



Rainier Valley Leadership Academy

Board Meeting

August

Date and Time

Tuesday August 26, 2025 at 4:30 PM PDT

Location

[Join Zoom Meeting](#)

ID: 84606969879

Passcode: fYG8TWl1

[\(US\) +1 312-626-6799](#)

Passcode: 94774311

Join Zoom Meeting:

<https://us06web.zoom.us/j/84606969879?pwd=lv5KUsHKbQDaDZ9IPZBopoVbFpBseU.1&jst=2>

[Joining instructions](#)

In Person Option: 6020 Rainier Ave S. Seattle, WA 98118

Agenda

	Purpose	Presenter	Time
I. Opening Items			4:30 PM
Opening Items			

	Purpose	Presenter	Time
A. Record Attendance and Guests		Reco Bembry	3 m
B. Call the Meeting to Order		Reco Bembry	2 m
II. Public Testimony			4:35 PM
A. As Needed	FYI	Reco Bembry	2 m
III. Consent Agenda			4:37 PM
A. Resolution June 24th, 2025 Board Meeting Minutes	Approve Minutes	Reco Bembry	2 m
B. Resolution June & July 2025 Payroll & Claim Vouchers	Vote	Reco Bembry	5 m
C. Resolution May 9th Board Meeting Minutes	Approve Minutes	Reco Bembry	4 m
D. Resolution SY 2025/26 Scholar Handbooks	Vote	Reco Bembry	1 m
E. Resolution 2025/6 Staff Handbook			3 m
F. Resolution 2025/6 Finance & Accounting Handbook			2 m
G. Resolution Out of Endorsement Teachers			1 m
H. Resolution 2025/6 School Specific Goals			
I. Resolution 2025/26 Budget	Vote	Reco Bembry	
J. Resolution 25/26 Calendars	Vote		
IV. Mission Alignment			4:55 PM
A. Mission Challenge-Enrollment	Discuss	Lenny Emperado	10 m
B. Mission Challenge-Budget Scenarios	Discuss	Baionne Coleman	15 m
C. Announcements	FYI	Reco Bembry	5 m

	Purpose	Presenter	Time
V. Executive Session			5:25 PM
A. As Needed	Discuss	Reco Bembry	
VI. Closing Items			5:25 PM
A. Adjourn Meeting	Vote	Reco Bembry	1 m

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 8/26/25

Coversheet

Resolution June 24th, 2025 Board Meeting Minutes

Section:	III. Consent Agenda
Item:	A. Resolution June 24th, 2025 Board Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Board Meeting on June 24, 2025 Resolution August 2025 Minutes for June 2025 Mtgdocx.pdf

APPROVED



Rainier Valley Leadership Academy

Minutes

Board Meeting

June

Date and Time

Tuesday June 24, 2025 at 10:00 AM

Location

RVLA is inviting you to a scheduled Zoom meeting.

Join Zoom Meeting

<https://us06web.zoom.us/j/84319080225?pwd=MxOYk8DO1Pt0YMG9MjweF942AzfoAl.1>

Meeting ID: 843 1908 0225

Passcode: 497417

One tap mobile

+12532158782,,84319080225#,,, *497417# US (Tacoma)

+12532050468,,84319080225#,,, *497417# US

Dial by your location

• +1 253 215 8782 US (Tacoma)

• +1 253 205 0468 US

• +1 719 359 4580 US

• +1 346 248 7799 US (Houston)

• +1 669 444 9171 US

• +1 669 900 6833 US (San Jose)

• +1 386 347 5053 US

• +1 507 473 4847 US

- +1 564 217 2000 US
- +1 646 931 3860 US
- +1 689 278 1000 US
- +1 929 205 6099 US (New York)
- +1 301 715 8592 US (Washington DC)
- +1 305 224 1968 US
- +1 309 205 3325 US
- +1 312 626 6799 US (Chicago)
- +1 360 209 5623 US

Meeting ID: 843 1908 0225

Passcode: 497417

Find your local number: <https://us06web.zoom.us/j/84319080225>

In Person Option: 6020 Rainier Ave S. Seattle, WA 98118

Directors Present

E. Forde (remote), R. Bembry (remote)

Directors Absent

M. Dyal

Guests Present

B. Coleman, Keith Clark, L. Reisberg (remote), Lenny Emperado (remote), Michael Brown (remote)

I. Opening Items

A. Record Attendance and Guests

B. Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Jun 24, 2025 at 10:44 AM.

II. Public Testimony

A. As Needed

No public comment.

III. Consent Agenda

A.

Resolution May 27th, 2025 Board Meeting Minutes

E. Forde made a motion to approve the minutes from Board Meeting on 05-27-25.

R. Bembry seconded the motion.

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

Roll Call

M. Dyal Absent

E. Forde Aye

R. Bembry Aye

B. Resolution April 2025 Payroll & Claim Vouchers

E. Forde made a motion to Approve.

R. Bembry seconded the motion.

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 24, 2025, the Board, by a unanimous vote, approves payments, totaling \$417.40, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900237 through 201900237, totaling \$417.40

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 24, 2025, the Board, by a unanimous vote, approves payments, totaling \$94,485.36, 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 102613 through 102622, totaling \$18,556.22

AP ACH Numbers 9000003425 through 9000003438, totaling \$75,929.14

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

Roll Call

M. Dyal Absent

R. Bembry Aye

E. Forde Aye

C. Resolution for New RVLA Board of Directors

E. Forde made a motion to Approve.

R. Bembry seconded the motion.

All Board Candidates have been voted to approve as new Board of Directors. Approved as new Board Members are Jesse Rhodes Jr, William Michael Brown, Tarra Michell, Troy Hayman

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

Roll Call

E. Forde Aye

R. Bembry Aye

M. Dyal Absent

Michael William Brown made was asked to make a comment. He stated that he is very excited to join the board and see what he can do for RVLA. Is looking to collaborate with other agencies to form a stronger partnership together.

IV. Mission Alignment

A. Mission Challenge-Enrollment

We are basing our budget on a lower enrollment number, so we don't over staff. Its much easier to add staff members once our enrollment grows than to have to let a staff member go. This approach will guarantee we do not over-staff. We expect more enrollment than the 102, but that is where we are starting with.

Packets & post cards going out to families who have started enrolling, but didn't finish. Many of them believe they are enrolled and don't understand they just completed an application and still need to officially apply.

Thank you Reco for connecting us to Efram (sp?) and Dr Guhad. Troy Hayman, new Board Member, is already starting to work on recruitment. Lenny Emperado is building his relationships with pre-schools. Lots of interest there.

Event this Friday Lenny is inviting everyone to. He also goes to the food bank on Wed and Fri. Rainier Beach Food Bank.

Reco Bembry will be planning a new board recruitment and onboarding event. He hopes this can happen at Umoja event. Please have it to Reco by July 9th.

B. Mission Challenge-Budget

Current budget table-reviewing with board. We are working with someone to create a schedule so we can utilize the staff the best we can, so teachers aren't just teaching one or two blocks with only a few scholars in them.

Reco would like to push an internal recruitment goal to 150 for ourselves.

We will dig into the budget more in July with quarterly benchmarks for development instead of the annual development goal. Enrollment & development our our biggest drivers.

We are also applying for the 21st Century grant for next year, which could get us a large sum of money annually for several years.

Final budget will be sent to the commission in August, 2025.

Reco-please make sure we have the budget in July, so the board can really dig in and look line by line. Would like Board Members at least 2-4 weeks to review the board before the vote.

Reco made some recommendations to Ben Spiegel to track certain things like outdoor education. He is ensuring grant outcomes match our data.

Academics we are in 10th percentile for Elementary!! MS scholars are growing at 62% and making growth goals for NWEA MAP. Grade level is lower b/c they come to RVLA so far behind, but they are growing.

V. Executive Session

A. As Needed

Not Needed

VI. Closing Items

A. Announcements

Graduation and promotion pics almost done! Elijah is finishing editing. HS is in the google drive already.

Elijah is getting married in August, so may not be able to make the August Board Meeting.

We will be following up shortly with all the new Board Members to start the onboarding process.

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:00 AM.

