will evaluate the report to determine whether it has enough potential merit to warrant an investigation. Depending upon Rainier Valley Leadership Academy' initial findings, Rainier Valley Leadership Academy may conduct an investigation into the facts alleged in the complaint to determine whether an act occurred that violates applicable laws, regulations, and/or Rainier Valley Leadership Academy policies and procedures.**

### **III.D. Internal Complaint Policy**

Rainier Valley Leadership Academy believes that if an employee has a question, suggestion, or complaint, the employee should first discuss this with his/her immediate supervisor. If the issue is not resolved, or if the employee is uncomfortable discussing the issue with his/her immediate supervisor, the employee may present the problem to the Rainier Valley Leadership Academy Washington's Human Resources Department at 206-539-6250 or [hr@myrvla.org](mailto:hr@myrvla.org) Information obtained from complainants will remain as confidential as possible and appropriate, but absolute confidentiality cannot be assured. In conjunction with Rainier Valley Leadership Academy's Whistleblower Policy, complainants are protected against retaliation as a result of the filing of any complaints or participation in any complaint process. Ultimately, it's Rainier Valley Leadership Academy's goal to identify a reasonable solution in accordance with the policy and the context of the situation.

The following procedure does not guarantee that every issue will be resolved to each employee's satisfaction. However, Rainier Valley Leadership Academy values its employees' observations and encourages its employees to raise issues of concern, in good faith, without the fear of retaliation (in conjunction with Rainier Valley Leadership Academy's Whistleblower Policy).

### **Notification**

This policy is intended to address complaints filed by employees with the employee's supervisor or Rainier Valley Leadership Academy's Human Resources Department.

### **Procedures**

Depending on the nature of the complaint, the complainant will be provided information concerning the applicable policy and procedures to be followed. If there is no applicable policy or procedures, Rainier Valley Leadership Academy shall encourage, and shall assist, the complainant to seek an informal resolution of the issues. If this is not possible due to the nature of the complaint or if informal resolution has been unsuccessfully attempted, Rainier Valley Leadership Academy shall undertake a responsible inquiry into the complaint to ensure it is reasonably and swiftly addressed. When appropriate, Rainier Valley Leadership Academy will obtain a written statement from the complainant.

If the complainant files a written complaint and no other policy or procedure is applicable, the Principal (or designee) or Human Resources Department, and Chief Executive Officer (or designee), shall abide by the following process:

- After receipt of the complaint, Rainier Valley Leadership Academy shall use its best efforts to investigate the matter by speaking with the parties identified in the complaint and to ascertain the facts relating to the issue/dispute and the positions of all parties.
- In the event that Rainier Valley Leadership Academy finds that a complaint is valid, appropriate disciplinary action may be taken. As appropriate, Rainier Valley Leadership Academy may also simply instruct employees regarding their conduct without initiating disciplinary measures.
- In the event that Rainier Valley Leadership Academy finds that the complaint would best be resolved through a meeting of all parties, such a meeting shall be called and the Chief Executive Officer/Executive Director (or designee) shall attempt to mediate the dispute among the parties. In the event that mediation is not appropriate or the mediation is unsuccessful, the Chief Executive Officer/Executive Director (or designee) shall respond to the complaint and provide all parties with a written statement indicating Rainier Valley Leadership Academy's findings and resolution of the complaint.

Rainier Valley Leadership Academy's decision relating to the complaint shall be final unless

it is appealed to the Board of Directors of the Rainier Valley Leadership Academy entity by which the complainant is employed. In the event a party wishes to appeal the decision, he/she shall submit a written request for the Board of Directors to hear the appeal to the Chair of the Board of Directors within five (5) business days of Rainier Valley Leadership Academy's decision. The Chair of the Board of Directors shall schedule a hearing before an ad hoc committee, or otherwise appropriate committee, of the Board of Directors, which may review and modify the decision as it deems appropriate. Such proceedings shall typically be conducted in closed session due to the potential for disciplinary action to be taken against an employee, unless the employee requests otherwise, or there is no potential for disciplinary action to be taken.

If a complainant disagrees with the appeal decision of the Board of Directors, or if Rainier Valley Leadership Academy fails to comply with the procedures in WAC 392-190-065, or WAC 392-190-070, the complainant may file a complaint with the Washington State Office of the Superintendent of Public Instruction (OSPI). A complaint must be received by OSPI within twenty calendar days after the complainant received Rainier Valley Leadership Academy's written appeal decision, unless OSPI grants an extension for good cause. Complaints may be submitted by mail, fax, electronic mail, or hand deliver. A complaint must be in writing and include:

- A description of the specific acts, conditions, or circumstances alleged to violate WAC Chapter 392-190 or the guidelines adopted under WAC 392-190-005 and the facts on which the complaint is based;
  - The name and contact information, including an address, of the complainant;
  - The name and address of the school district of public charter school subject to the complaint;
  - A copy of Rainier Valley Leadership Academy's complaint and appeal decisions;
  - A proposed resolution of the complaint or relief requested; and
  - If the allegations regard a specific student, the complaint must also include:
    - The name and address of the student, or in the case of a homeless child or youth, contact information for the student; and
    - The name of the school and school district, or public charter school, the student attends.
- Upon receipt of a complaint, OSPI may initiate an investigation, which may include reviewing relevant information or conducting an independent on-site review. OSPI may, at its discretion, investigate additional issues related to the complaint that were not included in the initial complaint or appeal to Rainier Valley Leadership Academy under WAC 392-190-065 or 392-190-070.
  - Following an investigation, OSPI will make an independent determination as to whether Rainier Valley Leadership Academy has failed to comply with this chapter or the guidelines adopted under WAC 392-190-005. OSPI will issue a written decision to the complainant and Rainier Valley Leadership Academy that addresses each allegation in the complaint and any

other noncompliance issues that OSPI has identified in the investigation. The written decision will include the corrective actions deemed necessary to correct any noncompliance and any documentation Rainier Valley Leadership Academy must provide to ensure that the corrective action is completed. OSPI will provide this written decision in a language that the complainant can understand, which may require language assistance for complainants with limited-English proficiency, in accordance with Title VI of the Civil Rights Act of 1964.

- All corrective actions must be completed within the timelines established in the written decision unless OSPI grants an extension. If timely compliance by Rainier Valley Leadership Academy is not achieved, OSPI may take actions to ensure compliance. Such actions may include, but are not limited to, referring Rainier Valley Leadership Academy to appropriate state or federal agencies empowered to order compliance with the law or the initiation of sanctions or corrective measures under WAC 392-190-080.
- A complaint may be resolved at any time when, before the conclusion of an investigation, the complainant, or Rainier Valley Leadership Academy voluntarily agrees to resolve the complaint. OSPI may provide technical assistance and dispute resolution methods necessary to resolve a complaint.

### **III.E. Child Abuse Reporting (Mandated Reporting)**

Rainier Valley Leadership Academy is committed to the well-being and safety of its students. Rainier Valley Leadership Academy recognizes that child abuse and neglect has severe consequences and that it has a responsibility, in alignment with applicable law, to protect students by facilitating the prompt reporting of known and suspected incidents of child abuse and neglect. Although all Rainier Valley Leadership Academy employees may not be mandated reporters, as defined by law and administrative regulation, this policy applies to all Rainier Valley Leadership Academy employees, including part-time, temporary, and seasonal employees whose employment exceeds six weeks from the first date of paid service. Volunteers, unless required by law, are not required to adhere to this policy, but Rainier Valley Leadership Academy may make available training regarding the reporting duties of mandated reporters to volunteers whose duties required continued direct contact or supervision of children.

Employees to whom this policy applies are obligated to report all known or suspected incidents of child abuse and neglect. Such employees shall not investigate any suspected incidents but rather shall cooperate with agencies responsible for investigating and prosecuting cases of child abuse and neglect.

All Rainier Valley Leadership Academy employees are required to participate in training within the first six (6) weeks of employment and on an annual basis for the length of their

employment thereafter. However, a lack of training does not excuse any mandated reporter from any applicable duty under law to report suspected child abuse and neglect. Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

### **Child Abuse Reporting Procedures**

An employee suspecting child abuse/neglect must immediately, or as soon as practically possible, report such suspicions to an appropriate child protective agency or the local law enforcement department serving the school per applicable state law. The employee will also inform his/her supervisor.

### **Prohibited Actions**

- Never contact the child's or the alleged perpetrator's parent/guardian if indicators point to possible abuse or if abuse is suspected prior to making a report.
- Never conduct an investigation of any kind once abuse or neglect is suspected or prior to making a report.
- No removal or arranging of any clothing is permitted to provide a visual inspection of the underclothing, breast, buttocks, or genitalia of a pupil.

### **Consequences for False Reporting/Failure to Report**

- A violation of Rainier Valley Leadership Academy policies may lead to disciplinary action, up to and including suspension, demotion, and/or termination.
- Generally, school employees are immune from civil and criminal liability when reporting suspected child abuse as required by law.
- A violation of the law (e.g., making a false report) and/or failure to report suspected child abuse varies from state to state but may include a misdemeanor, imprisonment, and/or a monetary fine.

### ***Washington Child Abuse Reporting Procedures and Agencies***

If professional school personnel have a 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 Washington Department of Social and Health Services/Child Protective Services as provided in RCW 26.44.040. "Professional school personnel" include, but are not limited to, teachers, counselors, administrators, child care facility personnel, and school nurses.

When any person, in his or her official supervisory capacity with Rainier Valley Leadership Academy, has reasonable cause to believe that a child has suffered abuse or neglect caused by a person over whom he or she regularly exercises supervisory authority, he or she shall report such incident, or cause a report to be made, to the proper law enforcement

agency, provided that the person alleged to have caused the abuse or neglect is employed by, contracted by, or volunteers with Rainier Valley Leadership Academy and coaches, trains, educates, or counsels a child or children or regularly has unsupervised access to a child or children as part of the employment, contract, or voluntary service. No one shall be required to report under this section when he or she obtains the information solely as a result of a privileged communication as provided in RCW 5.60.060.

"Abuse or neglect" means sexual abuse, sexual exploitation, or injury of a child by any person under circumstances which cause harm to the child's health, welfare, or safety, excluding conduct permitted under RCW 9A.16.100; or the negligent treatment or maltreatment of a child by a person responsible for or providing care to the child. An abused child is a child who has been subjected to child abuse or neglect as defined in RCW 26.44. "Child" or "children" means any person under 18 years of age.

An immediate oral report must be made by telephone or otherwise to the proper law enforcement agency or the Department of Social and Health Services and, upon request, must be followed by a report in writing. The report must be made at the first opportunity, but in no case longer than 48 hours after there is reasonable cause to believe that the child has suffered abuse or neglect. Such reports must contain the following information, if known:

1. The name, address, and age of the child;
2. The name and address of the child's parents, stepparents, guardians, or other persons having custody of the child;
3. The nature and extent of the alleged injury or injuries;
4. The nature and extent of the alleged neglect;
5. The nature and extent of the alleged sexual abuse;
6. Any evidence of previous injuries, including their nature and extent; and
7. Any other information that may be helpful in establishing the cause of the child's death, injury, or injuries and the identity of the alleged perpetrator or perpetrators.

Reports to the Washington State Department of Social and Health Services/Child Protective Services ("CPS") may be conducted by calling 1-866-ENDHARM (1-866-363-4276) or contact the local office <https://fortress.wa.gov/dshs/f2ws03apps/caofficespub/offices/general/OfficePick.asp>.

The principal or the principal's designee shall contact the parent or legal guardian in coordination with CPS. The parent or legal guardian should not be notified if there is reasonable cause to believe that individual is responsible for the abuse. Additional information can be found at <https://www.dshs.wa.gov/ca/child-safety-and-protection/how-report-child-abuse-or-neglect>.

#### **IV. BUSINESS ETHICS AND STANDARDS OF CONDUCT**

## IV.A. Code of Conduct

The following conduct is prohibited and will not be tolerated by Rainier Valley Leadership Academy. This list of prohibited conduct is illustrative only and applies to all employees of Rainier Valley Leadership Academy; other types of conduct that threaten security, personal safety, student and employee welfare and Rainier Valley Leadership Academy operations also may be prohibited. Further, the specification of this list of conduct in no way alters the at-will employment relationship as to at-will employees.

- Poor or unsatisfactory performance
- Failing to respond in a timely manner to communications received in the ordinary course of business.
- Discourteous or disrespectful treatment of others, including Rainier Valley Leadership Academy employees, parents, students or stakeholders.
- Insubordination - refusing to perform a task or duty assigned or act in accordance with instructions provided by an employee's manager or proper authority.
- Inefficiency - including deliberate restriction of output, carelessness or unnecessary wastes of time or material, neglect of job, duties or responsibilities.
  - Unauthorized soliciting, collecting of contributions, distribution of literature, written or printed matter is strictly prohibited on Rainier Valley Leadership Academy property by non-employees and by employees. This rule does not cover periods of time when employees are off their jobs, such as lunch periods and break times. However, employees properly off their jobs are prohibited from such activity with other employees who are performing their work tasks.
  - Damaging, defacing, unauthorized removal, destruction or theft of another employee's property or of Rainier Valley Leadership Academy property.
  - Fighting or instigating a fight on Rainier Valley Leadership Academy premises.
  - Violations of the drug and alcohol policy.
  - Using or possessing firearms, weapons or explosives of any kind on Rainier Valley Leadership Academy premises, unless otherwise allowed by applicable law.
  - Gambling on Rainier Valley Leadership Academy premises.
  - Tampering with or falsifying any report or record including, but not limited to, personnel, absentee, sickness or production reports or records, specifically including applications for employment and time cards.
  - Recording the clock card, when applicable, of another employee or permitting or arranging for another employee to record your clock card.
  - Use of profane, abusive or threatening language in conversations with other employees, parents, students, or stakeholders and/or intimidating or interfering with other employees.

- Conducting personal business during business hours and/or unauthorized use of telephone lines for personal calls.
- Unauthorized use of Rainier Valley Leadership Academy equipment, time, materials, or facilities.
- Unprofessional conduct.
- Violating any safety, health, security, or School policy, rule, or procedure, or engaging in any conduct which risks injury to the employee or others.
- Engaging in conduct which constitutes a material conflict of interest.
- Excessive absenteeism or tardiness excused or unexcused.
- Posting any notices on Rainier Valley Leadership Academy premises without prior written approval of management, unless posting is on a Rainier Valley Leadership Academy bulletin board designated for employee postings.
- Immoral or indecent conduct.
- Conviction of a criminal act.
- Engaging in sabotage or espionage (industrial or otherwise).
- Violations of the unlawful harassment, discrimination, or retaliation policy.
- Failure to report a job-related accident to the employee's manager or failure to take or follow prescribed tests, procedures or treatment.
- Sleeping during work hours.
- Release of confidential information without authorization.
- Any other conduct, whether during work hours or not during work hours, that is detrimental to other employees or Rainier Valley Leadership Academy's interests or its efficient operations.
- Refusal to speak to supervisors or other employees.
- Dishonesty.
- Failure to maintain appropriate credential(s) required for the position.
- Abandonment of position.

## **IV.B. Alcohol, Smoking and Drug Use Policy**

### **Smoke-Free Workplace**

In compliance with applicable law, Rainier Valley Leadership Academy prohibits smoking, which includes vaping, in the workplace. Additional requirements dictate that Rainier Valley Leadership Academy school grounds remain entirely smoke-free environments. For the purposes of this policy, "school grounds" means and includes land, portions of land, structures, buildings, and vehicles when used for the provision of academic or extracurricular programs, and structures that support these buildings, including, but not limited to administrative buildings, kitchens, maintenance shops, and garages. "Land" includes parking lots, sports fields, playgrounds and quads. Any violation or disputes arising under this policy should be reported to Rainier Valley Leadership Academy's Human

Resources Department.

### **Alcohol and Drug-Free Workplace**

Rainier Valley Leadership Academy desires to maintain a working environment that is free of the problems associated with the abuse and/or inappropriate use of controlled substances listed in Schedules I through V of § 202 of the Federal Controlled Substances Act, 21 U.S.C. § 812 (“Controlled Substances”), intoxicants, or alcohol. The abuse and/or inappropriate use of controlled substances, intoxicants, or alcohol is inconsistent with the behavior expected of employees or others on Rainier Valley Leadership Academy property and subjects the organization and employees to unacceptable risks of workplace accidents and other events that undermine Rainier Valley Leadership Academy’s ability to operate effectively and safely.

Therefore, no employee may use, possess, distribute, sell, transport, solicit, or be under the influence of alcohol, or Controlled Substances during work hours, while on Rainier Valley Leadership Academy premises, and/or while conducting business-related activities anywhere. Consumption of alcohol during working hours is prohibited.

If management reasonably suspects that any associate is under the influence of alcohol or a Controlled Substance while at work (e.g., exhibiting bleary eyes, staggering, slurred speech, smell of alcohol), or that an employee is otherwise violating this policy, the employee may be required to undergo and pass a drug or alcohol screening before being allowed to return to work, subject to applicable law.

Any employee who is taking a prescribed medication that may adversely affect the ability to perform assigned duties safely must inform Rainier Valley Leadership Academy’s Human Resources Department. Employees will not be required to disclose the name of the medication or the medical reasons for taking the medication. If there is any question concerning the ability to perform assigned duties safely, the employee will be assigned other work, if, in the sole discretion of management, such duties are appropriate and available, or you will be sent home. Rainier Valley Leadership Academy will comply with all reasonable accommodation requirements.

### ***Employee Assistance Program***

When it is determined that an associate is suffering from an alcohol or drug abuse problem, efforts will be made to assist the employee using available resources. Any Rainier Valley Leadership Academy efforts to assist employees do not, however, otherwise preclude Rainier Valley Leadership Academy from administering discipline to associates who are found to be in violation of this Alcohol and Drug-Free Workplace Policy, up to and including termination from employment. In addition to overall support personal and professional matters, Rainier Valley Leadership Academy’s Employee Assistance Program (“EAP”) assists employees with drug/alcohol related problems in finding effective treatment. Employees with such problems are encouraged to voluntarily seek assistance under EAP or

other available programs. In certain circumstances, Rainier Valley Leadership Academy may make a referral to its EAP, or similar mental health or addiction counseling provider, as a condition of their continued employment.

Should an employee wish to utilize EAP's services, he/she can contact the HR department by emailing [HR@myrvla.org](mailto:HR@myrvla.org) for more information.

**Notification of Conviction for Drug-Related Offense** Employees who are convicted of drug-related violations under either state or federal law which occurred on Rainier Valley Leadership Academy property or during working hours, or who have plead guilty to any such violation must, in writing, notify Rainier Valley Leadership Academy's Human Resources Department within five (5) days of such conviction or guilty plea. Any employee who fails to give such written notice within the five (5) day period may be terminated.

**Protection for Disabled Persons** Employees with past substance abuse may be deemed to be a disabled individual under the Americans with Disabilities Act ("ADA") and/or applicable state laws. In addition, where an employee successfully completes a rehabilitation program as required by this Alcohol and Drug-Free Workplace Policy, the employee may also be considered a disabled person for purposes of these same federal and state laws. Under these circumstances, the applicant/employee will be afforded all rights and protections of the ADA and pertinent state law. Whether an individual is disabled within the meaning of controlling federal or state laws and, if so, the protections to which he/she is entitled are technical questions which must be answered on the basis of the facts in each, individual instance. An individual who has a past history of drug use and/or alcohol abuse cannot be denied a job on that basis alone.

#### **IV.C. Professional Boundaries: Staff/Student Interaction Policy**

Rainier Valley Leadership Academy recognizes its responsibility to make and enforce all rules and regulations governing student and employee behavior to bring about the safest learning environment possible.

##### **Professional Boundaries**

This policy is intended to guide all Rainier Valley Leadership Academy employees in conducting themselves in a way that reflects the high standards of behavior and professionalism required of employees who interact with students and to specify the boundaries between students and staff. Trespassing the boundaries of a student/staff relationship is deemed an abuse of power and a betrayal of public trust.

Although this policy gives specific, clear direction, it is each employee's obligation to avoid situations that could prompt suspicion by parents, students, colleagues, or school leaders. One viable standard that can be quickly applied, when you are unsure if certain conduct is acceptable, is to ask yourself, "Would I be engaged in this conduct if my family or colleagues

were standing next to me?" Some activities may seem innocent from an employee's perspective, but can be perceived as inappropriate from a student or parent point of view. The objective of providing the examples of acceptable and unacceptable behaviors listed below is not to restrain innocent, positive relationships between employees and students, but to prevent relationships that could lead to, or may be perceived as, sexual or other misconduct. Employees must understand their own responsibility for ensuring that they do not cross the boundaries as written in this policy. Disagreeing with the wording or intent of the established boundaries will be considered irrelevant for disciplinary purposes.

## Examples

### *Examples of Unacceptable Behaviors (Violations of This Policy) Absent Extraordinary Circumstances (e.g., a familial relationship)*

- Giving gifts to an individual student that are of a personal and intimate nature.
- Kissing of any kind.
- Any type of unnecessary physical contact with a student in a private situation, including hugging a student.
- Intentionally being alone with a student away from the school.
- Cursing or making or participating in inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Failing to intervene when students curse or make inappropriate comments related to sex, sexual orientation, race, or other characteristic protected by law.
- Seeking emotional involvement with a student for your benefit, including involving students in adult issues.
- Listening to or telling stories that are sexually oriented.
- Discussing inappropriate personal troubles or intimate issues with a student in an attempt to gain their support and understanding.
- Becoming involved with a student so that a reasonable person may suspect inappropriate behavior
- Allowing students in your home.
- Sending emails, text messages, posts, or letters to students if the content is not about school activities.
- Giving students a ride to/from school or school activities. Without prior approval, liability form completion and written permission from the students parents and the district representative
- Being alone in a room with a student at school with the door closed.
- Remarks about the physical attributes or development of anyone.
- Excessive attention toward a particular student.

### *Examples of Acceptable and Recommended Behaviors*

- Getting school and parental written consent for any after-school activity.
- Obtaining formal approval (using the Rainier Valley Leadership Academy Transportation Policy and Guidelines) to take students off school property for activities such as field trips or competitions.
- E-mails, text, phone and instant messages to students must be very professional and pertaining to school activities or classes (Communication should be limited to school technology).
- Keeping the door open when alone with a student.
- Keeping reasonable space between you and your students.
- Stopping and correcting students if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a student.
- Keeping after-class discussions with a student professional and brief.
- Asking for advice from fellow staff or administrators if you find yourself in a difficult situation related to boundaries.
- Involving your supervisor if conflict arises with the student.
- Informing your principal about situations that have the potential to become more severe.
- Making detailed notes about an incident that could evolve into a more serious situation later.
- Recognizing the responsibility to stop unacceptable behavior of students or coworkers.
- Asking another staff member to be present when you must be alone with a student.
- Giving students praise and recognition without touching them.
- Pats on the back, high fives and handshakes are acceptable.
- Keeping your professional conduct a high priority.

### **Duty to Report Suspected Misconduct**

When any employee reasonably suspects or believes that another staff member may have crossed the boundaries specified in this policy, he or she must immediately report the matter to the school administrator or his/her immediate supervisor for Home Office employees. All reports shall be as confidential as possible under the circumstances. It is the duty of the administrator to investigate and report thoroughly the situation. Employees must also report to the administration any awareness or concern of student behavior that crosses boundaries or where a student appears to be at risk for sexual abuse.

### **Use of Electronic Media by Staff to Communicate with Students**

Although Rainier Valley Leadership Academy employees enjoy free speech rights guaranteed by the First Amendment to the United States Constitution, certain types of communication, typically by virtue of their subject-matter connection to campus, may relate enough to school to have ramifications for the author or subject at Rainier Valley Leadership Academy. Knowing participation by Rainier Valley Leadership Academy employees with students in social media (e.g., Facebook, Snapchat, Twitter, Instagram, video games) or other similar means can lead to violations of the

following that may result in disciplinary action, up to and including termination from employment from Rainier Valley Leadership Academy:

- Use of personal technology for non-Rainier Valley Leadership Academy business should be limited to off-duty time and designated breaks.
- Any participation by any Rainier Valley Leadership Academy employee with students, including through the use of electronic media or technology, should always be limited to school business.
- Rainier Valley Leadership Academy employees must maintain a clear distinction between their personal social media use and any Rainier Valley Leadership Academy-related social media sites.
- Rainier Valley Leadership Academy employees' social networking profiles, personal blogs, or other personal online platforms should not be linked to Rainier Valley Leadership Academy students' online profiles.
- Rainier Valley Leadership Academy employees shall not invite students to join social networks unless authorized by Rainier Valley Leadership Academy.
- When in doubt about contacting a Rainier Valley Leadership Academy student during off-duty hours using either Rainier Valley Leadership Academy- owned communication devices, network services, and Internet access route or those of the employee, employees must begin by contacting the student's parent(s) or legal guardian(s) through their phone number registered with Rainier Valley Leadership Academy.

Rainier Valley Leadership Academy employees must be mindful that any Internet information is ultimately accessible to the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social networking websites to which they choose to subscribe and be aware that information posted online, despite privacy protections, is easily and often reported to administrators or exposed to Rainier Valley Leadership Academy students. Before employees create or join an online social network, they should ask themselves whether they would be comfortable if a 'friend' decided to send the information to their students, the students' parents, or their supervisor.

#### **IV.D. Dress Code**

A large part of the image that Rainier Valley Leadership Academy's schools project to the public, clients, visitors, and vendors is through its employees. Rainier Valley Leadership Academy does not have an explicit dress code; however, it asks all employees to dress appropriately.

Employees must use good judgment in determining what types of clothing are considered appropriate attire. Clothing should be professional, clean and neat in appearance at all times. Hairstyles, make-up, grooming, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming, hygiene, hair style and clothing should not distract from the learning or working environment, nor should it offend students, parents, or other staff members. Rainier Valley Leadership Academy will take appropriate and reasonable measures to accommodate all employee requests relating to dress code issues, including requests

for religious, gender identity, disability and medical reasons. Any request for accommodation relating to the dress code should be directed in advance to Human Resources. If an employee believes these guidelines are implemented in a discriminatory manner, the employee must immediately report this to Human Resources.

Each school's administration may specify particular dress code requirements. Please see your school staff handbook or administrator for more information.

#### **IV.E. Public Relations Policy**

Rainier Valley Leadership Academy believes in freedom of the press and does not have an explicit policy on how its employees should interact with the media. If you receive a request from the media, employees are asked to refer the matter to Rainier Valley Leadership Academy's Principal for guidance. Rainier Valley Leadership Academy requires its employees to not make statements or representations on behalf of Rainier Valley Leadership Academy or any of its schools without Rainier Valley Leadership Academy's advance written consent. Furthermore, employees are expected to use their best judgment if authorized to speak with media and are to be aware that their statements may be construed as not just representing themselves, but the entire Rainier Valley Leadership Academy organization.

#### **IV.F. Proprietary and Confidential Information**

Rainier Valley Leadership Academy protects the private information of its students, its staff, and their families. This includes, but is not limited to, information found in student lists, student cumulative files, student health files, student individualized education programs, personnel files, and computer records. In addition, federal law prohibits student information from being disseminated except under certain limited conditions. (FERPA, 20 U.S.C. §1232g, 34 CFR Part 99).

Employee personal information is also confidential and may not be discussed with anyone other than the employee's supervisor or Rainier Valley Leadership Academy's Human Capital or Human Resources Departments.

Other records not subject to public disclosure pursuant to any applicable law shall not be shared. If an employee is unsure of the proprietary nature of information, he/she is encouraged to consult his/her supervisor or a member of the Rainier Valley Leadership Academy's Human Resources Department. Rainier Valley Leadership Academy employees may be subject to disciplinary action, up to and including termination, for violating this section.

With the exception of the above, Rainier Valley Leadership Academy feels that sharing knowledge with other charter organizations, school districts, and other parties interested in the greater good is central to its goal of widespread educational reform and to its responsibilities as a not-for-profit organization that receives charitable and public funds. Rainier Valley Leadership Academy has often shared its documents, policies, processes, and best practices with other organizations.

The generosity of others helped Rainier Valley Leadership Academy become what it is today, and this spirit of openness is at the core of Rainier Valley Leadership Academy.

### **Outside Employment:**

Employees are permitted to work a second job as long as it does not interfere with their job performance with Rainier Valley Leadership Academy. Employees with a second job are expected to work their assigned schedules at Rainier Valley Leadership Academy. A second job will not be considered an excuse for poor job performance, absenteeism, tardiness, leaving early, refusal to travel, or refusal to work overtime or different hours.

If outside work activity causes or contributes to job-related problems, it must be discontinued, or the employee may be subject to disciplinary action, up to and including termination.

### **IV.H. Student Transportation Policy and Guidelines**

Rainier Valley Leadership Academy is committed to transporting students safely and recognizes that, in addition to general busing of students by Rainier Valley Leadership Academy approved licensed bus drivers, situations arise that require student transportation by the authorized staff of Rainier Valley Leadership Academy. Such situations include transportation of students for:

- Rainier Valley Leadership Academy 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 student safety and/or health). Should compelling circumstances exist, an employee of Rainier Valley Leadership Academy and/or its schools shall: (1) attempt to contact the student's parent or guardian for permission to transport a Rainier Valley Leadership Academy student in his/her personal vehicle; and (2) receive permission from the school principal or designee to transport a Rainier Valley Leadership Academy student in his/her personal vehicle.

Without preventative measures, the foregoing situations may expose Rainier Valley Leadership Academy to potential legal liability. Unconventional transportation arrangements (e.g., staff driving students home after an extracurricular activity), or students being left on or near campus without transportation, elevate the risk of liability to Rainier Valley Leadership Academy.

To help avoid such liability, employees of Rainier Valley Leadership Academy shall not transport students in their personal vehicles unless, prior to driving students, the:

- Student's parent has completed the *Transportation Permission and Release of Liability Form* and returned it to the student's school of attendance; and
- The driver has completed the [Employee Driver Agreement](#), which has been approved by an administrator at the employee's assigned school. (The driver shall follow all instructions delineated in the *Employee Driver Agreement* to obtain permission to transport a Rainier Valley Leadership Academy student and adhere to all terms contained therein.)

To determine quickly whether a student is permitted to be transported by a Rainier Valley Leadership Academy employee, and whether a potential driver is authorized to transport a Rainier Valley Leadership Academy student, the completed Transportation Permission and Release of Liability Form, and the *Employee Driver Agreement* shall be kept on file at the student's school of attendance and the employee's assigned school, respectively.

#### **IV.I. Violence Prevention Policy**

Rainier Valley Leadership Academy is committed to providing a safe environment for its employees and students. Violent behavior, threats of violence, or physical intimidation will not be tolerated in Rainier Valley Leadership Academy's workplace. Rainier Valley Leadership Academy has numerous safety procedures in place, including sign-in procedures requiring visitors to sign in and out at the schools.

Rainier Valley Leadership Academy recognizes that workplace violence is a growing concern at schools and offices across the country. Therefore, Rainier Valley Leadership Academy is committed to providing a safe, violence-free workplace and school environment. In this regard, Rainier Valley Leadership Academy strictly prohibits employees, students, volunteers, parents, consultants, customers, visitors, stakeholders, or anyone else on Rainier Valley Leadership Academy premises or engaging in a Rainier Valley Leadership Academy-related activity from behaving in a violent or threatening manner. Moreover, as part of this violence prevention policy, Rainier Valley Leadership Academy seeks to prevent workplace violence before it begins and reserves the right to deal with behavior that suggests a propensity towards violence even prior to any violent behavior occurring.

Any employee who witnesses or is the recipient of violent behavior must promptly inform their supervisor, manager, Rainier Valley Leadership Academy's Human Resources Department, or dial 911 in the event of an emergency. All threats will be promptly investigated by Rainier Valley Leadership Academy's Human Resources Department or designee and appropriate remedial action will be taken. No employee will be subject to retaliation, intimidation, or discipline as a result making a good-faith report pursuant to this Violence Prevention Policy. Depending on the circumstances, Rainier Valley Leadership Academy may be obligated to report incidents to external agencies (e.g., law enforcement). Rainier Valley Leadership Academy's policy is to comply fully with its reporting obligations in all cases.

Any individual engaging in violence against Rainier Valley Leadership Academy's employees or its property may be prosecuted to the full extent of the law. Any such act or threatening behavior may result in disciplinary action up to and including termination.

#### **V. FINANCE AND ACCOUNTING POLICIES**

##### **V.A. Payroll**

Rainier Valley Leadership Academy's pay periods run from the 16th of the prior month to the 15th of

current month. Completed and approved timesheets are due no later than 18th of each month. Paychecks are issued monthly on the first day of the month unless those days fall on a weekend or holiday, in which case checks will be distributed on the preceding business day. All employee payroll amounts are calculated based upon approved rates included in the employee's personnel file. Any changes to pay rates or benefits must be properly initiated and authorized using the designated process in Rainier Valley Leadership Academy's Human Resources Information System ("HRIS", e.g., skyward).

If for any reason, an employee receives the incorrect amount of pay, Rainier Valley Leadership Academy will handle each situation as follows:

- If an employee is materially underpaid (i.e., gross adjustment due is in the amount of \$100 or more) due to erroneous processing by Payroll or due to submission of incorrect information by managers/administrators, then a manual check may be issued as soon as possible.
- If an employee is overpaid due to erroneous processing by Payroll or due to submission of incorrect information by the employee/managers/administrators, then a repayment arrangement will be negotiated with that employee to repay the overpayment to Rainier Valley Leadership Academy. The employee will agree, in writing (e-mail is acceptable), that deductions from future pay checks meet with his/her approval. Repayments to Rainier Valley Leadership Academy should be completed by the end of the fiscal year. An employee's refusal to comply with this policy may result in disciplinary action up to and including termination. Any employee who believes that he/she has been paid incorrectly must notify Human Resources immediately.

### **Direct Deposit**

All Rainier Valley Leadership Academy employees are encouraged to sign up for direct deposit and can do so on their own throughout their employment via Rainier Valley Leadership Academy's HRIS, skyward.

### **Payroll Deductions**

In compliance with applicable law, Rainier Valley Leadership Academy will make only required or authorized deductions from employees' wages. The following deductions, if applicable, will be made from employees' gross wage payments:

- Deductions to pay the employee portion of local, state and federal taxes.
- Deductions required pursuant to a withholding order for support, an earnings assignment order, an earnings withholding order or other similar court order.
- Deductions required pursuant to a wage garnishment order.
- Other deductions authorized in writing by the employee, including deductions to cover insurance premiums or payments for other employee benefits.

All deductions will be itemized on employees' paycheck stubs. Employees with questions regarding

any deductions taken from their paychecks should immediately contact Rainier Valley Leadership Academy's Payroll Manager.

All Rainier Valley Leadership Academy employees are subject to normal state and federal pay deductions (e.g. taxes, social security, Medicare) per applicable law. Please see Payroll and Benefit Parameters set by the United States Internal Revenue Service ("IRS") and your state of employment for the most recent calendar year for further details.

Additional payroll deductions (e.g., retirement, benefits) may be withheld and deposited in a timely manner, if applicable.

Arrears In the event an employee has a scheduled deduction, but does not receive a paycheck in an amount to cover the deduction, the deduction will accumulate. Such accumulated balance, which shall be made available to review by the employee in Rainier Valley Leadership Academy's HRIS, will be deducted from the employee's immediately following paycheck(s), in full, until the accumulated balance equals zero (\$0.00). All normal deductions will also occur in addition to the deductions of the accumulated balance. Upon an employee's termination from employment with Rainier Valley Leadership Academy, the full balance of the accumulated balance will be deducted from his/her final paycheck and any shortfall will be paid by the employee to Rainier Valley Leadership Academy. Additionally, deductions for health benefits that result in the employee earning less than minimum wage is allowable as long as the employee has voluntarily elected such benefits.

### **Time Entry for Hourly Employees**

Hourly employees will log their worked time, including meal periods taken, by using the check in and check out feature in skyward. Hourly employees will attest that the hours logged through the check in/check out process are accurate and complete by using the submission process in skyward.

Hourly employees should clock in each day based on when they actually start working and clock out for meals or at the end of the day when they actually stop working. Hourly employees should have clearly defined start, end, and meal times defined with their supervisor. Should an hourly employee arrive early but is not actually performing work, or stays late but is not actually performing work, he or she should not be clocked in.

Submission of time is due on the 18<sup>th</sup>. If the 18<sup>th</sup> of the month is not a business day, time may be submitted earlier, for example, the last day worked in the pay period. Supervisors will approve submitted time by the 18<sup>th</sup> of each month. If the 18<sup>th</sup> is not a business day, the approval is due the next business day. An hourly employee should inform his or her manager immediately if he or she missed a clock in or clock out time that needs to be updated in skyward so that hours worked are accurately reflected in skyward at all times and ready for submission at the end of the pay period. Repeated errors in time entry may result in disciplinary action.

### **Request Time Off**

Each employee is responsible for reporting his/her time off through skyward. Submitted time off is approved by the employee's supervisor. Supervisors are responsible for ensuring that all time off is entered in skyward. If an employee does not enter their time off in skyward, the supervisor (or his/her designee for this process) may enter the employee's time off in skyward. Time off will be submitted and approved by the 1<sup>st</sup> and 16<sup>th</sup> of each month. Please refer to the "Sick Leave and Paid Time Off" policy in this handbook for more details. Failure to report absences in skyward may result in disciplinary action, up to and including termination.

## **Stipends**

From time to time, a stipend may be offered to an employee for specific services rendered that fall outside his/her normal role and responsibilities. Stipends are subject to all state and federally required taxes and other deductions.

### **Stipends for Volunteers**

Stipends may also be offered to eligible volunteers. To ensure volunteers receive their stipend, the required paperwork must be submitted to Human Resources. Subsequently, Accounts Payable will process the stipend and provide it to the volunteer.

## **Overtime**

Generally, teachers and administrators are exempt. Exempt employees may have to work hours beyond their normal schedules as work demands require. No overtime compensation will be paid to these exempt employees.

Non-exempt employees may be required to work beyond the regularly scheduled work day or work week as necessary. Only actual hours worked in a given work day or workweek can apply in calculating overtime for non-exempt employees. Rainier Valley Leadership Academy provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal laws. All overtime work must be pre-approved by the employee's supervisor. If an employee works overtime without pre-approval, he/she will be compensated for that time in accordance with applicable law. That said, he/she could be subject to discipline, up to and including termination, should he/she continue to work overtime without prior approval.

For purposes of calculating hours worked and overtime pay, the Rainier Valley Leadership Academy work week begins each Monday at 12:01 a.m. and ends on Sunday at midnight. The Rainier Valley Leadership Academy work day begins at 12:01 a.m. and ends at midnight twenty-four (24) hours later.

For employees subject to overtime, all hours worked in excess forty (40) hours in a seven day work week shall be treated as overtime and shall be paid at a rate of one and one-half (1 1/2) times the employee's regular rate of pay. For overtime purposes, holiday pay is not considered hours worked

during the work week.

On a monthly basis, Payroll data encompassing regular time and overtime incurred in the period is provided to the appropriate Home Office Budget Director/Manager or Home Office department head. The data is reviewed for reasonableness and discussed with appropriate administrators and department heads as necessary.

### **Meal and Rest Periods**

It is important to Rainier Valley Leadership Academy that all employees take daily rest time away from their work areas. Rainier Valley Leadership Academy offers fully functional break rooms at all work locations to allow a place for employees to rest and eat during their breaks. If an hourly employee is required to attend professional development or other work related functions during a meal time that does not allow freedom to their own time, the employee should remain clocked in. If this is the case, supervisors should ensure they are still following the appropriate meal laws to provide the employee with any required meal breaks.