Respectfully Submitted,
L. Reisberg

Documents used during the meeting

- Resolution May 2025 Minutes for June 2025 Mtgdocx (1).pdf
- AP Check Summary Report with Board Certification 5.5.pdf
- AP Check Summary Report with Board Certification 5.16.pdf
- Payroll Check Summary with Board Certification 6.12.pdf
- Resolution June 2025 for May 2025 Vouchers & Payments.pdf
- Troy Hayman Resolution to approve board members.docx.pdf
- Jesse Rhodes Jr Resolution to approve board members.docx.pdf
- Tarra Mitchell Resolution to approve board members.docx.pdf
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Rainier Valley Leadership Academy Board of Directors Meeting Agenda 6/24/25

RESOLUTION BOARD MEETING MINUTES
For August 26, 2025 Meeting
On This Day June 24th, 2025

DIRECTORS OF
Rainier Valley Leadership Academy
A Washington State Nonprofit Corporation

Date and Time
Tuesday June 24, 2025 at 10:00 AM

Location
RVLA is inviting you to a scheduled Zoom meeting.
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One tap mobile
+12532158782,,84319080225#,,,497417# US (Tacoma)
+12532050468,,84319080225#,,,497417# US

Dial by your location
+1 253 215 8782 US (Tacoma)
+1 253 205 0468 US
+1 719 359 4580 US
+1 346 248 7799 US (Houston)
+1 669 444 9171 US
+1 669 900 6833 US (San Jose)
+1 385 347 5053 US
+1 507 473 4847 US
+1 564 217 2000 US
+1 646 931 3860 US
+1 689 278 1000 US
+1 929 205 6099 US (New York)
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A. As Needed
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R. Bembry seconded the motion.
The board VOTED to approve the motion.

Roll Call	
M. Dyal	Absent
E. Forde	Aye
R. Bemby	Aye

B. Resolution April 2025 Payroll & Claim Vouchers

E. Forde made a motion to Approve.

R. Bemby seconded the motion.

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R. Bemby	Aye
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L. Reisberg

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- [Resolution June 2025 for May 2025 Vouchers & Payments.pdf](#)
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- [Jesse Rhodes Jr Resolution to approve board members.docx.pdf](#)
- [Tarra Mitchell Resolution to approve board members.docx.pdf](#)
- [William Brown Resolution to approve board members.docx.pdf](#)

Rainier Valley Leadership Academy Board of Directors Meeting Agenda 6/24/25

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 March 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$1,540.00, 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:

AP ACH Numbers 9000003245 through 9000003246, totaling \$1,540.00

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 March 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$179,508.83, 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 102549 through 102563, totaling \$58,705.34

AP ACH Numbers 9000003247 through 9000003278, totaling \$120,803.49

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 March 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$694.61, 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:

AP ACH Numbers 9000003312 through 9000003312, totaling \$694.61

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As of March 29, 2025, the Board, by a unanimous vote, approves payments, totaling \$361.68, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC:

Wire Transfer Payments 20190215 through 20190215, totaling \$361.68

R. Bembry made a motion to Approve.

M. Dyal seconded the motion.

The board VOTED to approve the motion.

Roll Call	
T. Marsh	Aye
V. Hsu	Abstain
R. Bembry	Aye
E. Fonde	Abstain
M. Dyal	Aye

C. RVLA Board Elections

R. Bembry made a motion to Approve.

M. Dyal seconded the motion.

The board VOTED to approve the motion.

Roll Call	
V. Hsu	Abstain
M. Dyal	Aye
R. Bembry	Aye
E. Fonde	Abstain
T. Marsh	Aye

Rainier Valley Leadership Academy Washington State Board of Directors Meeting/Retreat Minutes for April 29th, 2025 2

IV. Board Chair Updates & Review

A. Board Member Onboarding & Inclusion

We need to outline a better way to onboard new Board Members. With more detailed systems.
Reco is talking with a few different people who he is hoping to get on the board.
Participatory Structure-Reco will send this out to everyone, so we can understand what he is looking for.
He would like a scholar, E. African leader, scholar family representative, and several expertise areas on the board.

Board Member referrals will go to HR first and the Chief of Staff.

B. Board Leadership Roles & Planning

Wants to streamline how information is given to the board. He wants to see this information regularly:

- Recruitment
- Retention
- Revenue
- Results

Would like to work more closely with the community. Prioritize what the community wants.

V. Finance & Enrollment Update

A. Review of Current and Projected Financials

Reviewing Finance Packet.
Current and projected enrollment.
Historical Enrollment, attrition, & retention trends over the last 5 years.

Heard thoughts from:
Music Teacher: Daniele Mann
Principal: Angela Thomas
Dean of Recruitment: Lenny Emperado
CFO: Chastity Catchings
CEO: Baionne Coleman

Reco would like to have this conversation with community.

Would Board Members donate 1 or 2 hours of their time to help with on the ground recruitment or follow ups?

Confirmed Yes:
-Reco Bernery (just put it on Calendly)

Review Academic Briefing. NWEA MAP growth-scholars are growing.
Many RVLA scholars come to RVLA to stabilize and then end up moving to private schools.

Rachel Barnett, accountant from ESD, joins to discuss RVLA financials.
-Reviews the financial disadvantages specific to public charter schools.
-Special Education numbers require additional staffing that the state does not fund.
-Facilities lease - regular public schools do not have to pay for facilities.
-It is critical that we fundraise to fill the gap.
-RVLA's financial situation is not due to mismanagement-it is due to the charter system's gap in funding and the need to staff for current enrollment and not projected enrollment.

In light of this - how do plan for the future?
-staffing model

Reco & Tyson requested that they will work together with Lenny to organize a town hall meeting with E Somali community to answer any questions and enroll any families are wanting to enroll.

B. 5 Minute Bathroom Break

Rainier Valley Leadership Academy Washington State Board of Directors Meeting/Retreat Minutes for April 29th, 2025 3

VI. CEO Report Out A. Updates Development Review: fundraising and grant updates. Possibility of re-locating or co-locating-what does that look like? B. Discussion-Future Planning Issues with equal funding at the least or equitable ideally for charter schools. What is being done about this now? What is WA Charter Association or the WA Charter Commission doing about this? Can we partner with a organization with mission alignment? VII. Lunch & Learn A. Charter Sector Policy Updates Barbara Glickrest from WA Charter Association provides a legislative update for upcoming Bills that will affect public charter schools. BUDGET UPDATE Current large budget deficit-\$17 billion short for the next 4 yrs. Reasons: -COVID \$'s are ending -Revenue is down-partly b/c Bezos moved to Arizona Enrichment funding-many charter schools will not get this. We were not in the Senate budget. Special Education increase ~\$150 extra per scholar. We will know more by April 27th unless they go into Special Session. BILL UPDATE Alive Bills SB116-If passed Charters would be able to apply for waivers. All other schools can use these except for Charters. Rep Santos does not want this to pass. She argues we can define these in our charter contracts. They are trying to work with her to explain why these waivers are so important for public charters. Dead Bills: -1748-SB11 will pursue in future years when there isn't such a huge deficit. Local effort assistance program. If levies can't be passed this would help fill the gap. If passed it would be similar to how Tribal Compact Schools get funding. Could be resurrected, but unclear at this point. -1676-Dormant charters would be allowed for those contracts to be reauthorized to new folds. It would be a totally new contract. This did get a hearing-first time in two years. They will continue to work on it. -SBs regarding Transition to Kindergarten. SB11450 Only allowed to open in childcare desert. Just because there are childcare options doesn't mean they are affordable or accessible to everyone. SB12012 Hearing on Monday. Limits TTK for next year to enrollment to schools who have already been authorized to do TTK-no charters would be included. SB15709 Similar to the above bill except it caps funding allocated last year, but does not tie it to specific schools. Slots not being used at one school could transfer to charters. Not likely districts want offer or offer fewer seats. There are usually wait lists. Bill directed to OSPI to phase TTK back in and account for charters. They did not pause the program statutorily must pass another bill allowing for growth. Instead slots are directly tied to budget.	
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Rainier Valley Leadership Academy Washington State Board of Directors Meeting/Retreat Minutes for April 29th, 2025 4

Commission on African American affairs-work group looking at what Black students actually need and how to meet those needs. Barbers and Board Co-Chair Tyson Marsh are both on the committee. Folks are weary to include Charter Public Schools-only because of a misunderstanding about whether or not they are public schools. Charters serve 5 x's higher Black & African Americans, so it doesn't make a lot of sense. Tyson Marsh RVL A Board Co-Chair let us know they did choose not to include charters b/c they felt it was too political. Once again, Charter schools Black and African American scholars are discounted.