All nonexempt employees are entitled to a paid rest break of at least ten minutes for each 4 hours worked. The rest break must be allowed no later than the end of the third hour of the shift." All nonexempt employees are allowed at least a 30 minute meal period. He/she must be at least 2 hours into the shift before the meal period can start. The meal period cannot start more than 5 hours after the beginning of the shift. He/she must clock out for his/her meal period. He/she will be permitted a reasonable opportunity to take this meal period, and he/she will be relieved of all duty. During his/her meal period, he/she is free to come and go and is free to leave the premises. He/she is expected to return to work promptly at the end of any meal period.

### **Recording Meal and Rest Periods**

All non-exempt employees must clock out for any meal period and record the start and end of the meal period. Employees are not allowed to work "off the clock." Such employees must report all work time accurately on their time record. If, for any reason, an employee is not provided a meal period in accordance with this "Meal and Rest Periods" policy, or if any such employee is in any way discouraged or impeded from taking his/her meal or rest periods or from taking the full amount of time allotted, the employee must immediately notify his/her supervisor, manager or Rainier Valley Leadership Academy's Human Resources Department. Anytime that a meal period was missed that should have been provided (or any portion of a provided meal or rest period is worked), the employee must report to his/her immediate supervisor and document the reason for the missed meal or rest period or time worked.

### **Lactation Accommodation**

Rainier Valley Leadership Academy accommodates lactating employees by providing a reasonable amount of break time to any employee who desires to express breast milk for an infant child. The

break time shall, if possible, run concurrently with any break time already provided to the employee. Any break time provided to express breast milk that does not run concurrently with break time already provided to the non-exempt employee shall be unpaid and must be documented by the employee for time-tracking/payroll purposes.

Rainier Valley Leadership Academy will make reasonable efforts to provide employees who need a lactation accommodation with the use of a room or other private location that is located close to the employee's work area. Employees with private offices will be required to use their offices to express breast milk. Employees who desire lactation accommodations should contact their supervisor to request accommodations.

### **Transferring to a Non-Teaching Position from a Teaching Position**

Teachers who transfer to a year round role will receive their agreement pay through the end of the fiscal year as worded in their employment agreement. Pay for the new non-teaching position will be effective according to their signed employment agreement.

### **V.B. Consultants and Independent Contractors**

An individual not employed by Rainier Valley Leadership Academy who performs a service for the organization may be considered a consultant or an independent contractor. In order to preserve the nature of the principal and consultant/independent contractor relationship, several requirements should be met before contracting with a third-party. In particular, consultants/independent contractors should:

- be free from Rainier Valley Leadership Academy's control and direction in performing the service, both under a contract and in fact;
- provide a service that is outside Rainier Valley Leadership Academy's usual expertise;
- be engaged in an independent trade, occupation, profession or business of the same type;
- not receive any fringe benefits directly, although their fee may include a provision for fringe benefits;
- not be assigned a permanent workstation or Rainier Valley Leadership Academy equipment;
- use his/her own invoice in billing for services; and
- provide proof of appropriate insurance.

Independent contractors and consultants are not entitled to any of the benefits that Rainier Valley Leadership Academy provides its employees, including, but not limited to, workers' compensation, disability insurance, leaves of absence, vacation, or sick leave. Consultants and independent contractors are responsible for providing disability, workers' compensation, or other insurance as well as licenses, credentials, and permits usual or necessary for performing the applicable services.

Under no circumstances shall Rainier Valley Leadership Academy be considered or interpreted to be a consultant's or an independent contractor's employer, partner, agent, or principal for any purpose.

Prior to services being rendered, Rainier Valley Leadership Academy's Human Resources Department must be contacted to develop a written engagement agreement. The use of consultants and independent contractors are closely monitored so as not to vary from the rules of applicable law. The drafting of all contracts for consultants and independent contractors should be based on the standard contract template jointly developed by Rainier Valley Leadership Academy's Human Resources and Legal Departments. Any significant changes to the standard template should be reviewed by Rainier Valley Leadership Academy's appropriate administrators and Legal Department before the execution of the contract to limit Rainier Valley Leadership Academy's exposure to liability or legal action.

Additionally, independent contractors are required to follow the criminal background check requirements as outlined in this Handbook prior to completing the contracting process. Once cleared to begin work, independent contractors are required to submit written, detailed invoices for payments which are processed through the Rainier Valley Leadership Academy's Accounts Payable Department.

### **Conflicts of Interest – Employee-Vendor Relationships**

Rainier Valley Leadership Academy adheres to its Conflict of Interest Code and/or Policy. Rainier Valley Leadership Academy attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of Rainier Valley Leadership Academy. Current Rainier Valley Leadership Academy employees cannot sell goods or services as independent contractors to Rainier Valley Leadership Academy. An employee-vendor relationship is any relationship between a Rainier Valley Leadership Academy employee and a proposed vendor that might create a conflict of interest. An employee-vendor relationship exists when a family relationship exists between the person involved in the selection of the vendor and the proposed vendor. Examples of employee-vendor relationships include:

- A Rainier Valley Leadership Academy employee acts as a vendor to sell goods or services to Rainier Valley Leadership Academy.
- A Rainier Valley Leadership Academy employee buys goods or services for Rainier Valley Leadership Academy from a vendor who is a member of the employee's family.
- A Rainier Valley Leadership Academy employee or member of his or her family owns or controls at least 10% of the business from which Rainier Valley Leadership Academy purchases goods or services.

### **V.C. Acceptable Use of Public Funds**

The term "public funds" is not limited to money, but includes anything of value belonging to a public agency such as equipment, supplies, compensated staff time, and use of telephones, computers, and fax machines and other equipment and resources.

Due to the receipt of public funds from various public sources, there is increased scrutiny over Rainier Valley Leadership Academy's use of public funds. Rainier Valley Leadership Academy

adheres to applicable law regarding the use of public funds. Private funds commingled with public funds are considered public funds and must be spent in accordance with applicable law regarding allowable use of public funds.

### **Gifts of Public Funds**

Using public funds for gifts of a personal nature is not allowed because they confer a tangible benefit to an individual. Except as explained below, gift certificates, flowers, and candy are most often viewed as personal as opposed to public in character and, therefore, should not be purchased with Rainier Valley Leadership Academy funds. Gift certificates and gift cards are characterized as gifts of public funds and, therefore, are not allowed, except when purchasing gas cards for students designated as homeless under the McKinney-Vento Homeless Assistance Act (refer to “McKinney-Vento Program” below). However, gift certificates and gift cards originating directly from a donation from external vendors or individual contributors can be transferred by Rainier Valley Leadership Academy administrators to employees for various organizational purposes. The employee is responsible for ensuring that the gift or benefit received is in accordance with the “Acceptance of Personal Gifts” section of this Handbook.

Staff appreciation meals are also considered a gift of public funds and, therefore, not allowed due to the fact that staff appreciation meals do not serve a direct and/or substantial public purpose. Note that meals served at professional development trainings are allowable. Employees must provide appropriate support or proof that a professional development session took place. Appropriate support includes, but is not limited to, an agenda, a brief description of the session, and list of participants.

Flowers may be used for awards ceremonies or as decorations for public events.

Additionally, Rainier Valley Leadership Academy’s funds shall not be used for donations to nonprofit organizations or students/families in need because they are considered a gift of public funds, no matter how worthy the cause. Rainier Valley Leadership Academy’s tax identification numbers allow donations to the schools to be tax deductible, but once the funds are received they are commingled with other monies received for a variety of purposes. Sending a portion of the funds to another nonprofit agency constitutes a gift of public funds.

In general, fundraising that occurs should be for the benefit of the school and not for other organizations. However, a group of students or employees may organize a fundraiser to support a charity as long as the event is clearly identified as raising funds for that charity. All donations not going to Rainier Valley Leadership Academy should be in the form of checks made payable to the charity and should be picked up by, or delivered to, the charity so that funds are not deposited into the Rainier Valley Leadership Academy account (note – such donations are also not eligible for a tax exemption letter provided by Rainier Valley Leadership Academy as Rainier Valley Leadership Academy is not the recipient.). Rainier Valley Leadership Academy resources should not be utilized to support outside charities and funds cannot flow through Rainier Valley Leadership Academy.

### **Prizes and Awards**

**Students:** To recognize student achievement, prizes and awards may be issued. Prizes and awards are gifts of tangible personal property presented to students in recognition of outstanding achievement in academic performance or other performance-related activities that involve a skill rather than luck, and are part of the educational experience. The prize or award cannot be cash or a cash equivalent (e.g., gift cards).

**Employees:** Awards may be issued to recognize employee achievement. An employee achievement award is an item of tangible personal property that must be awarded as part of a meaningful presentation. The prize or award cannot be cash or a cash equivalent. The award should be of a *de minimis* nature with a value of less than \$200 per employee and provided infrequently. On an annual basis, employee achievement awards may not exceed \$400 per employee. The purpose and description of the prize/award must be provided during the purchasing and payment process. Since monetary prizes and awards are not allowed, gift cards may not be purchased.

To award employees for exceptional contribution, Rainier Valley Leadership Academy must find that the employee did one (1) or more of the following:

- Proposed procedures or ideas that thereafter are adopted and effectuated, and that resulted in eliminating or reducing expenditures or improving operations.
- Performed special acts or special services in the public interest.
- By their superior accomplishments, made exceptional contributions to the efficiency, economy, or other improvement in the operations of Rainier Valley Leadership Academy.

Life transition events such as birthdays, weddings, holidays and other similar circumstances can happen to anyone and cannot be considered superior accomplishments, or merit an award.

### **Gas Card Purchases Under the McKinney-Vento Program**

When a student qualifies as homeless under the McKinney-Vento Homeless Assistance Act, the local education agency ("LEA") is required to provide access to transportation to stay in a public school of origin or enroll in a neighborhood public school. The LEA may agree, determined on a case by case basis, to reimburse transportation between school and current residence at the state mileage reimbursement rate in lieu of LEA- provided transportation and may provide a gas card as reimbursement. The following is the procedure for gas card reimbursement:

- The parent or guardian of a homeless student must complete and submit to Rainier Valley Leadership Academy's Homeless Student Liaison a McKinney Vento Request for Student Transportation Form (located in Rainier Valley Leadership Academy's Connect page).
- A Mileage Reimbursement Request ("Request") form must be signed and completed by the parent or guardian, and submitted to Rainier Valley Leadership Academy's Homeless Student Liaison. The Request expires at the end of the current school year or at withdrawal from school. The Request must be approved by the Director of Finance and Operations and Rainier Valley

Leadership Academy's Homeless Student Liaison (or equivalent position).

- If the request is approved, then each month the parent or guardian must complete and sign a Mileage and Attendance Monthly Form for verification and processing. The form must be sent to Rainier Valley Leadership Academy's Homeless Student Liaison within thirty (30) days of the last day of the month being requested or sooner.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall reconcile the Mileage and Attendance Monthly Form against attendance in Rainier Valley Leadership Academy's electronic student information database (e.g., PowerSchool) to verify the dates of attendance and makes any necessary corrections to the request.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall submit the Mileage and Attendance Monthly Form to the Director of School Operations (or equivalent position) for processing. Where available, a "Fuel-Only" gas card is purchased in the nearest denomination needed for mileage reimbursement.
- Rainier Valley Leadership Academy's Homeless Student Liaison shall maintain a log that includes the date the "Fuel Only" Gas Card was issued and who received the "Fuel Only" Gas Card.
- If the student relocates to housing within the bus boundary, the previous arrangement for Mileage Reimbursement will end and alternate transportation will be provided.

## **V.D. Purchasing**

Purchasing refers to the process of acquiring goods and services best suited for the specific needs of Rainier Valley Leadership Academy. By creating purchase orders in ExpenseWatch, Rainier Valley Leadership Academy can purchase items/services to support the needs of students, staff, and class instruction. Textbooks, technology equipment, and furniture must be purchased centrally by each region's Home Office to adhere to required specifications and maintain appropriate asset tagging.

For commonly purchased items, a list of approved vendors is available in ExpenseWatch (located under the "Purchasing" tab as "Company Documents"). Prior to purchasing an item, this list should be consulted to determine if an existing vendor offers the desired item.

New vendors will not be set up for products/services offered by existing approved vendors.

### **Signing Authority**

Only specific employees are authorized to encumber financially and make representations on behalf of Rainier Valley Leadership Academy. Those employees are responsible for making authorizations in accordance with policies applicable to the specific item being authorized. Please reference Rainier Valley Leadership Academy's *Finance and Accounting Policies and Procedures* for

additional details. Categories of financial encumbrances include:

- Purchase Orders/Invoices;
- Expense Reimbursements;
- Rainier Valley Leadership Academy Credit Card Transactions;
- Service Contracts (requires legal and procurement review prior to execution);
- Loans (requires legal and finance department review prior to execution); and
- Lease Agreements (requires legal and finance department review prior to execution).

Other types of documents requiring a signature may indirectly encumber the Rainier Valley Leadership Academy financially and should be reviewed by Rainier Valley Leadership Academy's Legal and Finance department if there is any uncertainty.

The limits in the chart below refer to amounts for each encumbrance and align with Rainier Valley Leadership Academy's Board of Directors-approved procurement policy. For example, if a contract encumbers the organization over five (5) years for \$12,000/year, the total amount is above \$50,000, therefore requiring a signature from the CEO/CFO/Executive Director.

**Position Limits: Purchase Orders/Invoices, Expense Reimbursements, Rainier Valley Leadership Academy**

**Credit Card Transactions Limits: Service Contracts, Loans, Lease Agreements**

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**\*Requires a minimum of two (2) quotes or proposals obtained from qualified sources for goods and services greater than \$10,000 and less than \$50,000.**

**\*\*Requires a minimum of three (3) quotes or proposals obtained from qualified sources for goods and services greater than \$50,000 and less than \$150,000; \$150,000 and above requires comprehensive requests for proposals that include clear, accurate descriptions of goods and/or services solicited, proposals must be publicized, and a formal method for their evaluation and selection must be followed for more than \$150,000.**

All grant applications and agreements must be signed by the CEO or Board Chairs.

### **Checks**

Accounts payable checks and manual payroll checks shall be signed by the CEO/Chair of the Board. In addition, all accounts payable checks greater than \$10,000 require dual signatures prior to the release of the check. The secondary signer for accounts payable checks greater than \$50,000 is CEO//Chair of the Board.

### **ACH Payments and Bank Transfers**

All ACH payments and bank transfers can only be processed after the appropriate position has approved the transfer (i.e. executed contract). Only the CFO, Controller, and designated Senior Accountant can initiate an ACH payment or bank transfer and all ACH payments and bank transfer require dual authorization with the initiator counting as first authorization.

### **Employment Contracts**

All employment contracts can only be signed by the CEO/Principal.

Employees who are not authorized to encumber and make representations on behalf of Rainier Valley Leadership Academy who nevertheless do so may be subject to disciplinary action, up to and including termination.

### **Use of Credit Cards**

This section is a brief summary of Rainier Valley Leadership Academy's credit card policy. For the complete policy, please refer to the *Credit Card Reference Manual*, which can be downloaded from <http://connect.greendot.org/accounts-payable>).

Cardholder Agreement—all Rainier Valley Leadership Academy credit card users must sign and date the *Cardholder Agreement*, which is located on page 3 of the *Credit Card Reference Manual*.

Credit cards will be issued only with the formal approval of the employee's manager and Rainier Valley Leadership Academy's CFO (or designee), with proper justification. The issuance of a credit card and the justification thereof should be based on functional considerations of transactional

frequency and how many schools and departments the employee serves. The cost/benefit to Rainier Valley Leadership Academy should be fully reviewed to ensure that no other method of payment is appropriate. Credit cards that are issued will be assigned to a specific Rainier Valley Leadership Academy employee and should be used only for business-related expenditures. The employee is expected to use it for all travel and expense purchases and is discouraged from using personal credit cards for business-related expenditures.

On an annual basis, the Card Program Administrator and Rainier Valley Leadership Academy's CFO (or designee) will review the list of cardholders to reevaluate the need of the cardholder in the coming year. When the employee transfers to a different company or position, the cardholder will surrender his or her card.

**To request for temporary credit limit increase, the request:**

1. must be in writing, and must include proper justification;
2. must be approved by the cardholder's manager; and
  
3. will be effective for one month.

All Rainier Valley Leadership Academy credit card charges must be supported by itemized receipts which detail the items purchased and reflect the amount of sale/use tax paid to the vendor. A list of attendees and specific business purposes must also be included. If the expenditure is for professional development, an agenda will be provided.

On a monthly basis:

- Employees are required to reconcile their credit card statements to receipts and submit to their reviewer by the 8<sup>th</sup> of the month. A personal check for personal charges or missing receipts are due on the 13<sup>th</sup> of the month. Payment should be submitted to the Director of Finance and Operations and will be processed by ESD 101.
- The reviewer will check that the charges are supported by itemized receipt, reimbursement for personal charges are paid, and report noncompliance to the supervisor by the 13<sup>th</sup> of the month.
- The supervisor must approve the credit card expense report by the 17<sup>th</sup> of the month. A complete reconciliation must include the month's statement and receipts for all transactions. Failure to provide completed reconciliation for a month will result in suspension of cardholder's credit privileges.

Cardholders with any infraction for any three (3) months within a consecutive twelve (12) months rolling period will be subject to loss of eligibility of their credit card for twelve (12) months. Cardholders may request to have their card reinstated twelve months after their last infraction and after completing thirty (30) minutes of credit card training from the Accounts Payable Department.

The cardholder shall avoid using his or her Rainier Valley Leadership Academy credit card for personal purchases.

Improper use of a Rainier Valley Leadership Academy issued credit card will result in disciplinary action up to and including termination.

## **V.E. Donations and Fundraising**

In keeping with Rainier Valley Leadership Academy's tax-exempt status, Rainier Valley Leadership Academy focuses on grant writing and fundraising for Rainier Valley Leadership Academy and its schools. However, Rainier Valley Leadership Academy encourages schools and employees to obtain additional monetary and non-monetary donations through individual grants, personal relationships, and fundraising events which will benefit the school and organization.

Employees should check with their supervisor or department head prior to soliciting any donations or setting up any fundraisers to ensure compliance with local, state, and federal laws as well as Rainier Valley Leadership Academy internal policies. Prospective donations from large organizations or individuals should be coordinated with RVLA's Development Department prior to pursuing the donation.

### **Monetary Donations**

A myriad of laws and regulations governing donations to charitable organizations, as well as rules related to using funds only in strict accordance with the donor's wishes, require the following:

- Solicitations of donations including school-site fundraising must be explicit as to the purpose(s) for which the funds are being sought.
- Donations exceeding \$25 must be acknowledged, in writing, and will be done so with RVLA's Development Department.
- Under rare, applicable circumstances, separate restricted accounts will be required to ensure that donor funds are handled appropriately.
- All donor funds will be promptly recorded and then deposited into the applicable bank account.
- Employees responsible for monitoring donor funds will ensure that the funds are used strictly in accordance with the donor's understanding as to why the funds were raised and/or any specific written restrictions.
- Once a restriction has been fulfilled, any remaining funds will be returned to the donor(s), if required, or transferred to unrestricted funds for use in the support of Rainier Valley Leadership Academy's mission.