Dual Credit classes
K-12 system and college system would work more closely.
College credits would be on their HS transcripts.

Post secondary support - pilot program would have staff at local ESD who would work specifically for this work.

VIII. Audit Final Review

A. Report Out

Two Audits:

1. Clifton, Larson, Allen Independent audit-no findings.
2. State audit-had first meeting. They have Race and Mike's info for interviews. Final report will be done by April.

IX. Closing Items

A. Announcements

B. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 2:30 PM.

Respectfully Submitted,
L. Reisberg

Documents used during the meeting

- [March Resolution-February 2025 Minutes.docx.pdf](#)
- [Payroll Check Summary with Board Certification 2.28.pdf](#)
- [AP Check Summary Report with Board Certification 2.28 CenturyLink.pdf](#)
- [AP Check Summary Report with Board Certification 2.28 Bamboo.pdf](#)
- [AP Check Summary Report with Board Certification 2.27 RMC.pdf](#)
- [AP Check Summary Report with Board Certification 2.18.pdf](#)
- [AP Check Summary Report with Board Certification 2.17 Thomas.pdf](#)
- [Resolution March 28 2025 for Feb 2025 Vouchers & Payments.pdf](#)
- [Youth Liaison/Vivian Hsu Resolution Template.docx.pdf](#)
- [RVL A - Board Resolution Board Elections.docx.docx.pdf](#)

Rainier Valley Leadership Academy Board of Directors Meeting/Retreat Agenda 3/25/25

Board

Secretary Date

ATTEST:

Board Chairperson Date

Coversheet

Resolution June & July 2025 Payroll & Claim Vouchers

Section:	III. Consent Agenda
Item:	B. Resolution June & July 2025 Payroll & Claim Vouchers
Purpose:	Vote
Submitted by:	
Related Material:	AP Check Summary Report with Board Certification 6.3 Bamboo.pdf AP Check Summary Report with Board Certification 6.3.pdf AP Check Summary Report with Board Certification 6.13.pdf AP Check Summary Report with Board Certification 6.30.pdf Payroll Check Summary with Board Certification 6.30.pdf Payroll Check Summary with Board Certification 7.31 (1).pdf AP Check Summary Report with Board Certification 7.31 (1).pdf AP Check Summary Report with Board Certification 7.3.pdf Resolution August for June & July 2025 Vouchers & Payments.pdf

AP Check Register

Accounts Payable Run: 06/03/2025

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 29, 2025, the Board, by a _____ vote, approves payments, totaling \$417.40, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900238 through 201900238, totaling \$417.40

☐ 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: 06/03/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250603 Direct A/P Bamboo

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount	
201900238	BambooHR LLC	\$417.40	
Wire Transfers:		1	\$417.40
Total:		1	\$417.40

AP Check Register

Accounts Payable Run: 06/03/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$417.40	\$417.40

AP Check Register

Accounts Payable Run: 06/03/2025

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 29, 2025, the Board, by a _____ vote, approves payments, totaling \$78,553.69, 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 102623 through 102628, totaling \$60,815.13

AP ACH Numbers 9000003468 through 9000003497, totaling \$17,738.56

☐ 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: 06/03/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250603 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102623	Alexander, Oscar	\$12,700.00
102624	Crystal Springs	\$143.45
102625	Great Schools Partnership	\$9,850.00
102626	HCA-SEBB BENEFITS	\$35,484.00
102627	Meridian Security & Electric, Inc.	\$284.75
102628	Ricoh USA, Inc.	\$2,352.93
9000003468	Amazon Capital Services	\$39.79
9000003469	Amazon Capital Services	\$35.49
9000003470	Amazon Capital Services	\$387.40
9000003471	Amazon Capital Services	\$92.63
9000003472	Amazon Capital Services	\$44.13
9000003473	Amazon Capital Services	\$51.97
9000003474	Amazon Capital Services	\$39.54
9000003475	Amazon Capital Services	\$15.84
9000003476	Amazon Capital Services	\$7.51
9000003477	Amazon Capital Services	\$82.03
9000003478	Amazon Capital Services	\$11.68
9000003479	Amazon Capital Services	\$88.80
9000003480	Amazon Capital Services	\$56.82
9000003481	Amazon Capital Services	\$241.65
9000003482	Amazon Capital Services	\$133.40
9000003483	Amazon Capital Services	\$57.36
9000003484	Amazon Capital Services	\$89.60
9000003485	Amazon Capital Services	\$170.78
9000003486	BMO Harris	\$3,001.98
9000003487	Fresh n' Local Foods	\$3,227.60
9000003488	Harper, Beth	\$468.53
9000003489	Jagana, Earlene	\$333.33

AP Check Register

Accounts Payable Run: 06/03/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250603 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000003490	DNU Johnson, Kyle	\$2,000.00
9000003491	Presidential Transportation LLC	\$2,500.00
9000003492	Presidential Transportation LLC	\$945.00
9000003493	Spiegel, Benjamin	\$802.11
9000003494	Staples Advantage	\$1,233.54
9000003495	Staples Advantage	\$971.98
9000003496	Staples Advantage	\$582.86
9000003497	Staples Advantage	\$25.21
ACH Payments:		30
Total:		36
		\$17,738.56
		\$78,553.69

AP Check Register

Accounts Payable Run: 06/03/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$32,590.50	\$0.00	\$45,963.19	\$78,553.69

AP Check Register

Accounts Payable Run: 06/13/2025

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 29, 2025, the Board, by a _____ vote, approves payments, totaling \$52,912.58, 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 102629 through 102642, totaling \$45,308.02

AP ACH Numbers 9000003498 through 9000003503, totaling \$7,604.56

☐ 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: 06/13/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250613 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102629	Intrigue Communications	\$204.91
102630	Keith M Yanov Consulting	\$1,176.00
102631	Kraken Community Complex	\$900.00
102632	Meridian Security & Electric, Inc.	\$289.70
102633	Pitney Bowes Global Financial Services LLC	\$177.74
102634	Redi National Pest Eliminators	\$139.04
102635	Seneca Family of Agencies	\$24,050.00
102636	T Mobile 967493293	\$60.52
102637	T Mobile 970733520	\$527.28
102638	The BERC Group	\$5,750.00
102639	True Measure Collaborative	\$3,487.50
102640	Tubman Center for Health & Freedom	\$4,800.00
102641	Vargas, Javier	\$700.00
102642	Waste Management of Seattle	\$3,045.33
9000003498	Amazon Capital Services	\$331.61
9000003499	Amazon Capital Services	\$24.70
9000003500	BMO Harris	\$2,107.05
9000003501	BMO Harris	\$1,640.86
9000003502	Fresh n' Local Foods	\$3,403.96
9000003503	Harper, Beth	\$96.38
ACH Payments:		6
Total:		20
		\$7,604.56
		\$52,912.58

AP Check Register

Accounts Payable Run: 06/13/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$52,985.03	\$52,985.03

AP Check Register

Accounts Payable Run: 06/30/2025

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 29, 2025, the Board, by a _____ vote, approves payments, totaling \$183,835.46, 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 102644 through 102664, totaling \$109,460.08

AP ACH Numbers 9000003533 through 9000003548, totaling \$74,375.38

☐ 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: 06/30/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250630 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102644	Alexander, Oscar	\$6,050.00
102645	Crystal Springs	\$142.41
102646	D B Solutions	\$2,093.50
102647	Highline College A/R	\$3,201.64
102648	Inflatable Arrangements	\$248.06
102649	It Takes A Village	\$82.50
102650	JumpRope	\$3,310.50
102651	King County	\$507.06
102652	Langston	\$100.00
102653	Meridian Security & Electric, Inc.	\$289.70
102654	NEW ESD101	\$22,375.00
102655	Office of Superintendent of Public Instruction	\$36,839.00
102656	Puget Sound Dispatch, LLC.	\$276.40
102657	Puget Sound Hardware, Inc.	\$3,418.61
102658	Ricoh USA, Inc.	\$19.22
102659	Saigon Printing	\$1,202.82
102660	Seneca Family of Agencies	\$24,050.00
102661	T Mobile 970733520	\$534.82
102662	TKE Elevator Corporation	\$955.48
102663	Waste Management of Seattle	\$3,624.68
102664	Williams Scotsman, Inc	\$138.68
9000003533	Amazon Capital Services	\$47.01
9000003534	Amazon Capital Services	\$28.23
9000003535	Amazon Capital Services	\$34.28
9000003536	Amazon Capital Services	\$53.83
9000003537	Amazon Capital Services	\$36.40
9000003538	Amazon Capital Services	\$32.66
9000003539	Blueprint	\$47,861.90