If a potential donor wishes to make a financial gift to Rainier Valley Leadership Academy, please check with your school principal and/or direct the donor to Rainier Valley Leadership Academy's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate Rainier Valley Leadership Academy entity should be listed as the recipient of the funds rather than the individual school, if applicable. Rainier Valley Leadership Academy will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s). Below are all entities (with each corresponding federal

employer identification number (“FEIN”) operating under Rainier Valley Leadership Academy’s control or using Rainier Valley Leadership Academy’s academic and professional models:

- Delta Properties, Inc. (FEIN: 82-0212806);
- Rainier Valley Leadership Academy Public Schools California (FEIN: 95-4679811);
- Rainier Valley Leadership Academy Public Schools National (FEIN: 46-5740783);
- Rainier Valley Leadership Academy Public Schools Tennessee (FEIN: 47-0970499);
- Rainier Valley Leadership Academy Public Schools Washington State (FEIN: 46-4128856);
- and
- United Parents and Students (FEIN: 81-3413763)

All payments should be made payable to the applicable entity. If the donation is for a specific school, the school to receive credit for the funds should be noted elsewhere on the documents (e.g., the memo area of the check) to ensure the donation is earmarked for the individual school and will be restricted to the specified use by the named school(s).

### **Donation of Assets**

Rainier Valley Leadership Academy recognizes the value of donated goods that may be offered on a sporadic basis without charge to the organization. All donated goods must be related to an educational function and approved by the Principal or Rainier Valley Leadership Academy department head.

#### Acceptance of Goods:

- A description of the goods, including the value and contact information for the donor must be provided to Rainier Valley Leadership Academy’s Finance and Accounting Department upon acceptance.
- Technology equipment must meet the standards comparable to those already established by Rainier Valley Leadership Academy. Please contact the Rainier Valley Leadership Academy technology department prior to accepting any technology goods.
- Goods that will be attached to the building or grounds must be assessed by a member of the Rainier Valley Leadership Academy Operations team prior to acceptance. These goods may create ongoing costs, therefore a thorough evaluation of such costs should be completed prior to acceptance (i.e. installation, electricity, maintenance)
- Acceptance of goods shall be made without any reciprocating commitment by any employee on behalf of Rainier Valley Leadership Academy
- Rainier Valley Leadership Academy may request evidence of ownership of any good prior to acceptance
- All goods donated shall be accepted solely for benefit of students and not for any salary, benefit and/or stipend

Use of Goods: All donated goods shall be considered property of Rainier Valley Leadership

Academy. Employees who receive donated goods must leave those items with the school if they leave Rainier Valley Leadership Academy, unless otherwise stated, in writing, by the donor. Such instructions must be provided at the time of donation.

Rainier Valley Leadership Academy will not perform an appraisal and will not place any value for donated goods on behalf of the donor. The donor shall be responsible for obtaining his/her own appraisals for tax purposes along with any fees or other expenses as may be related to such appraisal.

Rainier Valley Leadership Academy may decline an offer for goods if it is deemed not to be in the best interest of Rainier Valley Leadership Academy. Grounds for declining goods may include, but is not limited to:

- Technology or other goods that do not meet the Rainier Valley Leadership Academy required minimum standards
- An offer that would initiate an additional expense for service or ongoing maintenance
- An offer that would create unreasonable inequity in to a specific segment of the student population

Any uncertainty as to whether a donated good falls under the acceptable Rainier Valley Leadership Academy policy should be geared towards the applicable Rainier Valley Leadership Academy department head or the Rainier Valley Leadership Academy Finance and Accounting Department.

### **School Site Fundraising**

Schools may fundraise in several different ways. Depending on the purpose of the fundraising, schools can choose the best method to raise funds to match the need. All school fundraisers must be approved by the Principal (or designee) prior to beginning the fundraiser. Furthermore, any fundraising occurring on a digital media platform (i.e. school-based webpages and social media pages, Go Fund Me, Donor's Choose, etc.) will need to be communicated to Rainier Valley Leadership Academy's Development Department.

One way to fundraise is by using Rainier Valley Leadership Academy's tax exempt status. In order to do this, all donor checks must be made payable to the Rainier Valley Leadership Academy regional entity in which the school operates, or the fundraising campaign must be posted using Rainier Valley Leadership Academy's crowdfunding platform or another crowdfunding platform with which Rainier Valley Leadership Academy has registered. In order to fundraise using Rainier Valley Leadership Academy's tax exempt status, the fundraiser must meet the following criteria:

- Educational in nature;
- Open to all eligible students for which eligibility is determined through an objective and measurable test (e.g. "Students must have a 3.0 GPA to participate"); and
- Is not a gift to a specific individual who would privately benefit (e.g. fundraising to purchase school supplies for a particular student).

Some examples of fundraisers that cannot be held using Rainier Valley Leadership Academy's tax exempt status include:

- Gift certificates for individuals;
- Donations to charities (e.g. – you cannot fundraise to buy blankets that students will give out to the homeless); or
- Political or religious activities.

If there is any uncertainty about using Rainier Valley Leadership Academy's tax exempt status for a fundraiser, schools should contact Rainier Valley Leadership Academy's Development Department. Furthermore, schools planning fundraisers that involve raffles and/or auctions must contact Rainier Valley Leadership Academy's Finance and Accounting Department to ensure compliance with applicable law. Fundraising proceeds will only be disbursed in accordance with Rainier Valley Leadership Academy's standard practices and in accordance with the reason(s) for which the funds were raised.

If a school wishes to raise funds for purposes outside the realm of Rainier Valley Leadership Academy's tax exempt status, schools can choose to create personal campaigns through crowdfunding sites like Go Fund Me. Donations received through Go Fund Me are considered to be personal gifts which, in general, are not taxable income in the United States (however, employees should check with a tax expert if they are unsure). Although personal campaigns through a crowdfunding site can be a great way to raise funds, donors do not receive a tax exemption for their donation.

Regardless of which fundraising method a school chooses, all fundraisers must be approved by the Principal (or designee) and comply with applicable law.

## **Raffles**

Legal requirements must be followed when conducting raffles to avoid any appearance of gambling. Students shall not be barred from an event or activity because they did not participate in the raffle. Potential donors, including parents/guardians and community stakeholders, should not be unduly pressured to contribute to Rainier Valley Leadership Academy or its schools. Staff is expected to emphasize the fact that donations are always voluntary.

Rainier Valley Leadership Academy may conduct raffles to raise funds for beneficial or charitable purposes in the state subject to the rules outlined in Washington Administrative Code Section 230-11 et seq. Rainier Valley Leadership Academy may offer two unlicensed raffles to the public each year, if the combined gross revenue from the two raffles does not exceed \$5,000 in a calendar year. If the limits are exceeded, you will need to apply for a raffle license. If any employee desires to organize a Green-Dot sponsored raffle, please contact Rainier Valley Leadership Academy's Finance and Accounting Department in advance for more information to comply with applicable laws.

## **V.F. Scholarships**

Rainier Valley Leadership Academy is proud to act as a conduit for donors who wish to make contributions to assist students by helping to defray the cost of either their secondary or post-secondary education. It is recognized that donors may specify the conditions under which such aid may be awarded. However, Rainier Valley Leadership Academy retains the right not to accept any largess or make any award that in its opinion may be construed to be discriminatory in nature.

From time to time, Rainier Valley Leadership Academy may offer an award to students to assist with the cost of post-secondary education. The qualifications for receiving these funds, the amount of the award(s) and the terms for selection of the final awardees will be made available to all Rainier Valley Leadership Academy students. At the time of selection, awardees will be provided with a Rainier Valley Leadership Academy pledge specifying the conditions and the amount of the award. However, the purpose of these awards is to promote continuing education and, as such, checks will not be made payable to an awardee. Awardees can request that funds be disbursed directly to a post-secondary school of his/her choice to be used solely to support his/her education under the condition that no refund of unused funds can be made directly to the awardee. As an alternative, awardees can elect to request reimbursement of education related expenses up to the amount of the award upon the presentation of adequate expenditure documentation.

Rainier Valley Leadership Academy may not use public funds or resources or to establish scholarship programs that aim specifically to provide financial assistance for students who cannot qualify for college attendance financial aid from any Federal sources due to the student's undocumented status. To avoid the mingling of private donations for this specific purpose with the state and federal funding, the schools are encouraged to work with an outside agency that accepts donations for this purpose.

From time to time, Rainier Valley Leadership Academy Public Schools National may provide scholarships at its sole discretion.

## **V.G. Acceptance of Personal Gifts**

No employee may solicit or accept gifts of significant value, lavish entertainment or other benefits from students, parents, donors, vendors and other stakeholders. Special care must be taken to avoid even the impression of a conflict of interest. Employees are not allowed to accept any gift which would cause the cumulative amount of gifts from an individual source to exceed \$250 during any calendar year, or applicable law, whichever is deemed lesser. If an employee is unsure if a gift will violate this policy, please consult a supervisor or Controller.

The term "gift" does not include:

- Meals provided to Rainier Valley Leadership Academy staff at an event at which an official

speaks, participates in a seminar or similar activity or provides a similar service.

- Reimbursement of travel expenses and meals paid for by a local, state, federal or foreign government agency.
- Payment for travel expenses from a nonprofit organization of which Rainier Valley Leadership Academy is a member.

## **V.H. Expense and Travel Reimbursement**

### **Transportation:**

### **Lodging:**

Whenever possible, lodging will be booked by school personnel, following approval from the Chief Executive Officer, prior to traveling and receipts will be submitted directly to the school's business manager by the Chief Executive Officer. Employees will access room accommodations typically occupied by business travelers.

### **Meals:**

Employees will be granted a per diem stipend of \$50 to cover meal costs. No receipts will need to be submitted as this per diem is based on the number of days of business travel. Staff will be required to submit a travel per diem reimbursement form to [invoices@myrvla.org](mailto:invoices@myrvla.org) with attached approval for travel and training information.

Rainier Valley Leadership Academy may authorize payment for actual and necessary expenses, including travel incurred by an employee. The majority of day-to-day purchases (e.g., supplies) should be done through the appropriate purchasing processes (see Purchasing Section of the Employee Handbook). Every effort should be made to obtain items from Rainier Valley Leadership Academy-approved vendors using the requisition process. Purchases from vendors outside the home state are subject to that home state's tax, and that tax will be added to the cost of the item and charged to the budget of the site that incurred the charge.

Reimbursement request forms are to be completed and processed through ExpenseWatch. The reimbursement requests require approval (via ExpenseWatch) by the assigned approver (department head, Principal, or direct supervisor).

Therefore, employees must receive approval from their school's Principal, immediate supervisor, or appropriate department head prior to incurring expenses.

In general:

- The General Services Administration (“GSA”) reimbursement rates will be used unless terms of a grant, contract, or Rainier Valley Leadership Academy’s Employee Handbook require that a different rate, such as state-specific rates, be used.
- Expenses can be reimbursed up to forty-five (45) calendar days from the date of the transaction;
- Itemized receipts and/or proof of payment must accompany all expenses;

Failure to comply with the above will result in non-reimbursement of the expense.

### **Mileage Reimbursement**

A mileage log must be submitted for all mileage reimbursement requests and must indicate the points of travel, dates of travel, odometer readings and the miles eligible for reimbursement. Per applicable state and federal law, normal commuting costs of traveling to and from work are not reimbursable and must be subtracted from the reimbursement request.

For example, I travel fifteen (15) miles to get to work on a normal day, but I am requesting reimbursement to visit school site A (5 miles) school site B (5 miles) and then to my assigned office (10 miles). Twenty (20) miles were traveled (5+5+10) but only 5 are eligible for reimbursement, since I normally travel 15 miles.

All employees are reimbursed at the standard mileage rate per mile as determined by the Internal Revenue Service for use of their own vehicle for business related travel pre-approved by their supervisor. In addition, parking fees and tolls paid are reimbursable if supported by receipts. All employees requesting such mileage reimbursement are required to furnish an expense report containing the destination of each trip, its purpose and the miles driven, and parking fees and tolls within one month after the travel date, supported by receipts, if applicable. Other transportation expenses such as taxis, rental cars, buses, and airplane tickets will be reimbursed for the actual costs incurred. All applicable receipts must be attached to a completed expense report.

The reimbursable rate per mile is determined using the IRS’ standard mileage reimbursement rate in effect when the request for reimbursement is submitted and processed.. Note: gas, oil or other vehicle maintenance items and insurance related to personal car use for business travel is not reimbursable since this is included in the IRS/government mileage rate.

Employees must acquire and maintain the minimum applicable legal requirements related to driving (e.g., ensure the employee possesses a valid license, and has the minimum insurance coverage) when driving is part of, or is incidental to, his/her job duties (e.g., traveling between school sites).

### **Meals and Entertainment**

For tax reporting purposes, meal expenses are defined as the costs incurred for food and beverages in the conduct of business. Entertainment expenditures require pre-approval. Entertainment expenses include, but are not limited to, the cost of amusement or recreational facilities, attendance at the theater and sporting events.

Meals made necessary by travel are reimbursable based on finance and accounting policies related to travel. Every effort must be made to ensure that the cost of such meals is reasonable. For meals, RVLA has set a maximum daily reimbursement, including food, beverages, taxes and tips, of:

- \$14 for breakfast.
- \$18 for lunch.
- \$34 for dinner.

Tips considered reasonable and necessary are eligible for reimbursement. In addition, exceptions are made for meals with potential donors or funders, but should still be reasonable.

Meals and entertainment expenses require the following documentation for reimbursement to occur:

- Meals and entertainment expenses must be listed separately on the expense form (including those that were paid as part of a hotel bill).
- Itemized, detailed receipts must be included. Each employee must also include a form of payment such as a canceled check, credit card or bank statement.
- The description must include the number of individuals and the names of those attending (include self), their titles and business relationship, if applicable, and business purpose of meal and/or entertainment.
- RVLA does not reimburse an employee for alcohol.

## **Travel**

Non-exempt employees will be paid for travel time when asked to work at a location other than the employee's regularly scheduled location(s). These employees will be paid for time spent driving to-and-from their home to the new location, minus the time the employee regularly spends commuting and for bona fide meal breaks. When air, train or bus travel is required or an overnight stay, the employee will be reimbursed for time spent getting from one location to the next (i.e, time on the plane and time driving from the employee's home to the airport) but will not be reimbursed for time waiting at the airport, time spent for bona fide meal periods or time spent sleeping.

## **Sales and Lodging Tax Exemptions**

Some states and/or municipalities allow exemptions for not-for-profit organizations. Please check

the availability of the exemption for your destination(s). Rainier Valley Leadership Academy will provide a copy of the applicable IRS determination letter so that the exemption can be claimed.

## Hotels

Reasonable lodging costs incurred in the course of business travel will be covered by Rainier Valley Leadership Academy whenever a day trip is not appropriate, if approved in advance. Rainier Valley Leadership Academy may have negotiated rates at certain hotels and employees are expected to stay at those hotels, if available. All hotel bookings require approval by the department head in which the travel expense will be incurred. Additionally:

- Rainier Valley Leadership Academy employees are expected to stay in standard business class lodgings that charge a reasonable rate.
- Rainier Valley Leadership Academy will not pay for lodging costs when staying in a city longer than is justifiably necessary.

The itemized hotel bill showing the form of payment used (charge slip or zero balance) must be submitted with the expense form or credit card reconciliation as documentation. A charge slip alone is not acceptable. In the event of an express checkout, a hotel invoice along with a form of payment on the invoice (such as a credit card number) is acceptable.

When work commitments require Friday and Monday trips to the same city, the traveler is ordinarily expected to return home for the weekend. However, if such travel would be more costly or time-consuming than remaining at the distant location over the weekend, lodging and reasonable meal costs for the traveler would be reimbursable with the following restrictions:

- The travel must be pre-approved;
- Costs of entertainment such as gym use, movies, cocktails and cultural events are considered personal in nature and will not be reimbursed;
- Hotel laundry or valet charges are not reimbursable, unless for unexpected extended trips; and
- Items of clothing purchased when traveling are not reimbursable. This includes replacement of lost or stolen items, as well as clothing purchased as a result of an unexpected extended stay.

## Air Travel

Rainier Valley Leadership Academy employees are expected to travel using the lowest available logical fare in economy class. Air booking searches on Egencia will automatically find the lowest available logical fare. All air travel requires approval by the department head in which the travel expense will be incurred. Additionally:

- The only legitimate reason for flying any class other than economy is if seats are not available in coach or if an employee has a disability for which a reasonable accommodation is required. If

this is the case, approval must be obtained from his/her manager before purchasing the ticket.

- Only actual costs will be reimbursed upon completion of travel. No reimbursement will be made for the value of premiums earned through frequent traveler programs applied to business travel. This includes free upgrades or free flights. Miles and points earned are the property of the employee.

Rainier Valley Leadership Academy is not responsible for lost, stolen or damaged luggage. Please file a claim with the airlines and/or personal insurance company.

Flight changes which incur costs will only be paid for by Rainier Valley Leadership Academy if they are business related and reasonable.

When at all possible staff should travel with a carry on bag unless traveling for extended periods of time. Staff who require a checked bag with a fee may be responsible for the baggage fees please refer to your supervisor for deciding if a bag fee will or will not be covered by the organization.

### **Car Rentals**

Car rentals should be used only when needed and alternate forms of road transportation (e.g., taxis, public transit and personal vehicles) are not more feasible or available.

Rainier Valley Leadership Academy staff should rent "mid-size" models or lower. Upgrade charges are generally not reimbursable, though reasonable exceptions may be allowed if previously approved and adequately explained.

Rentals over a weekend or holiday period are generally not reimbursable, unless adequately explained and previously approved by a manager.

Every effort should be made to refuel at a gas station prior to returning the vehicle at the end of the rental period, instead of purchasing the refill directly from the car rental company (except when the refill option is more economical).

Employee vehicles that are damaged or stolen on school site property will be reimbursed up to the amount of the deductible or \$250, whichever is lesser. The burden of proof for demonstrating that the damage occurred on School/work property shall rest on the employee.

### **Other Transportation**

Reimbursement will be made for reasonable expenditures for transportation other than air, travel and car rentals. This category includes:

- Taxi fares between office/home and airport as well as between airport / hotel and final destination (e.g., conference) when traveling. Employees should verify whether the hotel or conference location has a free shuttle from the airport to the hotel/conference prior to travel

since many such shuttles are available free of charge.

- Tolls and parking fees incurred when using personal car for business travel (gasoline is not reimbursable, see mileage reimbursement policy).
- Tolls, gas and parking fees incurred during business travel while using a rental car.

Reimbursement guidelines are updated annually. All expense and travel reimbursement exceptions should be forwarded to [invoices@myrvla.org](mailto:invoices@myrvla.org) for review and approval prior to occurrence.

### **Advances**

In specific circumstances in which a staff member has limited funds to pay Rainier Valley Leadership Academy expenses while traveling for work purposes. , Rainier Valley Leadership Academy may issue an advance. Every effort should be made to process as much of the projected out-of-pocket expenses through Rainier Valley Leadership Academy's Accounts Payable Department as possible to minimize any required advance amount and if possible eliminate the need for an advance altogether. For example, airfare and hotel can be paid for upfront by Rainier Valley Leadership Academy check or corporate credit cards.

The employee must complete the "Cash Advance Request" form that presents an estimate of costs which will be the basis for any advanced amount. Advances must be pre-approved by the department head or Principal, as appropriate. The "Cash Advance Request" form should be submitted to Rainier Valley Leadership Academy's Accounts Payable Department as soon as possible to ensure that the employee receives the advance in enough time to purchase the goods or services. The advance will be issued, via a check, from Rainier Valley Leadership Academy's Accounts Payable Department. The employee must follow all reimbursement guidelines as stated in this Expense and Travel Reimbursement Policy. The employee will need to submit an expense report with receipts within forty-five (45) days of the dates on the receipts, or the conclusion of travel whichever is later. Advances will only be granted when it is deemed absolutely necessary by Rainier Valley Leadership Academy.