AP Check Register

Accounts Payable Run: 06/30/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250630 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000003540	Compukidz Worldwide	\$8,000.00
9000003541	Fresh n' Local Foods	\$5,901.33
9000003542	Jagana, Earlene	\$333.33
9000003543	Knock'em Out Fitness	\$1,000.00
9000003544	Presidential Transportation LLC	\$1,100.00
9000003545	Presidential Transportation LLC	\$2,800.00
9000003546	Staples Advantage	\$268.28
9000003547	Stemtac Foundation	\$1,800.00
9000003548	Yondr Inc	\$5,078.13
ACH Payments:		16 \$74,375.38
Total:		37 \$183,835.46

AP Check Register

Accounts Payable Run: 06/30/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$3,310.50	\$36,839.00	\$143,685.96	\$183,835.46

Payroll Check Summary

Payroll Run: 06/30/2025

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 29, 2025, the Board, by a _____ vote, approves payments, totaling \$226,092.16, 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

Direct Deposit Numbers 9000003504 through 9000003532, totaling \$129,290.20

Secretary _____ Board Member _____

This section returned no records

Check Listing Summary

Payroll Run: 06/30/2025

Check Number	Employee	Gross Pay	Deductions	Benefits	Net Pay
9000003504	Lewis, Gentry	\$4,833.00	\$446.37	\$524.67	\$4,386.63
9000003505	Amrine, Jordan Kai	\$5,455.24	\$1,474.01	\$2,280.25	\$3,981.23
9000003506	Burnes, Autumn Marie	\$2,439.00	\$348.08	\$264.78	\$2,090.92
9000003507	Catchings, Chastity	\$3,324.47	\$583.33	\$1,669.13	\$2,741.14
9000003508	Catchings, Teanna	\$1,738.12	\$105.05	\$87.07	\$1,633.07
9000003509	Churchwell, Bryant Forrest	\$2,572.38	\$470.82	\$1,572.43	\$2,101.56
9000003510	Clark II, Keith	\$10,824.50	\$3,345.33	\$3,363.29	\$7,479.17
9000003511	Coleman, Baionne	\$16,683.14	\$4,074.31	\$4,240.49	\$12,608.83
9000003512	Daniels, Vianne Noelle	\$4,385.65	\$1,185.83	\$2,189.13	\$3,199.82
9000003513	Devine, Meghan	\$5,266.23	\$1,372.24	\$2,256.07	\$3,893.99
9000003514	Doss, Bob, III	\$4,706.63	\$866.81	\$2,133.39	\$3,839.82
9000003515	Dube, Aster	\$4,099.20	\$765.00	\$1,791.53	\$3,334.20
9000003516	Eskandari, Parvin	\$2,197.63	\$293.60	\$231.25	\$1,904.03
9000003517	Fimbres, Alyssa Jamie	\$4,121.95	\$2,442.41	\$1,794.57	\$1,679.54
9000003518	Hardin, Nati	\$12,593.92	\$3,734.28	\$3,713.56	\$8,859.64
9000003519	Harper, Beth	\$4,074.06	\$669.67	\$614.93	\$3,404.39
9000003520	Haynes, Leanard	\$9,748.33	\$2,659.11	\$3,162.40	\$7,089.22
9000003521	Jackson, Solana Lydia	\$3,977.05	\$769.85	\$1,757.50	\$3,207.20
9000003522	Jagana, Earlene	\$1,686.21	\$298.07	\$1,459.45	\$1,388.14
9000003523	Kim, Daniel Jiwon	\$5,527.46	\$1,501.91	\$2,305.89	\$4,025.55
9000003524	Mann, Danielle Carter	\$5,097.65	\$1,225.21	\$2,216.90	\$3,872.44
9000003525	McLauchlan, Sativa Faith	\$6,354.58	\$1,309.99	\$2,135.71	\$5,044.59
9000003526	Reese, Dominic	\$2,142.15	\$99.92	\$103.60	\$2,042.23
9000003527	Reisberg, Leah Fudell	\$11,369.21	\$2,817.01	\$2,864.16	\$8,552.20
9000003528	Shareghi, Linda	\$5,299.11	\$1,294.21	\$2,257.70	\$4,004.90
9000003529	Spiegel, Benjamin	\$7,730.08	\$1,195.84	\$2,335.64	\$6,534.24
9000003530	Surin, Naeema	\$6,614.84	\$1,140.42	\$2,361.11	\$5,474.42
9000003531	White, Levon	\$6,541.58	\$1,800.59	\$2,512.73	\$4,740.99
9000003532	Williams, Abigail Esther	\$7,732.41	\$1,556.31	\$2,757.05	\$6,176.10
Totals:		\$169,135.78	\$39,845.58	\$56,956.38	\$129,290.20

Payroll Check Summary

Payroll Run: 07/31/2025

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 August 26, 2025, the Board, by a _____ vote, approves payments, totaling \$207,594.81, 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

Direct Deposit Numbers 9000003550 through 9000003576, totaling \$117,562.18

Secretary _____ Board Member _____

This section returned no records

Check Listing Summary

Payroll Run: 07/31/2025

Check Number	Employee	Gross Pay	Deductions	Benefits	Net Pay
9000003550	Lewis, Gentry	\$720.00	\$66.51	\$78.17	\$653.49
9000003551	Amrine, Jordan Kai	\$5,510.74	\$1,481.34	\$2,278.04	\$4,029.40
9000003552	Catchings, Chastity	\$3,579.36	\$633.93	\$1,706.23	\$2,945.43
9000003553	Catchings, Teanna	\$434.53	\$14.06	\$21.76	\$420.47
9000003554	Churchwell, Bryant Forrest	\$3,727.32	\$722.33	\$1,751.67	\$3,004.99
9000003555	Clark II, Keith	\$7,549.50	\$2,340.55	\$2,721.20	\$5,208.95
9000003556	Coleman, Baionne	\$16,683.14	\$4,074.31	\$4,132.93	\$12,608.83
9000003557	Daniels, Vianne Noelle	\$5,536.72	\$1,416.46	\$2,287.82	\$4,120.26
9000003558	Devine, Meghan	\$5,852.52	\$1,568.72	\$2,351.91	\$4,283.80
9000003559	Doss, Bob, III	\$4,706.63	\$859.80	\$2,120.98	\$3,846.83
9000003560	Dube, Aster	\$5,630.96	\$1,046.06	\$2,010.83	\$4,584.90
9000003561	Eskandari, Parvin	\$2,197.63	\$290.09	\$225.04	\$1,907.54
9000003562	Fimbres, Alyssa Jamie	\$4,059.81	\$2,398.06	\$1,768.46	\$1,661.75
9000003563	Hardin, Nati	\$8,473.92	\$2,542.68	\$2,872.46	\$5,931.24
9000003564	Harper, Beth	\$5,887.66	\$1,047.71	\$869.99	\$4,839.95
9000003565	Haynes, Leanard	\$9,748.33	\$2,659.10	\$3,162.41	\$7,089.23
9000003566	Jackson, Solana Lydia	\$2,838.55	\$512.57	\$1,584.08	\$2,325.98
9000003567	Kim, Daniel Jiwon	\$5,582.96	\$1,508.25	\$2,292.55	\$4,074.71
9000003568	Mann, Danielle Carter	\$5,511.81	\$1,331.57	\$2,275.33	\$4,180.24
9000003569	McLauchlan, Sativa Faith	\$6,354.58	\$1,309.99	\$2,135.72	\$5,044.59
9000003570	Reese, Dominic	\$2,449.85	\$109.60	\$118.53	\$2,340.25
9000003571	Reisberg, Leah Fudell	\$8,744.20	\$2,156.17	\$2,482.22	\$6,588.03
9000003572	Shareghi, Linda	\$5,424.97	\$1,315.46	\$2,258.80	\$4,109.51
9000003573	Spiegel, Benjamin	\$6,230.08	\$955.36	\$2,117.39	\$5,274.72
9000003574	Surin, Naeema	\$6,614.84	\$1,126.39	\$2,336.26	\$5,488.45
9000003575	White, Levon	\$6,541.58	\$1,786.56	\$2,487.89	\$4,755.02
9000003576	Williams, Abigail Esther	\$7,806.41	\$1,562.79	\$2,747.54	\$6,243.62
Totals:		\$154,398.60	\$36,836.42	\$53,196.21	\$117,562.18