### **Non-Reimbursable Expenses**

Rainier Valley Leadership Academy must adhere to certain guidelines as set forth by the State of Washington Office of Superintendent of Public Instruction for the use of State and Federal funds. The following is an illustrative list which outlines the majority of non-reimbursable expenses including, but not limited to: personal expenses, alcohol, tobacco, mini-bar expenses, spouse or family member expenses, laundry or cleaning expenses (except for unexpected extended trips), traffic citations, pay-per-view movies in hotels, cultural events, monetary gifts or gift cards, and unreasonable or extravagant expenses.

Other non-reimbursable expenses include the fee for obtaining a background check in order to secure employment with Rainier Valley Leadership Academy.

## **V.I. Reporting of Theft and Other Criminal Activity**

Employees must report any known alleged theft or other financially-related criminal activity as soon as possible to their supervisor. All supervisors/managers must report any known alleged theft or other financially-related criminal activity as soon as possible to Rainier Valley Leadership Academy's COO, CEO, or equivalent position. As appropriate and determined by Rainier Valley Leadership Academy's COO, CEO or equivalent position, an internal investigation may be conducted by Rainier Valley Leadership Academy management and law enforcement may be notified.

**VI. HEALTH AND RELATED BENEFITS** Rainier Valley Leadership Academy provides all regular, full-time employees with a benefits package provided by the State Employees Benefits Board that includes:

- Medical
- Dental
- Vision
- Basic Life and Voluntary Life
- Disability
- Health Care Flexible Spending Account
- Dependent Care Flexible Spending Account
- Employee Assistance Program
- 457B Deferred Compensation Plan
- State Retirement Plans

For more details on Rainier Valley Leadership Academy's benefits package, please visit Rainier Valley Leadership Academy's benefits website at <https://myaccount.hca.wa.gov/auth>.

### **VI.A. Health Benefits**

All regular and temporary full-time employees working a minimum of thirty (30) hours a week are eligible for benefits on their first day of employment with Rainier Valley Leadership Academy, and have thirty (30) calendar days from their start date to enroll in benefits. Employees may be eligible for health benefits if Rainier Valley Leadership Academy determines that he/she worked at least 30 hours per week during a measurement period as defined in the applicable Affordable Care Act rules and regulations. Rainier Valley Leadership Academy provides these benefits for employees, as well as their eligible dependents (e.g., spouses, domestic partners, and children). Upon enrollment of eligible dependents, Rainier Valley Leadership Academy will require documentation to verify eligible dependents. When an employee first joins Rainier Valley Leadership Academy, he/she is asked to select his/her benefits thru skyward from the available providers and plans. If an employee fails to select a plan within thirty (30) calendar days from his/her start date, the employee will be defaulted to "no coverage" for the medical, dental and vision plans.

Employees who have a spouse who also works for Rainier Valley Leadership Academy will not be eligible for double insurance coverage, nor will they be eligible for the monetary incentive and must provide Rainier Valley Leadership Academy with proof of marriage (e.g., marriage certificate).

Employees who have a spouse or domestic partner covered under the Rainier Valley Leadership Academy insurance must provide Rainier Valley Leadership Academy with proof of marriage or a notarized Affidavit of Domestic Partnership, available from Rainier Valley Leadership Academy's Benefits Department.

For more information on Rainier Valley Leadership Academy's most up-to-date benefits providers and plans, please visit the Rainier Valley Leadership Academy Benefits Website at <https://myaccount.hca.wa.gov/auth> or contact Rainier Valley Leadership Academy's Human Resources department at [HR@myrvla.org](mailto:HR@myrvla.org).

### **Open Enrollment**

Once a year, Rainier Valley Leadership Academy holds an open enrollment period during which employees can change their benefit plans based on those available for the upcoming year. Open enrollment occurs annually from October 1st and November 15th and any changes made during open enrollment will take effect on January 1st of the following year. Employees are not allowed to make health benefit changes outside of this period unless certain qualifying life events have occurred (e.g., marriage, birth/adoption of a child, divorce, midyear loss or gain of other coverage). Under such circumstances, employees have thirty (30) calendar days from the date of the qualifying life event to submit their applicable changes to their benefit plan in skyward. If an employee fails to do so within thirty (30) calendar days of the event, the employee will have to wait until the next Open Enrollment period to make any changes to their benefit plans. For more information regarding benefit coverage and qualifying life events, contact Rainier Valley Leadership Academy's Human Resources department at [HR@myrvla.org](mailto:HR@myrvla.org).

### **COBRA Benefits**

When coverage under Rainier Valley Leadership Academy's medical dental, vision, EAP, or Health Care FSA plans ends, employees or their dependents can continue coverage under such plans under COBRA. COBRA continuation coverage is generally available for up to eighteen (18) or thirty-six (36) months, depending upon the reason benefits ended. However, the maximum COBRA period for the Health Care FSA is the last day of the plan year in which the COBRA qualifying event occurred. To continue coverage, an employee must pay the full cost of coverage – the employee contribution and Rainier Valley Leadership Academy's previous contribution plus a possible administrative charge.

Medical, dental, vision and EAP coverage for an employee, his/her spouse, and eligible dependent children can continue for up to eighteen (18) months if coverage ends because:

- Employment ends, voluntarily or involuntarily, for any reason other than gross misconduct; or
- Hours of employment are reduced below the amount required to be considered a full-time employee or part-time, making an employee ineligible for the plan.

This eighteen (18) month period may be extended an additional eleven (11) months in cases of disability subject to certain requirements. This eighteen (18) month period may also be extended an additional eighteen (18) months if other events (such as a divorce or death) occur subject to certain requirements.

An employee's spouse and eligible dependents can continue their medical, dental, vision and EAP coverage for up to thirty-six (36) months if coverage ends because:

- The employee dies while covered by the plan;
- The employee and his/her spouse become divorced or legally separated;
- The employee becomes eligible for Medicare coverage, but his/her spouse has not yet reach age sixty- five (65); or
- The employee's dependent child reaches an age which makes him or her ineligible for coverage under the plan.

Rainier Valley Leadership Academy will notify employees or their dependents if coverage ends due to termination or a reduction in work hours. If an employee becomes eligible for Medicare, divorced or legally separated, die, or when a dependent child no longer meets the eligibility requirements, the employee or a family member is responsible for notifying Rainier Valley Leadership Academy in writing within thirty (30) days of the event via email ([HR@myrvla.org](mailto:HR@myrvla.org)). Rainier Valley Leadership Academy will then notify the employee or his/her dependents of the employee's rights.

Health coverage continuation must be elected within sixty (60) days after receiving notice of the end of coverage, or within sixty (60) days after the event causing the loss, whichever is later.

There are certain circumstances under which coverage will end automatically. This happens if:

- Premiums for continued coverage are not paid within thirty (30) days of the due date;
- The employee (or his/her spouse or child) become covered under another group health plan;
- Rainier Valley Leadership Academy stops providing group health benefits;
- The employee (or the employee's spouse or child) become entitled to Medicare; or
- The employee extended coverage for up to twenty-nine (29) months due to disability and there has been a final determination that the employee is no longer disabled.

For more information regarding COBRA, contact Rainier Valley Leadership Academy's Human Resources department at [HR@myrvla.org](mailto:HR@myrvla.org).

## **VI.B. Retirement**

### **State Retirement Plans**

#### ***Washington Teachers' Retirement System***

All employees whose job requires certification/licensure (e.g. teaching, counseling, administration credentials, etc.), hold a valid credential on file with the Washington State Office of Superintendent of Public Instruction ("OSPI"), and are deemed eligible by the Washington State Department of Retirement Systems automatically participate in the Washington State Teachers' Retirement System ("TRS"). A position is eligible if it normally requires at least five months each year in which regular compensation is earned for seventy (70) hours per month. Both the employee and Rainier Valley Leadership Academy are required to contribute to TRS in addition to social security deductions. Employee contributions are made on a tax-deferred basis. For employees who are new to TRS, they will have ninety (90) days to select a plan. If an employee does not formalize his/her choice within the first 90 days, he/she is automatically defaulted to a plan and a contribution rate. Employees will not be able to change their plan or contribution rate unless they change to a different public sector employer.

For more information on TRS, such as plan options, vesting rules and retirement benefits calculations, please visit the TRS website at <http://www.drs.wa.gov/member/systems/trs/>.

#### ***Washington School Employees' Retirement System and Public Employees' Retirement System***

All employees whose job does not require certification/licensure or employees who do not hold a valid credential on file with OSPI, and are deemed eligible by the Washington State Department of Retirement Systems automatically participate in the Washington State School Employees' Retirement System ("SERS") (unless deemed eligible for Washington State Public Employees' Retirement System ("PERS") Plan 1 in which membership was established before October 1, 1977). A position is eligible if it normally requires at least five months each year in which regular compensation is earned for 70 hours per month. Both the employee and Rainier Valley Leadership Academy are required to contribute to SERS, but are not subject to social security deductions. Employee contributions are made on a tax-deferred basis. For employees who are new to SERS, they will have 90 days to select a plan. If an employee does not formalize his/her choice within the first 90 days, he/she is automatically defaulted to a plan and a contribution rate. Employees will not be able to change their plan or contribution rate unless they change to a different public sector employer.

For more information on SERS or PERS, such as plan options, vesting rules and retirement benefits calculations, please visit the SERS website at [www.drs.wa.gov/member/systems/sers/](http://www.drs.wa.gov/member/systems/sers/) or the PERS website at [www.drs.wa.gov/member/systems/pers/](http://www.drs.wa.gov/member/systems/pers/)

### **Washington State Deferred Compensation (457b) Plan**

Rainier Valley Leadership Academy provides all employees the option to participate in the Washington State Department of Retirement Systems Deferred Compensation Program (“DCP”). Participation in the DCP is voluntary and employees are eligible to enroll on their first day of employment with Rainier Valley Leadership Academy. Contributions are automatically deducted from an employee’s paycheck and employees may choose to defer a percentage or specified dollar amount of their income. For more information on the DCP please visit the DCP website at <http://www.drs.wa.gov/dcp/dcp.htm>.

### **VI.C. Holidays**

All regular full-time active employees will be paid for the following holidays (when observed). Regular part-time employees will be paid the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire for each holiday. Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday, he/she will not be paid for that holiday.

#### **Teachers & Counselors and 10- month Employees (12-month Employees)**

- **Labor Day: September 5, 2022**
- **Veteran’s Day: November 11 2022**
- **November Break/Native American Heritage Day: November 24-25, 2022**
- **Winter Break: December 19, 2022-December 30, 2022**
- **Martin Luther King Jr. Day: January 16, 2023**
- **President’s Day/Mid Winter Break: February 20-24, 2023**
- **Spring Break: April 10-14, 2023**
- **Memorial Day: May 29, 2023**
- **Juneteenth: Jun 19, 2023**

If one of these holidays falls on a Sunday, it will be observed on the following Monday. If the holiday falls on a Saturday, Rainier Valley Leadership Academy will select either the following Monday or the preceding Friday as a substitute holiday.

### *Floating Holidays*

Subject to manager approval, salaried, exempt employees who are required to work on Rainier Valley Leadership Academy recognized holidays and breaks may be eligible to take that time off on a different date within that fiscal year. Unused floating holiday time will not be paid out upon an employee's exit from the organization unless required by law.

### **Religious Observances**

Rainier Valley Leadership Academy supports providing reasonable accommodations for its employees' sincerely held religious beliefs. To that end, an employee may request time off for religious observances that are not listed in Rainier Valley Leadership Academy's regular holiday schedule above. The employee shall make a written request for such leave to his or her immediate supervisor, which shall only be denied when an employee's absence from work would create an undue hardship on Rainier Valley Leadership Academy's operations.

Since religious holidays are scheduled events, the employee must provide his or her supervisor with adequate advance notice when requesting leave under this policy. If approved, and should an employee not have sufficient available PTO/sick leave to cover the requested day(s) off, Rainier Valley Leadership Academy shall grant the time off as unpaid.

## **VI.D. Attendance**

Every job is essential to the efficient operation of the organization and employees are expected to be present, and arrive on time, every work day. If, for any reason, an employee is going to be late or absent from work, the employee must notify the appropriate individual(s) via the steps designated by his/her supervisor. If that supervisor is not available, the employee should leave a message for her/him. Excessive absences and/or lateness are unacceptable and may lead to disciplinary action, up to and including termination.

Any employee who fails to report for work for three (3) consecutive work days without giving prior notice may be deemed to have voluntarily resigned from employment.

Where permitted under applicable state law, any employee who is absent due to illness or injury for three (3) consecutive work days or longer shall submit a medical authorization supporting his or her absence and authorizing his/her return to work.

When substitute coverage is needed, absences should be requested in half- or full-day

increments. A full-day is defined as eight (8) hours.

An employee must work the day before or the day after a holiday to receive compensation for said holiday or break. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday or break he/she will not receive compensation for that holiday or break.

## **VI.E. Sick Leave and Paid Time Off (“PTO”)**

Rainier Valley Leadership Academy recognizes the importance of time off from work related to illness/injury or to relax, spend time with family, and enjoy leisure activities. As such, Rainier Valley Leadership Academy offers sick leave and/or PTO to all of its regular and temporary full-time and part-time active employees. Rainier Valley Leadership Academy does not offer sick leave and/or PTO to seasonal, consultant, or independent contractor status unless required by applicable law. All PTO, or planned sick leave (e.g., scheduled surgery), must be requested through the employee’s supervisor as far in advance as possible and submitted via skyward.

Non-exempt (typically hourly) employees who take PTO or sick leave must account for the hours they are absent from work by applying accrued PTO or sick time. In the event a non-exempt employee takes time off that is not considered PTO or sick leave, they will not be paid for that time.

Exempt (typically salaried) employees must report to their supervisor any days they are away from work during the normally scheduled workweek, so Rainier Valley Leadership Academy can track PTO and sick leave usage (as applicable). Rainier Valley Leadership Academy will not make deductions from an exempt employee’s salary, except as otherwise expressly permitted by applicable law. Specifically, in any workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

- Partial day absences for personal reasons, sickness or disability.
- Absences for jury duty, attendance as a witness, or military leave in any workweek in which the employee has performed any work.
- Any other deductions prohibited by applicable law.

However, it is not an improper deduction to reduce an employee’s accrued PTO for full or partial day absences for personal reasons, or if the employee has exhausted his/her sick leave. If you have any questions or concerns, or if you believe that an erroneous deduction has been made from your pay, you should immediately report this information to your manager and Human Resources. If it is determined that an improper deduction has been made, you will be promptly reimbursed.

## PTO

PTO is only applicable to year round 12 month employees. 10 month employees utilize a different PTO is time that is accrued and can be used for personal reasons including sick leave and vacation. PTO will begin to accrue on an employee's date of hire or re-hire, and will continue to accrue each pay period the employee is employed. Accrued PTO is noted on each employee's pay stub. It is each employee's responsibility to monitor the amount of his/her accrued PTO. PTO cannot be used unless it has been earned. If an employee chooses to take time off without having enough time earned, the time taken will be unpaid, subject only to the restrictions regarding deductions from exempt employee pay noted above.

The maximum PTO that any employee may accrue at any time shall not exceed two hundred and forty (240) hours. It is not the responsibility of Rainier Valley Leadership Academy to notify employees when they have reached the maximum. If an employee has reached this maximum, the employee will cease to accrue any additional PTO until some PTO is taken. Employees whose accrued PTO reaches the maximum hours are encouraged to make arrangements to use their PTO.

All PTO must be requested through the employee's supervisor as far in advance as possible. The supervisor will make the final determination regarding the PTO request depending on workload and scheduling needs. Management reserves the right to deny a PTO request based on business demands. Supervisors are responsible for ensuring adequate staffing levels and should attempt, when feasible, to resolve PTO scheduling conflicts.

Employees are responsible for reporting their PTO per the process identified by their supervisor. Failure to report PTO may result in disciplinary action, up to and including termination of employment.

When an employee changes from a position that accumulates PTO to a position that earns a different time-off benefit (e.g., sick time), or changing employment from Rainier Valley Leadership Academy to another entity that owns, or is licensed to use, the "Rainier Valley Leadership Academy" brand, his/her PTO will be paid out based on the employee's salary while in the position that accumulated PTO. This payout will occur at the time the employee transitions to the new position and shall not exceed the maximum balance of two hundred and forty (240) hours.

PTO benefits will not be cashed out except when an employee separates from employment, or in a special circumstance approved on an individual basis by the Head of School (or designee). Special circumstances can include financial hardship or an unforeseen emergency arising as a result of events beyond the control of the employee. Payment of PTO hours will not be allowed in excess of hours accrued, or the maximum as noted above.

## **Sick Leave**

Sick leave is defined as time (in hours) that is given to eligible employees at the start of each fiscal year.

Sick leave may be taken to receive preventive care (including annual physicals or flu shots) or to diagnose, treat, or care for an existing health condition. Employees may also use sick leave to assist a family member (i.e., children, parents, spouses/domestic partners/designated person, grandparents, grandchildren, or siblings), or any individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship, who must receive preventative care or a diagnosis, treatment, or care for an existing health condition. Employees may also take paid sick leave to receive medical care or other assistance to address instances of domestic violence, sexual assault, or stalking. Paid sick leave is also available for bone marrow or organ donation by an employee or their family member, to provide care for a guide, signal or service dog of an employee or their family member, or if Rainier Valley Leadership Academy or an employee's child care provider's business is closed due to a public health emergency.

Sick leave cannot be used as a means to supplement holiday and/or PTO. Sick leave can be accumulated without limit, and is not paid out upon separating from employment. Pay stubs shall display the total balance of an employee's accumulated sick leave hours. Requests for the use of sick leave for any purpose not outlined in this handbook may not receive manager approval and may be considered unpaid time off.

Personal Necessity Leave ("PNL") is a subset of Sick Leave provided to regular full-time employees who do not accrue PTO. PNL can be used for personal reasons including sick leave and vacation. All PNL must be requested through the employee's supervisor, as far in advance as possible. Any unused PNL at end of an annual accrual cycle does not roll over from year to year and at the end of the year will convert into sick time hours.

Employees who are eligible to participate in a state-sponsored pension with Rainier Valley Leadership Academy shall be entitled to transfer sick leave accrued from previous employment in a school district, charter school or public school within the same state while participating in a state pension so long as the sick leave is verified appropriately by the prior employer. Please see Rainier Valley Leadership Academy's Human Resources Department for the "Transfer of Accumulated Sick Leave" form.

An employee is required to call his or her supervisor as soon as the need to be absent is known, but in no event less than ninety (90) minutes (i.e., 1 1/2 hours) prior to the start of the work day, unless in the case of an emergency, to permit the employee's supervisor to plan adequately for the absence.

**PTO and Sick-Leave for Part-Time and Temporary Employees**

Regular part-time employees will receive a proportional amount of PTO relative to the number of hours for a full-time employee in a comparable position. Regular part-time employees will receive PTO hours based on the total monthly hours they have worked during the month..

Part time temporary and Seasonal employees will accrue one hour of Sick Leave for every 30 hours worked as of their first day of employment.

**PTO and Sick Leave Chart**

All PTO and sick leave outlined below is provided per year.

**Washington PTO and Sick Leave Chart**

N/A 10 Days of which 3 days are PNL

**12-Month Employees (ex. Home Office staff, Administrators, Operations staff)**

**FULL TIME EMPLOYEE CHART**

Tenure with Rainier Valley Leadership Academy	ANNUAL TOTAL	PTO	SICK LEAVE	PT EMPLOYEE
0-36 months	5 days	3.33	6.66	Based on PT status
36-72 months	10 DAYS	6.66	6.66	Based on PT status
72+ months	15 days	9.99	6.66	Based on PT status

**Temporary employees may accrue time**

**Donation of Sick Leave**

At-will employees are prohibited from donating or requesting donation of sick leave from any other Rainier Valley Leadership Academy employee.