AP Check Register

Accounts Payable Run: 07/31/2025

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 August 26, 2025, the Board, by a _____ vote, approves payments, totaling \$172,490.68, 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 102666 through 102682, totaling \$73,406.58

AP ACH Numbers 9000003577 through 9000003595, totaling \$99,084.10

☐ 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: 07/31/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250731 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
102666	Alexander, Oscar	\$5,900.00
102667	CliftonLarsonAllen LLP	\$10,395.00
102668	Crystal Springs	\$39.69
102669	Great Schools Partnership	\$5,407.50
102670	Highline College A/R	\$2,707.22
102671	Intrigue Communications	\$204.91
102672	Keith M Yanov Consulting	\$504.00
102673	NEW ESD101	\$11,768.73
102674	Puget Sound Dispatch, LLC.	\$64.35
102675	Redi National Pest Eliminators	\$1,188.47
102676	Seneca Family of Agencies	\$24,050.00
102677	T Mobile 970733520	\$534.82
102678	True Measure Collaborative	\$3,487.50
102679	Tubman Center for Health & Freedom	\$4,800.00
102680	Vargas, Javier	\$700.00
102681	Waste Management of Seattle	\$1,480.71
102682	Williams Scotsman, Inc	\$173.68
9000003577	Amazon Capital Services	\$24.51
9000003578	Amazon Capital Services	\$7.16
9000003579	Amazon Capital Services	\$84.65
9000003580	Blueprint	\$47,861.90
9000003581	Blueprint	\$695.70
9000003582	IMA, Inc	\$7,243.00
9000003583	IMA, Inc	\$2,868.49
9000003584	IMA, Inc	\$2,023.75
9000003585	Century Link	\$578.52
9000003586	Century Link	\$523.60
9000003587	Century Link	\$63.81

AP Check Register

Accounts Payable Run: 07/31/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250731 A/P Checks

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount
9000003588	HopSkipDrive, Inc	\$16,949.73
9000003589	Northwest Evaluation Association	\$272.87
9000003590	PowerSchool Group LLC	\$3,994.76
9000003591	Presidential Transportation LLC	\$1,800.00
9000003592	Presidential Transportation LLC	\$2,200.00
9000003593	Renaissance Learning, Inc	\$2,059.41
9000003594	Staples Advantage	\$25.69
9000003595	State Auditor's Office	\$9,806.55
ACH Payments:		19\$99,084.10
Total:		36\$172,490.68

AP Check Register

Accounts Payable Run: 07/31/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$10,462.98	\$0.00	\$162,100.15	\$172,563.13

AP Check Register

Accounts Payable Run: 07/03/2025

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 August 26, 2025, the Board, by a _____ vote, approves payments, totaling \$417.40, and/or voids (cancellations), totaling \$0.00. The payments and/or voids are further identified in this document.

Total by Payment Type: WIRE-PUBLIC

Wire Transfer Payments 201900247 through 201900247, totaling \$417.40

☐ 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: 07/03/2025

Rainier Valley Leadership Academy

Accounts Payable Run: 20250703 Direct A/P Bamboo

Run Type: R - Regular

Payment Number	Payee	Net Payment Amount	
201900247	BambooHR LLC	\$417.40	
Wire Transfers:		1	\$417.40
Total:		1	\$417.40

AP Check Register

Accounts Payable Run: 07/03/2025

Rainier Valley Leadership Academy

Fund Summary

Fund	Balance Sheet	Revenue	Expense	Total
10 - General Fund	\$0.00	\$0.00	\$417.40	\$417.40

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO APPROVE JUNE & JULY 2025
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 26th, 2025.

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.

 AP Check Summary Report with Board Certification 6.3.pdf

 Payroll Check Summary with Board Certification 6.30.pdf

 AP Check Summary Report with Board Certification 6.30.pdf

 AP Check Summary Report with Board Certification 6.13.pdf

 AP Check Summary Report with Board Certification 6.3 Bamboo.pdf

 AP Check Summary Report with Board Certification 7.3.pdf

 Payroll Check Summary with Board Certification 7.31.pdf

 AP Check Summary Report with Board Certification 7.31.pdf

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):

ADOPTED by the Board of Directors of Rainier Valley Leaders State during a regular meeting duly held on August 26th, 2025, at which a quorum was present.

AYES: _____

NOES: _____

ABSENT: _____

ABSTAIN: _____



CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: _____

Board Chairperson Date

CERTIFIED: _____

Board Secretary Date

Coversheet

Resolution May 9th Board Meeting Minutes

Section:	III. Consent Agenda
Item:	C. Resolution May 9th Board Meeting Minutes
Purpose:	Approve Minutes
Submitted by:	
Related Material:	Minutes for Special Board Meeting on May 9, 2025 Resolution August 2025 Minutes for May 9 2025 Mtgdocx.pdf

APPROVED



Rainier Valley Leadership Academy

Minutes

Special Board Meeting

Date and Time

Friday May 9, 2025 at 9:00 AM

Location

6020 Rainier Ave S.
Seattle, WA 98118

Directors Present

E. Forde, M. Dyal, R. Bembry, T. Marsh

Directors Absent

None

Directors who arrived after the meeting opened

T. Marsh

Guests Present

B. Coleman, L. Reisberg

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

R. Bemby called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Friday May 9, 2025 at 9:07 AM.

T. Marsh arrived at 9:32 AM.

II. Business Update

A. Mid Month Check In

Reco Bemby wants to acknowledge the two grants RVLA recently received. Congratulations to the team for that.

- Red Barn Ranch: \$200,000 (Outdoor Ed)
- Best Starts for Kids: \$940,000 (Stop School to Prison Pipeline)
- WA State Parks Foundation: \$15,000 (Outdoor Ed)

Two things the board is asking for:

- Summaries of each of those grants so they can understand what they are.
- the contract with the commission is with the Board of Directors. They are ultimately responsible for the school.

Topic:

Retention of school principals and staff. We need to figure out what is happening. Baionne Coleman, CEO, gives her thoughts & suggestions.

- We need a seasoned and experienced Principal. Folks don't realize how difficult the work is and how different it is from a regular public school.

- Due to how charters are funded in WA State, we also cant compete with surrounding districts and so we have a hard time finding very experienced Principals and staff in general for the pay we can offer.

Reco Bemby:

- There is confusion between governance vs. management and it's creating some issues within the school.

- Review of the charter contract to make clear. Are the board members advisors or directors?

- Reco Bemby relays that the Commission has told the board members they need to be in the weeds and be involved in management decisions.

- Retention of scholars and staff/leaders is a goal.

Baionne Coleman:

-Baionne is requesting that Board of Directors follows the procedures outlined in the handbook and bylaws for complaints. These were written by an attorney and in an intentional way to protect all parties involved and be fair and impartial.

-When these procedures are not followed it creates frustration and confusion for people and makes things messy.

What the main point is: How do we retain staff and leadership?

What are other schools doing that have good retention?

III. Executive Session

A. Personnel Matters

The Board Member is allowing Leah Reisberg, Chief of Staff & HR, per Baionne Coleman's request. The Board wants it stated they wouldn't usually allow this, but due to the nature of the group makeup being all male Board Members and one female CEO they are going to allow her to stay for the safety of everyone.

IV. Closing Items

A. Adjourn Meeting

E. Forde made a motion to Adjourn Meeting.

M. Dyal seconded the motion.

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

Roll Call

T. Marsh Aye

R. Bembry Aye

E. Forde Aye

M. Dyal Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:00 AM.

Respectfully Submitted,

L. Reisberg

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:

Title IX Coordinator

Human Resources Manager

Address: 6020 Rainier Ave S, Seattle 98118

Telephone Number: 206-659-0956

Email: hr@myrvla.org

Section 504/ADA Coordinator

Principal

Address: 6020 Rainier Ave S, Seattle WA 98118

Telephone Number: 206-659-0956

Email: angela.thomas@myrvla.org

Civil Rights Compliance Coordinator

Chief of Staff

Address: 6020 Rainier Ave S, Seattle WA 98118

Telephone Number: 206-650-0956

Email: leah.reisberg@myrvla.org

RESOLUTION BOARD MEETING MINUTES
For May 9th, 2025 Meeting
On This Day August 26th, 2025

DIRECTORS OF
Rainier Valley Leadership Academy
A Washington State Nonprofit Corporation

Date and Time

Friday May 9, 2025 at 9:00 AM

Location

6020 Rainier Ave S.
Seattle, WA 98118

Directors Present

E. Forde, M. Dyal, R. Bembry, T. Marsh

Directors Absent

None

Directors who arrived after the meeting opened

T. Marsh

Guests Present

B. Coleman, L. Reisberg

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

R. Bembry called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Friday May 9, 2025 at 9:07 AM.

T. Marsh arrived at 9:32 AM.

II. Business Update

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Raco Bembry wants to acknowledge the two grants RVLA recently received. Congratulations to the team for that.

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Two things the board is asking for:

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Topic:

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-We need a seasoned and experienced Principal. Folks don't realize how difficult the work is and how different it is from a regular public school.

-Due to how charters are funded in WA State, we also can't compete with surrounding districts and so we have a hard time finding very experienced Principals and staff in general for the pay we can offer.

Raco Bembry:

-There is confusion between governance vs. management and it's creating some issues within the school.

-Review of the charter contract to make clear. Are the board members advisors or directors?

-Raco Bembry relays that the Commission has told the board members they need to be in the weeds and be involved in management decisions.

-Retention of scholars and staff/leaders is a goal.

Balonne Coleman:

-Balonne is requesting that Board of Directors follows the procedures outlined in the handbook and bylaws for complaints. These were written by an attorney and in an intentional way to protect all parties involved and be fair and impartial.

-When these procedures are not followed it creates frustration and confusion for people and makes things messy.

What the main point is: How do we retain staff and leadership?

What are other schools doing that have good retention?

III. Executive Session

A. Personnel Matters

The Board Member is allowing Leah Reisberg, Chief of Staff & HR, per Balonne Coleman's request. The Board wants it stated they wouldn't usually allow this, but due to the nature of the group makeup being all male Board Members and one female CEO they are going to allow her to stay for the safety of everyone.

IV. Closing Items

A. Adjourn Meeting

E. Forde made a motion to Adjourn Meeting.

M. Dyal seconded the motion.

The board VOTED to approve the motion.

Roll Call

M. Dyal

Aye

E. Forde

Aye

T. Marsh

Aye

R. Bentley

Aye

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 11:00 AM.

Respectfully Submitted,

L. Reisberg

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:

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Civil Rights Compliance Coordinator

Chief of Staff

Address: 6020 Rainier Ave S, Seattle WA 98118

Telephone Number: 206-659-0956

Email: leah.reisberg@myrvla.org

Secretary Date

Board

ATTEST:

Board Chairperson Date

Coversheet

Resolution SY 2025/26 Scholar Handbooks

Section:	III. Consent Agenda
Item:	D. Resolution SY 2025/26 Scholar Handbooks
Purpose:	Vote
Submitted by:	
Related Material:	Draft Elem 25-26 Scholar Handbook.docx.pdf SY 23_24 Updated Scholar Handbook Resolution.docx.pdf Draft 25-26 Scholar Handbook 6-12.pdf



Rainier Valley Leadership Academy

K-5 Scholar Handbook

SY 2025-2026

6020 Rainier Ave. S, Seattle, WA 98118
(206) 659-0956



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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.

MISSION, PILLARS, AFFIRMATIONS, 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

AFFIRMATIONS

Perseverance

Responsibility

Integrity

Drive

Excellence

PURPOSE OF THIS HANDBOOK

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

RVLA recognizes that the parent/legal guardian is the primary educator of the scholar. Therefore, it is important to recognize that an alignment of school and parent/legal 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.

PILLARS

	Scholar Centered	Family Centered
Collaborative Community Our belief in the South African principle of Ubuntu—that our individual well-being and success is connected to the well-being and success of the community as a whole.	• I will participate in school-led community events • I will check in on my “shy” peers • I will be respectful in my interactions with my school community • I will represent RVLA with pride	• Read the NEWSLETTER each month • Volunteer when you can and participate in school events • Attend school conferences
Anti-Racist Fundamental belief in disrupting the original ideas of colonialism and racism with action and urgency.	• I respect personal, cultural, religious differences • I commit to speaking out against injustice • I question unfair policies and procedures	• Reach out to appropriate staff when you have a question or concern • Be inclusive of all community members through language and actions
Leadership Our belief in the ability of our scholars to influence peers, family, and community through behaving in a manner that aligns collective thought to accomplish a shared goal.	• I use my voice to advocate for myself and others • I set the example of success • I set and accomplish personal, academic, and relational goals	• Be open to hearing feedback on your scholar’s growth and progress • Encourage your scholar to form positive relationships and advocate for self and others

PRIDE Affirmations

	Scholar Centered	Family Centered
Perseverance	I set goals and do whatever it takes to accomplish them. I will never give up. If I fall, I get back up and learn from my mistakes; doing better than before.	We will support our scholar in helping to reach their goals. We will never allow them to give up and we will help them learn from their mistakes; providing positive encouragement daily.
Responsibility	I am accountable for my actions, my words, my belongings, and my community.	We will hold our scholar accountable for their actions, words, belongings, and community. We will also hold them accountable for their participation in daily learning and their academic careers.
Integrity	I do the right thing, even when no one is watching; I acknowledge and honor myself and those who came before me.	We will encourage our scholar to make decisions based on rational thinking and honest practices. We will lead by example in our home and our community.
Drive	I am assertive and proactive in the pursuit of my dreams. I am self-motivated and ambitious. No dream is too big to go after.	We will encourage our scholar to be proactive in the pursuit of their dreams; no matter the enormity.
Excellence	I bring my best to all I do by digging deep to learn more about myself, others and the world; I am excellent.	We will encourage our scholar to be the best representation of themselves and celebrate the beauty in their differences.

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.

<School Calendar 24-25 will be added here>

BELL SCHEDULE

The school may alter the regular bell schedule to accommodate holiday release, scholar testing and teacher professional development.

School Hours

Breakfast Daily: 7:30—7:55
 Monday, Tuesday, Thursday, Friday: 8:00—3:00
 Wednesday: 8:00—12:00

K-2 Class Schedule

Monday, Tuesday, Thursday, Friday

Times	K (24-25)	1st (25-26)	2nd (26-27)
7:30-7:55	Breakfast	Breakfast	Breakfast
8:00-8:30	Connect & Circles	Connect & Circles	Connect & Circles
8:30-9:00	Phonics	Phonics	Phonics
9:00-10:00	Reading Centers	Reading Centers	Reading Centers
10:00-10:15	Guided Recess	Guided Recess	Guided Recess
10:15-11:05	Math	Math	Math
11:05-12:00 (staggard)	Lunch Recess Community	Lunch Recess Community	Lunch Recess Community
12:00-12:20	Self-Time Teacher Check-in	Self-Time Teacher Check-in	Self-Time Teacher Check-in
12:20-1:40	Quest Co-Lab Science/SS Centers	Quest Co-Lab Science/SS Centers	Quest Co-Lab Science/SS Centers
1:40-1:55	Time Talks Snacks	Time Talks Snacks	Time Talks Snacks
1:55	Transition	Transition	Transition
2:00-2:55	Arts, Media, Movement	Arts, Media, Movement	Arts, Media, Movement
2:55	Transition	Transition	Transition
3:00	Dismissal	Dismissal	Dismissal

K-2 Class Schedule
Wednesday, Early Release

Times	K (24-25)	1st (25-26)	2nd (26-27)
7:30-7:55	Breakfast	Breakfast	Breakfast
8:00-8:30	Connect & Circles	Connect & Circles	Connect & Circles
8:30-9:00	Phonics	Phonics	Phonics
9:00-10:00	Reading Centers	Reading Centers	Reading Centers
10:00-10:10	Guided Recess	Guided Recess	Guided Recess
10:10-11:00	Math	Math	Math
11:00-12:00 (staggard)	Lunch Recess Science/SS	Lunch Recess Science/SS	Lunch Recess Science/SS
12:00	Dismissal	Dismissal	Dismissal

RVLA 24-25 Attendance Policy

Washington law requires that scholars 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/legal 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/legal 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. They are receiving educational services as required by RCW 28A. 600.015 and chapter 392-400 WAC.
- c. They are 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. **Scholars have 48 hours to submit an excuse for their absence.**

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 scholar or person for whom the scholar 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 scholar'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 scholar 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 scholar safety concerns (including absences related to threats, assaults, or bullying)
- k) Absences due to a scholar'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
- m) Absences due to the scholar'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 scholar 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 scholar'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 scholar's family obligations during regularly scheduled school hours that are temporarily necessary because of school facility closures, until other arrangements can be made
- d) Absences due to the work schedule or other obligations of the scholar'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.