**VII.F. Time Off for Voting**

If an employee does not have sufficient time outside of working hours to vote in an official state-sanctioned election, the employee may take off enough working time to vote. Such time off shall be taken at the beginning or the end of the regular working shift, whichever allows for more free time, and the time taken off shall be combined with the voting time available outside of working hours to a maximum of two (2) hours combined. Under these circumstances, an employee will be allowed a maximum of two (2) hours of time off during an election day without loss of pay. When possible, an employee requesting time off to vote shall give his or her manager at least two (2) days' prior notice.

**VII.G. Time Off for Jury Duty**

An employee's manager and Rainier Valley Leadership Academy's Human Resources Department should be promptly notified when an employee receives a summons for jury duty. Rainier Valley Leadership Academy will continue a non-exempt employee's full salary and benefits for up to five (5) working days for jury duty. For exempt unrepresented employees, Rainier Valley Leadership Academy will pay for time off if an employee is called to serve on a jury provided the employee continues to perform work duties as assigned. If the employee is called to jury duty, he/she must give his/her manager reasonable notice so that accommodations can be made to manage the workload. If an employee seeks to be excused from jury duty, it is his/her responsibility to request to be excused in accordance with those exemptions provided for in applicable law. It will be the responsibility of the employee, when possible, to request a call in program for performing his/her jury duty and to submit the required information reflecting his/her jury duty service in Skyward.

Any compensation, less any mileage expenses, received for serving as a juror shall be endorsed over to the school site or Home Office so that the employee's compensation for any days of absence for the above purposes shall not be in excess of nor less than, his/her regular pay, unless required by applicable law.

#### **VII.H. Bereavement Leave**

All employees may be granted up to three (3) days off from work at the regular base pay rate for bereavement of a member of their immediate family (spouse, parent, sibling, child, grandparent, mother-in-law, father-in-law, or domestic partner) without deduction from other leave benefits. This leave may be extended to five (5) days if travel of more than two hundred (200) miles (roundtrip) is required. Subject to manager approval, an employee desiring additional time off to attend services may use accrued PTO or sick time.

Rainier Valley Leadership Academy may require employees to submit a death certificate that justifies the use of any bereavement leave.

#### **VII.I. School Appearance and Activities Leave**

As required by law, Rainier Valley Leadership Academy will permit an employee who is a parent or guardian (including a stepparent, foster parent, or grandparent) of school children, from kindergarten through grade twelve (12), or a child enrolled with a licensed child care provider, up to forty (40) hours of unpaid time off per child per school year (up to eight (8) hours in any calendar month of the school year) to participate in activities of a child's school or child care. If more than one (1) parent or guardian is an employee of Rainier Valley Leadership Academy, the employee that first provides the leave request will be given the requested time off. Where necessary, additional time off will also be permitted where the school requires the employee(s) appearance.

The employee requesting school leave must provide reasonable advanced notice of the

planned absence. The employee must use accrued but unused paid leave (e.g., vacation or sick leave) to be paid during the absence.

When requesting time off for school activities, the employee must provide verification to their supervisor or Rainier Valley Leadership Academy's Human Resources Department of participation in an activity as soon as practicable. When requesting time off for a required appearance, the employee(s) must provide a copy of the notice from the child's school requesting the presence of the employee.

## **VI.J. Emergency or Weather Shutdown**

In the event of severe weather conditions, natural disasters or other emergencies, Rainier Valley Leadership Academy may be closed. The decision to close Rainier Valley Leadership Academy may be made by the Head of School (or designee) of Rainier Valley Leadership Academy. Employees should expect to be contacted directly to know Rainier Valley Leadership Academy's decision for the particular day. Any compensation for employees throughout the duration of such closures will be subject to the decision of Rainier Valley Leadership Academy's Head of School or designee to the extent allowable under applicable law.

For exempt employees, no loss of pay will occur as a result of missed or truncated days for these reasons as long as they are on active duty at the time of the event (i.e., not on a leave of absence, taking PTO, etc.).

Additionally, if exempt employees report to work and find that Rainier Valley Leadership Academy is unexpectedly closed due to an emergency, no loss of pay will occur for that day.

Non-Exempt full-time employees may receive up to five (5) paid days during an emergency or weather shut down each year, if applicable.

## **VII. LEAVES OF ABSENCE**

It is Rainier Valley Leadership Academy's policy to grant leaves of absence to all eligible employees on a non-discriminatory basis. A leave of absence ("LOA") will be granted for all legally mandated leaves including, but not limited to:

- Family/Medical Leave
- Pregnancy Disability Leave
- Military/Reserve Duty

Personal unpaid leaves may also be granted. Please contact Human Resources for information on available leaves.

Unless specified in the individual policies outlined below, the following addresses various issues related to leaves of absence:

### ***Request for Leave***

Requests for a LOA should be provided thirty (30) days in advance, or as far in advance as practically possible. All leave requests must be submitted, in writing, to Rainier Valley Leadership Academy's Human Resources Department using the appropriate Request for Leave of Absence form available on Connect.

### ***Compensation***

Compensation during a LOA is not provided by Rainier Valley Leadership Academy unless required by applicable law. An employee may be eligible for wage replacement through Rainier Valley Leadership Academy's Supplemental Disability Insurance Administrator and/or state programs. Employees may also elect to replace lost wages with accrued sick leave or PTO while on leave. Payout of any sick leave or PTO will be pro-rated and coordinated with disability payments and/or state provided payments so not to exceed an employee's base rate of pay.

### ***Employment Status***

While an employee is on an approved LOA, the employee will be placed on inactive status. During inactive status, employees do not continue to accrue benefits based on hours worked including paid holidays, PTO, sick, and retirement benefits.

### ***Health Benefits***

Rainier Valley Leadership Academy will continue an employee's health insurance policies while on an approved leave in accordance with applicable law or up to 30 days while on a non-job protected leave of absence not to exceed the applicable law maximum. If an employee has exhausted a job protected leave but qualifies for another job protected leave within 30 days, Rainier Valley Leadership Academy will continue benefits coverage. Employees on leave are responsible for paying their employee benefit contributions that they would otherwise be deducted from their paycheck. Please refer to the arrears policy in the payroll section of the employee handbook. Rainier Valley Leadership Academy will offer employees COBRA benefits at their own cost (full premium plus administrative fee) who no longer qualify for continued benefits coverage as stated above. Employees who waive medical benefits during this period will continue to receive a waiver benefit reimbursement to be paid upon return from a LOA. It is the employee's responsibility to make this request for reimbursement.

## **VII.A. Family and Medical Leave**

Family and medical leave shall be provided in accordance with federal and state laws.

The following policy demonstrates Rainier Valley Leadership Academy's compliance with the Family and Medical Leave Act ("FMLA") which requires employers to grant twelve (12) unpaid work weeks of FMLA leave in a twelve (12) month period to eligible employees for certain medical and family-related reasons. Rainier Valley Leadership Academy abides by any state regulated leave laws. The more generous of the two laws will apply to the employee if the employee is eligible under both federal and state laws. Rainier Valley Leadership Academy has adopted the rolling calendar period for the purpose of calculating time off under FMLA. Using this method, time off under FMLA is measured backward twelve (12) months. Each time an employee takes FMLA leave, the remaining leave entitlement would be the balance of the twelve (12) weeks which has not been used during the immediately preceding twelve (12) months.

### **Events That May Entitle an Employee to FMLA Leave**

Twelve workweeks of leave in a twelve (12) month period for:

1. The birth of a child and to care for the newborn child within one year of birth;
2. The placement with the employee of a child for adoption or foster care and to care for the newly placed child within one year of placement;
3. To care for the employee's spouse, child, or parent who has a serious health condition;
4. A serious health condition that makes the employee unable to perform the essential functions of his or her job, including a serious health condition resulting from an on-the-job illness or injury;

### **Military Family Leave Entitlements**

Under federal law, unpaid leave may also be requested by eligible employees who have any qualifying exigency arising out of the fact that the spouse or a son, daughter, parent, domestic partner, or next of kin of the employee is on covered active duty (or has been notified of an impending call or order to covered active duty) in the armed forces and may use their twelve (12) week entitlement to address certain qualifying circumstances. Qualifying circumstances may include deploying on short-notice, attending certain military events, arranging for alternative child care and school activities, addressing certain financial and legal arrangements, attending certain counseling sessions, engaging in rest and recuperation, and attending post deployment reintegration briefings.

The federal FMLA also includes a special leave entitlement that permits eligible employees

to take up to 26 weeks of leave to care for a covered service member during a single twelve (12) month period. This leave applies if the employee is the spouse, son, daughter, parent, domestic partner, or next of kin caring for a covered military service member or veteran recovering from an injury or illness suffered while on active duty in the armed forces or that existed before the beginning of the member's active duty and was aggravated by service or that manifested itself before or after the member became a veteran.

### **Employee Eligibility Criteria**

To be eligible for FMLA leave, the employee must have been employed by Rainier Valley Leadership Academy for the last twelve (12) consecutive months and must have worked at least 1,250 hours during the twelve (12) month period immediately preceding commencement of the FMLA leave.

**Leave Designation.** If an employee does not expressly request FMLA leave, Rainier Valley Leadership Academy reserves the right to designate a qualifying absence as FMLA leave and will give notice of the FMLA designation to the employee. If an absence is a qualifying event under FMLA, the leave will run concurrent with short-term disability, long-term disability, workers' compensation, and/or any other leave where permitted by state and federal law.

**Interaction with Accrued Paid Time Off.** FMLA leave, and paid vacation or sick time will run concurrently as provided under Rainier Valley Leadership Academy policy except where prohibited by state law.

**Job Protection.** An employee's job, or an equivalent job, is protected while the employee is on a job protected leave of absence. Both federal and applicable state laws require that employees be returned to their positions or to another job of like pay and status at the end of FMLA or other job protected leave. Note: If an employee is unable to return to work after the expiration of federal or state job protected leave, an extension may be granted if the condition constitutes a disability under the Americans with Disabilities Act (ADA), state law or in certain workers' compensation cases.

**Military Leave** Rainier Valley Leadership Academy supports the military obligations of all employees and grants leaves without pay for uniformed service in accordance with applicable federal and state laws. Any employee who needs time off for uniformed service should immediately notify the Human Resources department and his or her supervisor and provide a copy of the official orders or instructions. Additionally, the employee must submit a Leave of Absence request form to the Benefits Department, who will provide details regarding the leave. If an employee is unable to provide notice before leaving for uniformed service, a family member should notify the supervisor as soon as possible.

Upon return from military leave, employees will be granted the same seniority, pay, and benefits as if they had worked continuously. Failure to report for work within the prescribed

time after completion of military service will be considered a voluntary termination.

All employees who enter military service may accumulate a total absence of five (5) years and still retain employment rights.

### **Seniority**

An employee on FMLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FMLA leave will return with the same seniority he or she had when the leave commenced, if applicable.

### **Procedures for Requesting and Scheduling FMLA Leave**

1. An employee should request FMLA leave by completing a Request for Leave Form and submitting it to his/her Supervisor. An employee asking for a Request for Leave Form will be given a copy of Rainier Valley Leadership Academy's current Leave of Absence Request Packet.
2. If the need for the leave is foreseeable (i.e., for planned, non-emergency medical treatment), the employee must give a minimum of thirty (30) days advance notice to Rainier Valley Leadership Academy. If an employee fails to provide the requisite thirty (30) days advance notice for foreseeable events without any reasonable excuse for the delay, Rainier Valley Leadership Academy reserves the right to delay the taking of the leave until at least thirty (30) days after the date the employee provides notice of the need for leave. Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt unduly Rainier Valley Leadership Academy's operations.
3. If FMLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.
4. If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with his or her supervisor to schedule the leave so as not to unduly disrupt the organization's or school's operations. The employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave than the employee's regular position.
5. Rainier Valley Leadership Academy will respond and provide a notice of eligibility to a FMLA leave request within five business days of acquiring knowledge that the leave is

being requested for an FMLA-qualifying reason. If an FMLA leave request is granted, Rainier Valley Leadership Academy will notify the employee in writing that the leave will be counted against the employee's FMLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

### **Medical Certifications**

1. An employee requesting FMLA leave because of his/her own or a family member's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Rainier Valley Leadership Academy. (The term "family member" shall be as defined in the FMLA.) Failure to provide the required certification within fifteen (15) days of the leave request may result in denial of the leave request until such certification is provided.
2. If Rainier Valley Leadership Academy has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Rainier Valley Leadership Academy may request a second opinion by a health care provider of its choice (paid for by Rainier Valley Leadership Academy). If the second opinion differs from the first one, Rainier Valley Leadership Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.
3. Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Re-certifications may also be required every 30 days upon the request of Rainier Valley Leadership Academy. Failure to submit required re-certifications can result in termination of the leave.

Should the employee not complete and return the Leave of Absence paperwork and/or submit the appropriate medical certifications in alignment with this policy and the guidelines set forth in the Leave of Absence packet his/her leave request may be viewed as an unauthorized absence that could result in termination of employment.

### **Return to Work**

1. Upon timely return at the expiration of the FMLA leave period, an employee (other than a "key" employee, as defined in the FMLA, whose reinstatement would cause serious and grievous injury to Rainier Valley Leadership Academy's operations) is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FMLA leave.
2. Before an employee will be permitted to return from FMLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he/she is able to resume work.

3. If an employee can return to work with limitations, Rainier Valley Leadership Academy will evaluate those limitations and, if reasonable, will accommodate the employee as required by law.

### **Limitations on Reinstatement from FMLA Leave**

1. Rainier Valley Leadership Academy may refuse to reinstate a “key” employee if the refusal is necessary to prevent substantial and grievous injury to Rainier Valley Leadership Academy’s operations. A “key” employee is an exempt salaried employee who is among the highest paid ten percent (10%) of Rainier Valley Leadership Academy’s employees within seventy-five (75) miles of the employee’s worksite.

2. A “key” employee will be advised, in writing, at the time of a request for, or if earlier, at the time of commencement of, FMLA leave, that he or she qualifies as a “key” employee and the potential consequences with respect to reinstatement and maintenance of health benefits if Rainier Valley Leadership Academy determines that substantial and grievous injury to Rainier Valley Leadership Academy’s operations will result if the employee is reinstated from FMLA leave. At the time it determines that refusal is necessary, Rainier Valley Leadership Academy will notify the “key” employee in writing (by certified mail) of its intent to refuse reinstatement and will explain the basis for finding that the employee’s reinstatement would cause Rainier Valley Leadership Academy to suffer substantial and grievous injury. If Rainier Valley Leadership Academy realizes after the leave has commenced that refusal of reinstatement is necessary, it will give the employee at least ten (10) days to return to work following the notice of its intent to refuse reinstatement.

### **Employment During FMLA Leave**

An employee on FMLA leave may not accept employment with any other employer without Rainier Valley Leadership Academy’s written permission. An employee who accepts such employment will be deemed to have resigned from employment at Rainier Valley Leadership Academy.

## **VII.B. Pregnancy and Parent Leave**

### ***Washington State Family Leave Act***

The following policy demonstrates Rainier Valley Leadership Academy’s compliance with Washington State Family Leave Act (“FLA”) permitting each eligible employee to take up to 12 work weeks of FLA leave in a 12-month period under certain circumstances in accordance with federal and state laws. FLA leave will run concurrently with all other appropriate leaves applicable under federal and state laws including FMLA. FLA does not run concurrently with FMLA when leave is taken for pregnancy disability.

## **Employee Eligibility Criteria**

To be eligible for FLA leave, the employee must have been employed by Rainier Valley Leadership Academy for a total of 12 months and must have worked at least 1,250 hours during the 12-month period immediately preceding commencement of the FLA leave.

## **Events That May Entitle an Employee to FLA Leave**

The FLA provides time off for the purpose of:

- The birth of an employee's child and subsequent care for that child.
- Placement of a child with the employee for adoption or foster care.
- The care for an employee's family member who has a serious health condition.
- The employee's own serious health condition that makes the employee unable to perform the functions of his or her position.

## **Amount of FLA Leave Which May Be Taken**

FLA leave can be taken in one or more periods, but may not exceed 12 workweeks total for any purpose in any 12-month period, as described below, for any one, or combination of the above-described situations. "Twelve workweeks" means the equivalent of twelve of the employee's normally scheduled workweeks. For a full-time employee who works five eight-hour days per week, "twelve workweeks" means 60 working and/or paid eight-hour days. The "12 month period" in which 12 weeks of FLA leave may be taken is the 12 month period immediately preceding the commencement of any FLA leave.

When FLA leave is taken for the birth, adoption, or foster care placement of a child, leave must be completed within one year of the qualifying event.

## **Health Benefits during FLA Leave**

The provisions of Rainier Valley Leadership Academy's various employee benefit plans govern continuing eligibility during FLA leave, and these provisions may change from time to time. The health benefits of employees on FLA leave will be paid by Rainier Valley Leadership Academy during the leave at the same level and under the same conditions as coverage would have been provided if the employee had been continuously employed during the leave period. When an employee's request for FLA leave is granted, Rainier Valley Leadership Academy will give the employee written confirmation of the arrangements made for the payment of insurance premiums during the leave period. Employees who waive medical benefits during this period will continue to receive a - waiver benefit reimbursement to be paid upon return from leave of absence. It is the employee's responsibility to make this request for reimbursement.

## **Seniority**

An employee on FLA leave remains an employee and the leave will not constitute a break in service. An employee who returns from FLA leave will return with the same seniority he or she had when the leave commenced, if applicable.

## **Procedures for Requesting and Scheduling FLA Leave**

An employee should request FLA leave by completing a Request for Leave Form and submitting it to his/her supervisor. An employee asking for a Request for Leave Form will be given a copy of Rainier Valley Leadership Academy's current FLA leave policy.

An employee should generally provide 30 days' advance notice when the need for the leave of absence is foreseeable; for instance, if medical treatments or other events are planned or known in advance. If the leave of absence is not foreseeable, the employee should provide notice to his or her immediate supervisor as soon as practicable

Where possible, employees must make a reasonable effort to schedule foreseeable planned medical treatments so as not to disrupt unduly Rainier Valley Leadership Academy's operations.

If FLA leave is taken because of the employee's own serious health condition or the serious health condition of the employee's spouse, parent or child, the leave may be taken intermittently or on a reduced leave schedule when medically necessary, as determined by the health care provider of the person with the serious health condition.

If an employee needs intermittent leave or a reduced leave schedule that is foreseeable based on planned medical treatment for the employee or a family member, that leave/schedule is subject to the approval of the employee's health care provider. The employee must also work with his or her supervisor to schedule the leave so as not to disrupt unduly Rainier Valley Leadership Academy's operations. The employee may be transferred temporarily to an available alternative position for which he or she is qualified that has equivalent pay and benefits and that better accommodates recurring periods of leave other than the employee's regular position.

In most cases, Rainier Valley Leadership Academy will respond to a FLA leave request within two days of acquiring knowledge that the leave is being taken for a FLA-qualifying reason and, in any event, within ten days of receiving the request. If a FLA leave request is granted, Rainier Valley Leadership Academy will notify the employee in writing that the leave will be counted against the employee's FLA leave entitlement. This notice will explain the employee's obligations and the consequences of failing to satisfy them.

## **Medical Certifications**

An employee requesting FLA leave because of his or her own or a relative's serious health condition must provide medical certification from the appropriate health care provider on a form supplied by Rainier Valley Leadership Academy. Failure to provide the required certification within 15 days of the leave request may result in denial of the leave request until such certification is provided.

If Rainier Valley Leadership Academy has reason to doubt the medical certification supporting a leave because of the employee's own serious health condition, Rainier Valley Leadership Academy may request a second opinion by a health care provider of its choice (paid for by Rainier Valley Leadership Academy). If the second opinion differs from the first one, Rainier Valley Leadership Academy will pay for a third, mutually agreeable, health care provider to provide a final and binding opinion.

Re-certifications are required if leave is sought after expiration of the time estimated by the health care provider. Failure to submit required re-certifications can result in termination of the leave.

### **Return to Work**

Upon timely return at the expiration of the FLA leave period, an employee is entitled to the same or a comparable position with the same or similar duties and virtually identical pay, benefits, and other terms and conditions of employment unless the same position and any comparable position(s) have ceased to exist because of legitimate business reasons unrelated to the employee's FLA leave.

Before an employee will be permitted to return from FLA leave taken because of his or her own serious health condition, the employee must obtain a certification from his or her health care provider that he or she is able to resume work.

If an employee can return to work with limitations, Rainier Valley Leadership Academy will evaluate those limitations and, if possible, will accommodate the employee as required by law.

### **Employment During FLA Leave**

An employee on FLA leave may not accept employment with any other employer without Rainier Valley Leadership Academy's written permission. An employee who accepts such employment will be deemed to have resigned from employment at Rainier Valley Leadership Academy.

## **VII.C. Military/Reserve Leave**

Rainier Valley Leadership Academy shall grant a military leave of absence to any employee who must be absent from work due to service in the uniformed services in accordance with the Uniformed Services Employment and Re-Employment Rights Act of 1994 (“USERRA”). All employees requesting military leave must provide advance written notice of the need for such leave, unless prevented from doing so by military necessity or if providing notice would be impossible or unreasonable.

If military leave is for thirty (30) or fewer days, Rainier Valley Leadership Academy shall continue the employee’s health benefits. For service of more than thirty (30) days, the employee shall be permitted to continue his/her benefits at his/her expense through COBRA. Employees are entitled to use accrued paid time off as wage replacement during time served, provided such time accrued prior to the leave.

Except for employees serving in the National Guard, Rainier Valley Leadership Academy will reinstate those employees returning from military leave to their same position or one of comparable seniority, status, and pay if they have a certificate of satisfactory completion of service and apply within ninety (90) days after release from active duty or within such extended period, if any, as required by law. Exceptions to this policy will occur wherever necessary to comply with applicable laws. For those employees serving in the National Guard, if he or she left a full-time position, the employee must apply for reemployment within forty (40) days of being released from active duty, and if he or she left part-time employment, the employee must apply for reemployment within five (5) days of being released from active duty.

An employee who was absent from work while fulfilling his or her covered service obligation under the USERRA law shall be credited, upon his or her return to Rainier Valley Leadership Academy, with the hours of service that would have been performed but for the period of absence from work due to or necessitated by USERRA-covered service. Exceptions to this policy will occur wherever necessary to comply with applicable laws.

***Washington Spouses of Deployed Military Personnel***

During a period of military conflict, a Rainier Valley Leadership Academy employee, working twenty (20) or more hours per week, who is the spouse of a member of the armed forces of the United States, National Guard, or Reserves who has been notified of an impending call or order to active duty or has been deployed is entitled to a total of 15 days of unpaid leave per deployment after the military spouse has been notified of an impending call or order to active duty and before deployment or when the military spouse is on leave from deployment.

An employee requesting leave under the Washington State Military Family Leave Act must complete the Request for Leave form and provide Rainier Valley Leadership Academy notice of the request for leave within five business days of receiving official notice of an impending call or order to active duty or of a leave from deployment.

#### **VII.D. [Intentionally Left Blank]**

#### **VII.E. Domestic Violence Leave**

##### ***Washington Leave for Victims of Domestic Violence, Sexual Assault and Stalking***

An employee who is themselves a victim or who is an immediate family member of a victim subjected to domestic violence, sexual assault, or stalking may take reasonable leave from work for legal or law- enforcement assistance, medical treatment or counseling work with a domestic violence shelter or rape crises program, or for safety and relocation issues.

An employee requesting leave under this policy will be required to provide written notice and/or certification verifying the need for leave. An employee must give advance notice, when possible, and no later than the end of the first day of leave when the need for leave is an emergency. Rainier Valley Leadership Academy will, to the extent allowed by law, maintain the confidentiality of an employee requesting leave under this provision.

#### **VII.F. [Intentionally Left Blank]**

#### **VII.G. Emergency Services Leave**

An employee may take unpaid time off to perform training or emergency duty as a volunteer firefighter, reserve peace officer, volunteer emergency rescue personnel or civil air patrol.

Employees may take up to ten (10) days of unpaid leave for civil air patrol duty each calendar year and up to fourteen (14) days of leave per calendar year for the purpose of engaging in fire or law enforcement training. However, civil air patrol leave for a single emergency mission cannot exceed three (3) days, unless the emergency is extended by the entity in charge of the operation and the extension of leave is approved by Rainier Valley Leadership Academy. Please alert your supervisor that you may have to take time off for emergency duty. An employee must give advance notice, when possible, and no later than the end of the first day of leave when the need for leave is an emergency.

#### **VII.H. Personal Leave**

Any request for a personal leave of absence without pay must be submitted, in writing, by the employee to his/her immediate supervisor and Rainier Valley Leadership Academy's Human Resources Department as far in advance as possible. The request will be reviewed on a case-by-case basis by the Human Resources Department in coordination with the employee's supervisor. The decision to approve or disapprove is based on the applicable law, circumstances, length of time requested, employee's job performance and attendance

record, reasons for the leave, effect the employee's absence will have on the work in the department, and the expectation that the employee will return to work when the leave expires. Employees on unpaid leaves will be re-instated, if possible, upon return from such approved leaves. While Rainier Valley Leadership Academy will make reasonable efforts to find a suitable available position, such position cannot be guaranteed. If a position becomes available, it may be different in terms of job duties and compensation from the position vacated at the start of the leave.

Employees have the choice of using existing PTO or sick leave for a leave under this policy. If no such leave is available, leave under this policy will be unpaid. During the time that an employee is on a personal leave of absence, the employee is not eligible to accrue PTO. Personal leaves of absence may not exceed 30 days, unless otherwise granted by Rainier Valley Leadership Academy and allowable under applicable law. Employees on a personal leave of absence for one month or less will continue to be enrolled in eligible Rainier Valley Leadership Academy health and welfare benefits plans subject to all employee contributions per Rainier Valley Leadership Academy's arrears policy. Employees on an approved personal leave longer than one month will have the option to convert to COBRA at their own expense (full premium plus an administrative fee) or elect an insurance policy independent of Rainier Valley Leadership Academy. Unemployment insurance benefits cannot be collected while on a personal leave of absence.

#### **VII.I. Short Term and Long Term Disability Plans**

Full-time regular employees may be eligible for up to two (2) tiers of disability coverage provided by Rainier Valley Leadership Academy.

1. Rainier Valley Leadership Academy's Short Term Disability Program – Rainier Valley Leadership Academy's Short Term Disability plan provides coverage beginning the 1<sup>st</sup> day, subject to a state mandated waiting period, and continues through the 90<sup>th</sup> day of a disability with doctor certification. Through a combination of state disability insurance payments (where applicable) and Rainier Valley Leadership Academy's insurance carrier's payments, the employee will receive 60% of pre-disability earnings to a maximum of \$1,500 per week.
2. Rainier Valley Leadership Academy's Long Term Disability Program – Rainier Valley Leadership Academy's Long Term Disability plan provides coverage beginning on the 91<sup>st</sup> day of a disability with doctor certification. The employee will receive 60% of pre-disability earnings to a maximum of \$10,000 per month. Coverage will continue for the length of the maximum benefit period as defined by Rainier Valley Leadership Academy's insurance carrier.

Rainier Valley Leadership Academy's Human Resources Department must be notified of the need for a leave of absence due to a medical condition. Before any payments will be made to the employee under this plan, a certificate from his/her health care provider certifying the

disability must be provided to the disability insurance carrier. The employee may be required to provide periodic updates of his/her status, such as the expected date of, and intent to, return. During the leave, the employee may be asked for additional information certifying the need for the leave within the limits of applicable law. Prior to returning to work, the employee must provide Rainier Valley Leadership Academy's Human Resources Department with a written release to return to work from the health care provider who is treating the employee.

This Disability Policy is not intended to supersede, change or modify an employee's eligibility for a protected leave of absence under applicable law, including FMLA. If approved, disability benefits run concurrently with any protected leave of absence under applicable law, including FMLA, and any applicable state pregnancy/parental leave laws.

## **VIII. OTHER EMPLOYMENT POLICIES AND PRACTICES**

### **VIII.A. Safety and Emergency Preparedness**

Rainier Valley Leadership Academy is committed to providing a workplace for all employees that is safe, healthy and pleasant. In being able to provide such an environment, employees should familiarize themselves with all of the following safety policies. Failure to follow any of the safety policies may result in discipline, up to and including termination of employment.

#### **Workplace Security**

It is critically important that employees follow security procedures established at each work location for the protection of all employees and stakeholders, and the facility and the assets contained in that facility. The following are a set of important security principles.

- Employees who are issued keys, access cards, and/or gate clickers ("Access Items") should maintain those items in a safe and secure place and should not allow others to borrow those items. If an item has been misplaced or stolen, employees must report those items missing to his/her immediate supervisor within twenty-four (24) hours and may be responsible for the cost of the replacement. When an employee leaves Rainier Valley Leadership Academy, Access Items must be returned to his/her immediate supervisor within twenty-four (24) hours or as soon as practicable thereafter.
- Employees who are issued security codes to access facilities on off-hours must not share his/her code with anyone else.
- Any employee who believes he/she may be the last to leave the premises for the day should make sure all external entrances and windows are secured and properly locked.
- Employees who would like to have someone visit a Rainier Valley Leadership Academy work location should follow the visitor procedures for that location.
- Employees should secure any valuable items (e.g., computers, LCD projectors) at the end of each day in a locked desk, cabinet, or closet.
- Employees should contact their location's security or their supervisor immediately if they

observe any suspicious activity, including, but not limited to unidentified visitors, persons loitering, or other potential security risks.

- Employees are discouraged from bringing any personal property onto a Rainier Valley Leadership Academy facility, unless authorized pursuant to a duly executed agreement. Except as noted directly below, Rainier Valley Leadership Academy is not responsible for any lost, damaged, or stolen personal property brought onto a Rainier Valley Leadership Academy site. Rainier Valley Leadership Academy is also not responsible for any damages resulting from any use of unauthorized personal property while on a Rainier Valley Leadership Academy facility or within the scope of employment.
- Notwithstanding any applicable provision in a collective bargaining agreement, on a case-by-case basis and as determined by Rainier Valley Leadership Academy's Director of Finance and Operations (or equivalent position) or designee, Rainier Valley Leadership Academy may provide reimbursement or partial reimbursement to an employee for personal property that is stolen or damaged while at a worksite or work-related activity by means of no negligence by the employee. Such personal property must be reasonably foreseeable to be present with the employee on a worksite or work-related activity (e.g., personal cell phone, technology for classroom instruction authorized in advance by an immediate supervisor). Further, the employee shall bear the burden to show that the personal property was in working order prior to the theft or damage, and that the theft or damage occurred through no negligence of the employee.
- If an item of Rainier Valley Leadership Academy property has been misplaced or stolen, employees must report such items to his/her immediate supervisor within one (1) business day of learning of the misplacement or theft, and the employee may be responsible for the cost of the replacement (see the Technology Policy for additional information).

## **Workplace Facilities**

Respecting Rainier Valley Leadership Academy facilities is important in creating a pleasant place to work. All employees are asked to do their fair share in keeping work areas, offices, bathrooms and common areas neat and attractive. Below is a set of important principles related to facilities:

- Employees consuming food or beverages in personal work areas or common areas should dispose of the related trash in a timely manner.
- Hazards, such as wet or slippery floors, leaks, plumbing problems, exposed wiring, or anything else that may promote an unsafe condition should be reported to the designated facilities liaison at the site or to the employee's immediate supervisor immediately.
- Employees should ensure paths of travel and doorways are clear from any blockage and no electrical or other cords are used in a manner in which they would create a tripping or other hazard.
- Employees should alert their immediate supervisor, school administration, or building maintenance immediately upon discovering any open or broken building entrances/exits, including, but not limited to, fences, doors, and windows.
- Employees whose job requires the use of hazardous materials and/or equipment may be

required to complete annual training to ensure full knowledge of safety standards.

- Employees shall not alter any portion of a Rainier Valley Leadership Academy facility, (e.g. painting of walls, doors), without appropriate approval by their immediate supervisor and Rainier Valley Leadership Academy's Director of Facilities or equivalent position.
- Employees shall not bring any personal furniture items, such as refrigerators, space heaters, couches, and other furniture or appliances, without prior approval by their immediate supervisor.

## **Bloodborne Pathogens**

All Rainier Valley Leadership Academy employees are required to complete annual bloodborne pathogens training within 6 weeks of hire and annually within the first 6 weeks of the new school year.

Bloodborne pathogens are microorganisms (e.g., viruses) transmitted through blood, or other potentially infectious material (such as certain bodily fluids like vomit or feces, or tissues).

In the event of an injury resulting in the release of blood or other body fluids that could contain pathogens (e.g., HIV, HBV), the first step is to treat the injured party. Employees should familiarize themselves with their location's first response team for this matter.

Spilled blood or body fluids should not be cleaned up without the appropriate protective equipment and materials specifically designated for such fluids. In the case in which spilled body fluids need clean-up, this procedure must be followed by all Rainier Valley Leadership Academy employees, as follows:

1. Inform the Principal, Assistant Principal, or supervisor on duty. The informed supervisory individual should be aware of the individual(s) doing the actual clean-up and the purpose of the clean-up.
2. Clean up the spilled blood or body fluids, as follows:
  - a) Put on protective gloves (latex, vinyl or other leak-proof material).
  - b) Spread the absorbent material (use paper towels when possible) on the spilled blood or body fluids, or use the Emergency First Responder Pack kit located in the school's medical supply cabinet.
  - c) Neutralize the potential pathogens with a 10% bleach-with-water solution or use the solution provided in the Emergency First Responder Pack. Cover the spill for fifteen (15) minutes.
  - d) Place all potentially contaminated materials in a leak-proof plastic bag.
  - e) Sweep/mop-up any additional neutralized/absorbed fluids and place in the leak-proof plastic bag.
  - f) Clean sweep/mop materials with hot, soapy water.
  - g) Remove gloves from inside-out and place in the bag.
  - h) Secure the bag, place a biohazard sticker on it and discard it properly.
  - i) Wash hands thoroughly in hot, soapy water.

3. After all activity is completed and checked by the supervisory individual, the supervisor should complete an incident report.

Failure to complete the training by the due date may result in being placed on an unpaid leave of absence.

### **Emergency Preparedness**

Rainier Valley Leadership Academy employees shall follow all applicable emergency preparedness plan(s) and each Rainier Valley Leadership Academy location shall conduct safety drills as required by law. Employees shall familiarize themselves with the appropriate plans, including, but not limited to:

- Emergency Communication Codes
- Evacuation routes and procedures
- Lock down codes and procedures
- Locations of alarms and fire extinguishers, and procedures for using them if the need should arise
- Location of emergency supplies
- Weather-related school closure procedures.

### **Workers' Compensation**

Workers' Compensation is designed to ensure that employees who are injured, become ill, or are disabled on the job are provided with needed medical care and wage-loss protection. Employees with a work-related injury must immediately notify their immediate supervisor and Rainier Valley Leadership Academy's Human Resources Department. Employees must also complete the Injury On-Site Packet found on the Human Resources Department's page on Connect within twenty-four (24) hours of the incident.

Employees may not qualify to see their personal physician under Rainier Valley Leadership Academy's Workers' Compensation insurance.

Employees should work with Rainier Valley Leadership Academy's Human Resources Department to determine which doctors qualify prior to seeing a doctor. However, in case of an emergency, employees should call 911 or go to the nearest hospital emergency room for treatment.

Time off for the purpose of a work related injury or illness, including treatment, will be considered time off under the FMLA and any other applicable federal or state mandated leaves. While they engage in the Workers' Compensation process, in accordance with law and the guidelines outlined on Connect, employees may have the ability to use accrued sick leave or PTO.

Rainier Valley Leadership Academy has a legal obligation to notify the insurance company of any concerns of false or fraudulent claims.

## **VIII.B. Technology Policies**

### **Acceptable Use Policy**

Technology is an integral part of classroom instruction, school operations, and organizational efficiency. Rainier Valley Leadership Academy aims to provide the tools and infrastructure for its employees to leverage technology efficiently and to provide the best service possible to Rainier Valley Leadership Academy's stakeholders.

This acceptable use policy lays out Rainier Valley Leadership Academy's guidelines for the following aspects of technology use:

- Use of Rainier Valley Leadership Academy's Network
- Internet Safety, Content Filtering & Monitoring
- Organizational Data & Privacy
- Electronic Communication
- Social Media
- Mobile Phones
- Asset Management

For specific questions, contact Rainier Valley Leadership Academy's technology helpdesk,

The Rainier Valley Leadership Academy network is the backbone of connectivity in all regions. This includes WAN, LAN, wireless, Internet, VOIP, IP speakers/clocks, IP security cameras, and Rainier Valley Leadership Academy's core applications, including PowerSchool, Tableau, and other hosted systems.

Use of Rainier Valley Leadership Academy's network should be limited to professional activities only and take into account shared use of this network among all Rainier Valley Leadership Academy regions. Rainier Valley Leadership Academy reserves the right to monitor all communications and network usage for improper use. Examples of improper use include:

- Accessing other users' files or accounts, including email.
- Using Rainier Valley Leadership Academy's applications & data systems to promote unethical practices or any activity prohibited by law.
- Transmitting material via Rainier Valley Leadership Academy's applications & data systems that is threatening, obscene, disruptive or sexually explicit, or

that could be construed as libel, slander, threats of bodily harm, or harassment or disparagement of others based on their race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.

- Downloading and/or using copyrighted material without the author's permission.
- Vandalism or hacking of any applications & data systems. This includes uploading, downloading, or creating computer viruses and/or any malicious attempt to harm or destroy district equipment or materials or the data of any other user.

### **Internet Safety, Content Filtering, & Monitoring**

Rainier Valley Leadership Academy provides content filtering on a region-by-region basis. Content, including SPAM mail, is filtered based on the following criteria:

- Content poses a risk to staff and student safety (e.g., Facebook, Twitter, Instagram, Snapchat).
- Content poses a risk to the integrity of all network and IT systems (e.g., file sharing, phishing).
- Content violates Children's Internet Protection Act (CIPA), which dictates that Internet access to minors must be filtered from content that is inappropriate, unauthorized, unlawful, and/or harmful.

In the event that a Rainier Valley Leadership Academy employee wishes to have a specific website or application reviewed, he/she should follow the steps below:

- Document the URL (e.g., www.website.com), the type of content on the website, and why he/she needs access to that particular website.
- Present this request to his/her school site administrator (Principal or Assistant Principal) or immediate supervisor.
- Administrators/Supervisors will review the request and provide feedback.

### **Organizational Data & Privacy**

Rainier Valley Leadership Academy takes seriously the task of ensuring the security of its data systems and applications. All Rainier Valley Leadership Academy enterprise systems, including those hosted internally and externally, are encoded and inaccessible without Rainier Valley Leadership Academy-provided access. Access can only be provided to Rainier Valley Leadership Academy employees and, when applicable, third party vendors providing services to Rainier Valley Leadership Academy.

Employees and students should be aware that all content and communications over Rainier Valley Leadership Academy-affiliated electronic networks, including email, phones, and data

systems, are not private. Rainier Valley Leadership Academy reserves the right to access employee and student accounts and information via multiple systems and methods including, but not limited to:

- Gmail and Google Drive (e-mail)
- Google Apps for Education & Google Drive
- Skyward
- Dean's List
- IO Assessment (formerly known as EADMS)
- NWEA
- Connect
- Employee & student computers & devices
- Employee & student files

Employees who violate Rainier Valley Leadership Academy's organizational data security guidelines will be subject to disciplinary action, revocation of the user account, and legal action as appropriate. Violations include:

- Sharing personal login information to Rainier Valley Leadership Academy applications & data systems.
- Accessing other users' personal files or accounts, including email.
- Additional violations as stated in the *Use of Rainier Valley Leadership Academy's Network* section.