Please note that scheduled school days used for vacations are considered unexcused.

MAKE UP WORK

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/legal 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/legal 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/legal 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/legal 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/legal guardians may be reached (home and work)
- Signature of parent/legal guardian or guardian and/or other authority providing documentation
- Signed authorization from doctor, if applicable

ARRIVAL

Scholars are expected to be on-time for school daily. ALL scholars should be in class by 8:00 a.m. ready to receive instruction. The arrival process will begin at 7:30 a.m. There is no supervision for scholars before 7:30 a.m., so please do not leave your scholar unattended. After 9:00 a.m. parents/legal guardians must enter the building and sign the scholar into school.

DISMISSAL

Please avoid calling the front office during dismissal (3:00 p.m.—3:30 p.m.). Scholars must leave school grounds immediately after dismissal, unless enrolled in an Enrichment program. Parents/legal guardians must wait for their scholar outside of the school.

Only individuals listed on the EMERGENCY CONTACT CARD will be allowed to pick-up scholars from school. Please update this information whenever changes occur. Valid photo identification will be required of all individuals picking-up scholars. If someone arrives at the school to seek the release of a scholar and the person's name is not on the emergency contact card or the person does not have valid photo identification, the scholar will **not** be released.

If you need to sign your scholar out early for an appointment, please do so before 2:15 p.m. so as not to impede the dismissal process.

Scholar Pick-up Procedures

Car Loop: Scholar pick-up will take place at the “back” of the school, using a single file line. You may line up starting at 2:30 p.m. When signaled, slowly pull your vehicle forward until indicated to stop. Before scholars are allowed to safely get in cars, all vehicles must be placed in park and the scholar’s placard must be displayed. Two placards will be provided to each family. **If the scholar’s placard is not displayed, the adult picking up the scholar must park their vehicle, show a valid ID at the front office, and be listed on the scholar’s emergency contact card.**

Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes. Please follow our procedures for dismissal to ensure the safety of scholars and to demonstrate positive citizenship in our school’s neighborhood.

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/legal guardian is picking him/her up for a doctor’s appointment), the parent/legal 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 a scholar arrives after 9:00 am, the parent/guardian/adult must sign the scholar in for the day.** 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.

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, RVLA will implement varying interim parent/legal guardian communications and school-based interventions to encourage regular school attendance. RVLA is committed to supporting scholars and families in meeting our attendance expectations. In accordance with Washington State’s Mandatory Attendance Law (Chapter 28A.225 RCW), we have outlined the following progression of support for scholars and families which will be monitored by our school administration.

Number Unexcused Absences	School Responsibility	Expected Family Action	Expected Student Action
Beginning of the School Year RCW 28A.225.005	Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism , excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the scholar and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.		
One	Automated Phone Call or Attendance Letter	Call Main Office	Return to school the following day and check-in with your Mentor
Three in one month RCW 28A.225.020	- Family conference scheduled. - Notify family of outcomes if unable to attend.	- Attend conference as scheduled. - Discuss solutions for improving attendance. - Implement strategies	- Attend conference - Return to school and check-in with Mentor. - Create a plan for completing missing assignments
Five in one month OR Ten cumulative excused absences in a school year RCW 28A.225.018	- Conference with scholar & family - Sign School/Scholar Attendance Contract - May refer to Community Engagement Board or file a petition to juvenile court.	- Sign Attendance Contract - Respond to any court or community mandated actions	- Create a plan with Mentor for completing missing assignments - Respond to any court or community mandated actions.
Between Two and Seven in one year (In addition to previously stated) RCW 28A.225.020	Administer the Washington Assessment of Risks and Needs of Scholars (WARNS)	- Attend conference - Actively participate in the assessment	- Attend conference - Actively participate in the assessment - Create a plan with Mentor for completing missing assignments
Between Two and Seven in one year (scholars with an IEP/504 plan) RCW 28A.225.020	- Convene the IEP/504 team - Recommend evaluation if the scholar is suspected of having a disability, but does not currently have a plan	- Attend team meeting - Actively participate in team meeting	- Create a plan with Mentor for completing missing assignments - Attend team meeting - Actively participate in team meeting
Seven in one month or Fifteen in one year	File a petition for civil	Respond to any court	Create a plan with

RCW 28A.225.035	action in juvenile court	mandated actions	Mentor for completing missing assignments Respond to any court mandated actions.
<i>*For every absence, excused or unexcused, the family will receive a phone call home.</i> <i>*If the family is not fluent in English, the school will make reasonable efforts to provide attendance information in a language in which the family is fluent.</i>			

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/legal guardians are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/legal guardians annually.

SCHOLAR PRIVACY RIGHTS

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

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 an alternative assignment without cheating
2. Researching cheating and the consequences and completing a plan of action to avoid cheating in the future

GRADING SCALE

Academic grades are a reflection of scholar mastery of the standards being taught. Grading a scholar's work solely on the standards taught allows teachers to have a true indicator of the proficiency level of the scholar, since grades are not skewed by non-academically related aspects. Scholars are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments. Please note that it is the parent/legal guardian's and the scholar's responsibility to monitor grades and work to improve scholar performance.

RVLA Grading Agreements:

- No extra credit is available or awarded
- A zero and "M" (Missing) are entered for missing work to accurately reflect the grade if the missing work is not completed and turned in by the missing work deadline (*see school calendar*). Missing grades will remain a "0" zero if not completed.
- Scholar will be awarded full credit if they submit missing assignments before the missing work deadline (**two deadlines each quarter**).
- 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

Grades K-5	Letter Grade Core	Letter Grade Non-Core K-1st	GPA	Performance
90-100%	A	E	4	Exceeds Mastery of Standards
80-89%	B	S	3	Mastery of Standards
70-79%	C	S	2	Approaching Grade Level Standards
60-69%	D	N	1	Below Grade Level Standards
0-66%	F	U	0	No Credit Received

Pillar Driven Grading Practice

- Uses mathematically sound calculations
- Avoids zeros (**Used as place holders for missing assignments only**)
- 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

- 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

WITHDRAWAL GRADES

The current grade in Skyward will be assigned as a progress grade for work completed at the time of the transfer.

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 report card and send to the receiving school.

ELEMENTARY SCHOOL PROMOTION and KINDERGARTEN GRADUATION CEREMONY

Elementary School Promotion

These policies help ensure that each RVLA scholar progresses through grade levels after attaining adequate achievement in their present grade level (i.e., without social promotion) to prepare for success in grades 6-12, college, leadership, and life.

To be considered for promotion to the next grade level, each elementary scholar (grades K -5) must make sufficient academic progress, as evidenced by standards-based assessments, in accordance with RVLA's grading policy. Scholars are required to receive academic instruction and participate in the subject areas of English, Mathematics, Science, Social Studies, and various electives.

Scholars who miss a certain number of days in a quarter, per class period, may not meet academic mastery in that class. 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 attend summer school and demonstrate grade level mastery to be promoted to the next grade level. RVLA administration reserves the right to review special circumstances and allow consideration to be given.

Kindergarten Graduation Requirements

RVLA may require its scholars to complete any or all of the following to be eligible to participate

in the school's graduation ceremony:

1. Sufficient academic progress as evidenced by summative grades and MAP growth
2. Active and regular attendance
3. Adherence to all disciplinary contracts/agreements

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

Scholars and parents/legal guardians are updated on the scholar's progress toward academic mastery regularly. For scholars who are in danger of not meeting the standard 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 the first quarter. As a result of these quarterly 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 to achieve the next grade-level status, the scholar will remain at the scholar's current grade level status and may not be eligible to participate in the kindergarten graduation ceremony.