Violations of these policies should be reported to Rainier Valley Leadership Academy's IT Department immediately.

## **Passwords**

### Password Use Rules

- Never send passwords through email or in other forms of electronic communication without encryption.
- Never write passwords down.
- Never share your password with others.
- Never reveal your password over the telephone.
- Never hint at the format of your password.
- Never reveal or hint at your password on a form on the internet.

- Password Protection

1. Never use your corporate or network password on an account over the internet which does not have a secure login where the web browser address starts with https:// rather than http://
2. Report any suspicion of your password being broken to the information technology department.
3. If anyone asks for your password, tell them no.
4. Don't use common acronyms as part of your password.
5. Don't use common words or reverse spelling of words in part of your password.
6. Don't use names of people or places as part of your password.
7. Don't use part of your login name in your password.
8. Don't use parts of numbers easily remembered such as phone numbers, social security numbers, or street addresses.
9. Don't use word or number patterns for parts of passwords like abcdefg, 123456, 654321, or zzyxxww.
10. Change your passwords immediately from the default password originally assigned.
11. Be careful about letting someone see you type your password.
12. Do not use the same password for organizational accounts that you use for external accounts such as external email accounts, passwords for ISP accounts, and other internet web site accounts.
13. Be aware that passwords stored on handheld devices and computers unencrypted are very vulnerable and are easily compromised. Even passwords stored in a reversible encrypted format can be cracked.

#### Password Requirements

The following password requirements will be set by the IT department:

1. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters

2. Minimum Length - 8 characters
3. Minimum complexity - Passwords should use three of four of the following four types of characters:
  - a. Lowercase
  - b. Uppercase
  - c. Numbers (Base 10 digits, 0 through 9)
  - d. Special characters such as !@#\$\$%
4. Passwords are case sensitive and the user name or login ID is not case sensitive.
5. Password history - Require a number of unique passwords before an old password may be reused. The password history is set to 3.
6. Maximum password age - 365 days
7. Minimum password age - 1 day
8. Account lockout threshold - 10 failed login attempts
9. Computer lock timer set to 30 minutes for school site employees. Computers should not be unattended with the user logged on and no password protected screen saver active. Users should be in the habit of leaving their computers locked (they can press the CTRL-ALT-DEL keys and select "Lock Computer").

#### Student Usernames and Passwords

Student usernames and passwords are set by the district's IT and Knowledge Management staff. Student usernames are set to their first initial from their first name + first 13 letters of their last name *until space/punctuation* + student ID.

Example for Jon Smith (student ID 12345) would be "jsmith12345" and Elver Sandoval-Bustamante (student ID 33257) would be esandoval33257.

Students can change their passwords independently for certain systems. For those that do not support self-service password resets, they should notify their teacher so the teacher can contact Rainier Valley Leadership Academy's technology helpdesk, NerdFone, or the technology department to request a password change.

#### **Electronic Communication**

Rainier Valley Leadership Academy may provide its employees with access to electronic communication accounts (e.g., e-mail, text messages). Rainier Valley Leadership Academy will use technology protection measures to block or filter, to the extent practicable, access of visual depictions that are obscene, pornographic, harmful to minors, or otherwise inappropriate over Rainier Valley Leadership Academy's network. Rainier Valley Leadership Academy may monitor users' online activities and to access, review, copy, store, or delete any electronic communication or files, and disclose them to others as it deems necessary (consistent with FERPA, the Health Insurance Portability and Accountability Act of 1996, or other applicable law). Users have no reasonable expectation of privacy, during or outside of

work hours, regarding their use of Rainier Valley Leadership Academy technology, including, but not limited to, any electronic communication. System security features, including passwords and delete functions, do not neutralize Rainier Valley Leadership Academy's ability to access data at any time. Employees must be aware that the possibility of such access always exists.

All Rainier Valley Leadership Academy employees must use Rainier Valley Leadership Academy electronic communication for ethical, professional communication purposes, adhering to the following:

- Access to, and use of, Rainier Valley Leadership Academy electronic communication accounts is limited to conducting Rainier Valley Leadership Academy business and educational activities.
- Personal electronic communication accounts should not be used for communicating with students and/or parents/guardians.
- The use of the Rainier Valley Leadership Academy electronic communication accounts, is permitted outside of work hours by exempt employees so long as such use is consistent with all Rainier Valley Leadership Academy policies.
- Communication by electronic means must reflect professional standards at all times.
- When any e-mail correspondence with students, parents, and/or guardians has potential to escalate, the e-mail communication should immediately be discontinued. The staff member should contact the school administrator for next steps. (For additional information regarding e-mail communication with students, please refer to Section IV.C., "Professional Boundaries: Staff/Student Interaction Policy", of this Employee Handbook)
- Rainier Valley Leadership Academy's email accounts may not be used for political or personal gain.
- Rainier Valley Leadership Academy's email accounts may not be used for attempting or successfully sending anonymous messages.
- Rainier Valley Leadership Academy staff members may not delete, copy, modify, or forge other users' names, emails, files, or data.
- Employees should not use personal devices or email accounts for Rainier Valley Leadership Academy-related communications. Such communications should only take place using Rainier Valley Leadership Academy-issued devices and via the employee's Rainier Valley Leadership Academy email account.

When any employee becomes aware of another employee having violated Rainier Valley Leadership Academy's Code of Conduct by means of electronic communication, the following steps apply:

- If the observed behavior appears minor, he or she may speak to this employee or report the matter to an appropriate supervisor in a timely manner; or

- If the observed behavior appears significant, he or she must report the matter to an appropriate supervisor as soon as practicable.

A supervisor receiving the report shall keep the matter as confidential as possible under the circumstances. It is the duty of the supervisor receiving the report to ensure that the matter is investigated and resolved to the extent possible under the circumstances.

## **Social Media**

### Individual Use

Social media, including applications such as Facebook, Twitter, Instagram, and Snapchat, are not accessible while on the Rainier Valley Leadership Academy network. Employees may request access from Rainier Valley Leadership Academy's IT Department to specific applications based on their job description and responsibilities.

Rainier Valley Leadership Academy employees are encouraged to limit their use of these types of applications, including use on personal devices and connections, during work hours, except in cases specific to one's job responsibilities.

Rainier Valley Leadership Academy employees should be mindful that all information posted to or uploaded to the Internet is ultimately accessible to users around the world. To avoid jeopardizing their professional effectiveness, employees are encouraged to familiarize themselves with the privacy policies, settings, and protections on any social media they choose to use. Employees should also be aware that information posted online, despite privacy protections, is often easily accessible and may be seen by students, parents, Rainier Valley Leadership Academy administration, and other Rainier Valley Leadership Academy stakeholders.

### Educational Use

Rainier Valley Leadership Academy recognizes that social media may have educational value to further Rainier Valley Leadership Academy's mission and values, support student learning and staff professional development, and enhance communication with students, parents/guardians, staff, and community members.

## **Definitions**

**"Social media"** means an online platform for collaboration, interaction, and active participation (e.g., sites for social networking, media sharing, blogs, microblogs, wikis, and virtual worlds).

**“Social networks”** are online spaces that allow users to create customized profiles and form connections with other users based on shared characteristics and interests (e.g., Instagram, Facebook, Twitter, LinkedIn).

**“Media sharing”** are online spaces that allow users to post and share videos, audio files, and/or photos, which may be searchable (e.g., Instagram, YouTube, Flickr, Picasa, Shutterfly).

**“Blogs”** are online logs or journals in which authors and users can post textual, audio, or video content (e.g., BlogSpot).

**“Microblogs”** are online spaces that allow users to post short blog entries (e.g., Twitter, Facebook, Foursquare).

**“Wikis”** are online resources or documents edited collaboratively by a community of users with varying levels of editorial control by the website publisher (e.g., Wikipedia).

**“Virtual worlds”** are online or software-based platforms that allow users to create avatars (i.e., a graphical image that represents a person) to meet, socialize, and transact with other users.

### Social Media Approval Process

Any Rainier Valley Leadership Academy teacher, staff member, coach, or volunteer who seeks to establish social media for Rainier Valley Leadership Academy- related purposes must submit a written request to the Director of Communications or designee for approval. The request must include:

1. The online tools the requestor desires to use
2. The social media platform's purpose
3. How the platform will comply with this policy

4. The name of a proposed individual who will be responsible for monitoring  
the social media platforms content

5. Access to management and oversight of the accounts in question

Approval of the proposed social media platform shall only be granted upon written confirmation from the Director of Communications or designee, who must designate the individual responsible for monitoring the content posted to the social media account.

A social media account that is created by a parent-teacher organization, a booster club, or other Rainier Valley Leadership Academy- connected organization, or a student's or an employee's personal site, is not considered to be a Rainier Valley Leadership Academy-approved social media platform. Employees should not create social media accounts that use Rainier Valley Leadership Academy's (or school's) brand, either in explicit or implicit reference (e.g., "MyRVLAGroup", "AnimoCounseling", and RVLA- Pencils).

#### Guidelines

A Rainier Valley Leadership Academy-approved social media platform shall be used only for its stated purpose(s) and in a manner consistent with this policy. Rainier Valley Leadership Academy-approved social media platform does not create a limited public forum or otherwise guarantee an individual's right to free speech.

All Rainier Valley Leadership Academy-approved social media platforms shall be regularly monitored by Rainier Valley Leadership Academy designees, Rainier Valley Leadership Academy 's Information Technology Department, and Rainier Valley Leadership Academy's Communications' Department. Example of posts that may be removed include, but not limited to, posts that violate Rainier Valley Leadership Academy's policy or content guidelines.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
REGARDING THE ADOPTION OF 2022-2023 EMPLOYEE HANDBOOK**

This Resolution is presented to the Board of Directors of **RAINIER VALLEY LEADERSHIP ACADEMY** "RVLA", a Washington nonprofit public benefit corporation, at a regular meeting on August 23, 2022.

WHEREAS, the Board deems it to be in RVLA's best interest to update the existing version of the Employee Handbook of Policies and Procedures ("Employee Handbook"); and

WHEREAS, the Board has reviewed RVLA's Employee Handbook that has been updated to the 2022-2023 to the version attached hereto;

[SY 22/23 Staff Handbook](#)

NOW, THEREFORE, BE IT RESOLVED that the Board adopts RVLA's 2022-2023 Employee Handbook.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 23, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_  
Board Chairperson Date

ATTEST: \_\_\_\_\_  
Board Secretary Date



# Coversheet

## Resolution Out of Endorsement Teachers SY 22/23

**Section:** III. Consent Agenda  
**Item:** I. Resolution Out of Endorsement Teachers SY 22/23  
**Purpose:**  
**Submitted by:**  
**Related Material:** Board Resolution (Out of Endorsement Placement) - January 2022 (1).pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
TO APPROVE TEACHER OUT-OF-ENDORSEMENT ASSIGNMENTS  
FOR THE 2022/23 SCHOOL YEAR**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY** (“RVLA”), a Washington nonprofit corporation, at a regular meeting on August 23rd, 2022.

WHEREAS, Washington Administrative Code Section 181-82-110 authorizes teachers to be assigned to classes other than in their areas of endorsement so long as the following occur:<sup>1</sup>

- 1) a designated representative of RVLA and any such teacher so assigned shall mutually develop a written plan which provides for necessary assistance to the teacher, and which provides for a reasonable amount of planning and study time associated specifically with the out-of-endorsement assignment;
- 2) such teachers shall not be subject to nonrenewal or probation based on evaluations of their teaching effectiveness in the out-of-endorsement assignments; and
- 3) such teaching assignments shall be approved by a formal vote of the governing school board for each teacher so assigned;

WHEREAS, RVLA has represented to the Board that it shall adhere to Paragraph 1 above prior to any of the teachers listed below commencing teaching in the out-of-endorsement assignment; and

WHEREAS, RVLA has represented to the Board that it shall adhere to Paragraph 2 above.

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<sup>1</sup> Special-education teacher requirements not listed because they are inapplicable to the instant teacher out-of-endorsement assignments. A teacher who has completed twenty-four quarter credit hours (sixteen semester credit hours) of course work applicable to a special education endorsement shall be eligible for a preendorsement waiver from the special education office per chapter 392-172A WAC which will allow that person to be employed as a special education teacher. All remaining requirements for special education endorsement shall be completed within five years.

NOW, THEREFORE, BE IT RESOLVED that the Board approves the following out-of-endorsement assignments for the following RVLA teacher(s) for the remainder of the 2022-2023 school year:

<b><u>Teacher</u></b>	<b><u>Out-of-Endorsement Teaching Assignment during the 2022-2023 School Year</u></b>	<b><u>Certificated Area of Endorsement</u></b>
Alex Krejci	Mathematics	EMERGENCY SUBSTITUTE TEACHER
Natasha Shodd	Science	EMERGENCY SUBSTITUTE TEACHER
Barry Jones	Physical Education	EMERGENCY SUBSTITUTE TEACHER
Zenovia Love	Social Studies	ELEMENTARY EDUCATION
Jose Carrasquel	MLL Teacher	EMERGENCY SUBSTITUTE TEACHER
Desiray Padilla	IA	EMERGENCY SUBSTITUTE TEACHER

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 23rd, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
 NOES: \_\_\_\_\_  
 ABSENT: \_\_\_\_\_  
 ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_  
 Board Chairperson

\_\_\_\_\_ Date

ATTEST: \_\_\_\_\_  
 Board Secretary

\_\_\_\_\_ Date

# Coversheet

## Resolution Title I Plan SY 22/23

**Section:** III. Consent Agenda

**Item:** J. Resolution Title I Plan SY 22/23

**Purpose:**

**Submitted by:**

**Related Material:**

Board\_Copy\_SY\_22-23\_Title\_I\_Parent\_and\_Family\_Engagement\_Policy (1).docx.pdf

RVLA 8.23.2022 Resolution Title 1 plan.pdf



## **Title I – Parent and Family Engagement Policy SY 22-23**

RVLA recognizes that parent and family engagement helps scholars participating in Title I programs achieve academic standards. To promote parent and family engagement, RVLA adopts the following policy, which describes how the district will involve parents and family members of Title I scholars in developing and implementing the district's Title I programs.

RVLA will do the following to promote parent and family engagement:

- A. Involve parents and family members in jointly developing the school's Title I plan. Parents and family members will have the opportunity to participate in the Family Action Board (FAB) to develop and annually review a written parent involvement policy.
- B. RVLA will provide the coordination, technical assistance, and other support necessary to assist and build the capacity of schools within the network in the planning and implementing of effective parent and family involvement activities to improve scholar academic achievement and school performance.
- C. RVLA will conduct, with the meaningful involvement of parents and family members, an annual evaluation of the content and effectiveness of this policy in improving the academic quality of all Title I schools. At that meeting, the following will be identified:
  1. Barriers to greater participation by parents in Title I activities;
  2. The needs of parents and family members to assist with the learning of their children, including engaging with school personnel and teachers; and
  3. Strategies to support successful school and family interactions.

RVLA will use the findings from the annual evaluation to design evidence-based strategies for more effective parental involvement and to revise this policy if necessary.

RVLA will facilitate removing barriers to parental involvement by engaging parents through the Parent and Community Engagement Coordinator to build relationships and create structures for communication, feedback, and involvement.

- D. RVLA will involve parents of Title I scholars in decisions about how the Title I funds reserved for parent and family engagement are spent. The district must use Title I funds reserved for parent and family engagement for at least one of the reasons specified in 20 U.S.C. § 6318(a)(3)(D).
- E. RVLA schools providing Title I services will do the following to support a partnership among schools, parents, and the community to improve scholar academic achievement:
  1. Provide assistance to parents of Title I scholars, as appropriate, in understanding the following topics:
    - a. Washington's challenging academic standards;
    - b. State and local academic assessments, including alternate assessments;
    - c. The requirements of Title I;
    - d. How to monitor their child's progress; and
    - e. How to work with educators to improve the achievement of their children
  2. Provide materials and training to help parents work with their children to improve their children's academic achievement, such as literacy training and using technology, as appropriate, to foster parental involvement. Parents will receive guidance and training to



access online resources for tracking scholar progress such as Skyward and Deanslist. Parents are invited to attend quarterly conferences to meet with teachers and discuss scholar progress.

3. Educate teachers, specialized instructional support personnel, principals, and other school leaders, and other staff with the assistance of parents, in the value and utility of contributions of parents and how to do the following:
  - Reach out, communicate with, and work with parents as equal partners;
    - Implement and coordinate parent programs; and
    - Build ties between parents and the school.
  - Coordinate and integrate parent and family engagement strategies, to the extent feasible and appropriate, with similar strategies used under other programs, such as:
    - Learning Assistance Program; and
    - Special Education
  - Ensure that information related to the school and parent programs, meetings, and other activities, is sent to the parents of participating children. The information will be provided in an understandable and uniform format, including alternative formats upon request, and, to the extent practicable, in a language the parents can understand. Communication will occur via auto-call, text, email, Facebook, and website posting and will be translated upon request or where deemed necessary for the audience.

RVLA will:

1. Convene an annual meeting at a convenient time, to which all parents of Title I scholars will be invited and encouraged to attend, to inform parents of their schools' participation under Title I, to explain the requirements of Title I, and to explain the rights that parents have under Title I;
2. Offer a flexible number of meetings, such as meetings in the morning or evening;
3. Involve parents, in an organized, ongoing, and timely way in the planning, reviewing, and improving of Title I programs; and
4. Provide parents of Title I scholars the following:
  1. Timely information about Title I programs;
  2. A description and explanation of the curriculum in use at the school, the forms of academic assessment used to measure scholar progress, and the achievement levels of the challenging state academic standards; and
  3. If requested by parents, opportunities for regular meetings to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children, and respond to any suggestions as soon as practicably possible.

RVLA's policy will include a school-parent compact that outlines how parents, the entire school staff, and scholars will share the responsibility for improved scholar academic achievement and the means by which the school and parents will build and develop a partnership to help children achieve state standards. The compact must do the following:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment that enables Title I scholars to meet Washington's challenging academic standards and describe the ways in which each parent will be responsible for supporting their children's learning, volunteering in their child's classroom, and participating, as appropriate, in decisions relating to the education of their children, including the positive use of extracurricular time; and
2. Address the importance of communication between teachers and parents on an ongoing basis through the following:



- Annual parent-teacher conferences in elementary schools during which the compact will be discussed as the compact relates to the individual child's achievements;
- Frequent reports to parents on their children's progress;
- Reasonable access to staff, opportunities to volunteer and participate in their child's class, and observation of classroom activities; and
- Ensuring regular two-way, meaningful communication between family members and school staff, and, to the extent practicable, in a language that family members can understand.

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
RAINIER VALLEY LEADERSHIP ACADEMY  
TO APPROVE THE TITLE 1 PLAN**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY (RVLA)**, a Washington nonprofit public benefit corporation, at a regular meeting on AUGUST 23, 2022.

WHEREAS, RAINIER VALLEY LEADERSHIP ACADEMY is proposing to approve the Title 1 plan for the 2022-2023 school year and

WHEREAS, the Board has reviewed the Title 1 plan and made any recommendations prior to approval;

NOW, THEREFORE, BE IT:

RESOLVED the Board hereby approves the Title 1 Plan for school year 2021-2022 to be submitted to OSPI and implemented by RVLA.

ADOPTED by the Board of Directors of RAINIER VALLEY LEADERSHIP ACADEMY during a regular meeting duly held on AUGUST 23, 2022, at which a quorum was present.

AYES: \_\_\_\_\_  
NOES: \_\_\_\_\_  
ABSENT: \_\_\_\_\_  
ABSTAIN: \_\_\_\_\_

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: \_\_\_\_\_  
Board Chairperson

\_\_\_\_\_  
Date

ATTEST: \_\_\_\_\_  
Board Secretary

\_\_\_\_\_  
Date