Independent Reading

Research shows that the #1 way to improve a scholar's reading skill is to have them read, frequently. Scholars who read outside of school are shown to score highest on end of year tests. Supporting your scholar's independent reading at home is the best way to help them improve the speed, accuracy, vocabulary, and comprehension of their reading. Scholars should read at least 20 minutes, daily. For early readers, these 20 minutes can include reading aloud to your scholar. Please visit your local library for age-appropriate books. For scholars age five (5) and younger, you may also sign up for Dolly Parton's Imagination Library to receive free books delivered to your home. Registration forms will be provided the first week of school for kindergarten.

Home Learning Policy

Researchers are proponents of the 10-minute rule, which calls for roughly 10 minutes of homework a night per grade level beginning in 1st grade. Scholars in 2nd grade would have 20 minutes, those in 3rd grade would have 30 minutes, and so on.

Homework Expectations (K-5)

Subject	Kindergarten*	First	Second	Third	Fourth	Fifth
Reading		5 min	10 min	10 min	15 min	15 min
Math		5 min	10 min	10 min	15 min	15 min
Science				5 min	5 min	10 min
Soc. Studies				5 min	5 min	10 min

(5-minute increments should be quick review sessions)

*In Kindergarten and First grades, we suggest that scholars and families participate in the

following:

- Short bedtime stories
- Having the scholar summarize (retell in their own words) an event or something they saw on television
- Count household items, i.e., silverware, beans, rice, cereal, etc.
- Sort and organize silverware, clothing, toys, shoes
- Identify numbers, alphabets, and their corresponding sounds when looking at street signs or while shopping
- Encourage scholars to “use their words” when working through emotions
- Explore and cultivate personal interests and hobbies once a week
- Allow scholars to use scholar friendly scissors to cut out coupons and other items (develops fine motor skills)

Engaging in these activities will help set the foundation for future academic success.

Academic Summer Program

At the principal’s discretion, some scholars may be eligible to recover learning opportunities via an individual summer program. This program will 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.

Elementary Access to Middle School Classes

Scholars in elementary will have access to an accelerated curriculum, starting in 4th grade, that will prepare them to meet requirements to take high-school courses in middle school. At RVLA, middle school scholars are offered Spanish, Algebra I and English 9 to earn high-school credit. 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.

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:

- 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
- Scholars Receiving Special Education Services – explains services available to PE scholars receiving FAPE
 - o Special education/Physical education

- Nutrition and Physical Activity—emphasizes the goals for the RVLA wellness policy
 - o Access to nutritious foods and exercise
 - o Food choice, physical activity, scholar fitness

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. Religious Belief – Attach a note from parent/legal guardian if religion does not allow for participation in physical education.
3. Directed Athletics – Participation in school district extra-curricular athletic program. Scholar must complete the full season in good standing.
4. Other Good Cause as approved by the school principal

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, based on scholar data. The school leadership team, in conjunction with the data team and parent/legal guardian, will make the decision to accelerate a scholar.

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 minimal 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/legal 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/legal 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/legal 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.

REQUIRED ASSESSMENTS

DIBELS (K-2)-Fall, Winter, Spring
 NWEA MAP (K-5)- Fall, Winter, Spring
 WCAS (5th)- Spring
 SBA (3rd-5th) -Spring

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:

1. The number of scholars served by grade level
2. Plans to identify scholars
3. Program services
4. An instructional program description
5. Professional development
6. Program evaluation and fiscal report
7. Assurances that RVLA is legally compliant

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

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

1. **Referral:** anyone may refer a scholar to the program, including teachers, other staff, parent/legal guardians, scholars, and members of the community. Nominators will complete RVLA's referral form to recommend a scholar 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/legal 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/legal guardians of scholars who have been selected as well as scholars who have not been selected.
- Provide parents/guardians with a full explanation of the procedures for identification, program options and the appeal process.
- Obtain parent/legal 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/legal 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.

Each year, we do our best to ensure that your scholar is placed in a classroom with teachers and other students that will provide the best possible learning experience. However, we do not accept nor accommodate requests for a specific teacher.

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.

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 a 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:

- Reading RVLA's behavior intervention policy and upholding the expectations stated within
- Showing up with PRIDE (Perseverance, Responsibility, Integrity, Drive and Excellence) because you recognize that your positive and negative choices impact you and others around you
- Taking 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 giving 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.

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 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 or restraint as necessary to maintain order or to prevent a scholar from harming themselves, other scholars, school staff, or property.
- Scholars who do not uphold school rules as defined in school policy, on school property, at school-sponsored events or activities, or adjacent to school premises will be subject to interventions and/or corrective action. Appropriate action will be taken by school authorities depending upon the misconduct and circumstances.

Continuation of Educational Services

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

Classroom Exclusions

- A teacher or an administrator may exclude a scholar from the classroom 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 [alternative recess and reflection], After School Re-commitment [hold back after school] and more.

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

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.

1. Long-Term Suspensions & Expulsions

- 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 to and from the event.
- As defined in the school's detailed behavior intervention policy, in the cases when scholars possess, use, or are 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 (up to 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/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.

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/legal guardian rights outlined in the detailed behavior intervention policy.

Long-Term Suspensions & Expulsions—Authorized by the State

Under state law, there are four categories of behavior that can be a basis for long-term suspension or expulsion (removals of more than 10 school days). They are:

- A violation of [RCW 28A.600.420](#) (which says a scholar who brings or has a firearm at school, on school transportation or at facilities while they are being used by the school, shall be expelled)
- An offense in [RCW 13.04.155](#) (which includes certain violent offenses, sex offenses, inhaling toxic fumes, controlled substances offenses, liquor offenses, or certain crimes related to firearms, assault, kidnapping, harassment, and arson; this could include drugs or alcohol offenses, assault or harassment);
- Two or more violations of certain laws within a three-year period, including: criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property, or defacing or injuring school property; or
- Behavior that adversely impacts the health or safety of other scholars or educational staff.

For any other kinds of behavior, school districts may use other consequences, but not a long-term suspension or expulsion.

Grievance and Appeal Processes

Behavior Intervention Other than Suspensions or Expulsions—Conditions, Limitations, Grievance Process

Grievance Process

1. Any scholar or parent/legal 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.

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.

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.

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 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.

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.

Meals

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

Behavior Intervention of Scholars who Qualify for Special Education Services

- Scholars who qualify for special education services can receive the same behavior interventions under the same rules as all scholars, with the modifications outlined in the link 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.

SCHOLAR CELLPHONE/ELECTRONICS POLICY

Scholars are encouraged to leave their phone and other electronics at home. The school is not responsible for lost, stolen, or damaged cellphones/electronics. If scholars must bring their cell phone to school, the phone must be turned off and stored in their backpacks during the course of the instructional day. For the purpose of this policy, the instructional day will be defined as the time scholars arrive on campus in the morning until the time they are officially dismissed for the day. Cellphones and other electronics will be confiscated if seen or heard and sent to the administrative office. Parents/legal guardians must go to the front office to retrieve the confiscated item. Please note that you may call the front office in case of emergency (*Refer to "Parent & Guardian" Policies*).

Failure to surrender items will result in the use of corrective strategies and/or disciplinary consequence.

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 (including toy weapons), 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 scholars 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 have 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](#).

DRESS CODE K-5

The scholar's attire is primarily the responsibility of the parents or legal guardians. Rainier Valley Leadership Academy is responsible for ensuring that scholar's 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 scholars.

Article	Approved	Not Approved
Tops	• T-shirts, polos, button downs in the following colors: - o Black - o Gold - o Maroon/Burgundy - o White • RVLA spirit shirt	• T-shirts, polos, button downs that do not adhere to the approved colors • Pajama Tops (unless notified of school-wide incentive/dress day) • Tank tops • Halter tops • Crop tops • Spaghetti straps/strapless tops • Bathing suit tops • Sports bra as primary top
Bottoms	• Jeans • Khakis • Skirts (cannot expose undergarments during sitting or play) • Shorts • Sweat Pants • Leggings/Yoga pants (cannot expose undergarments)	• Bottoms with the following - o Rips - o Holes - o Cuts - o Tears • Pajama Pants (unless notified of school-wide incentive/dress day) • Visible underwear or boxers
Shoes	• Shoes with the following - o Closed-toe - o Closed heel - o Rubber soles	• Shoes with the following - o Hard sole (i.e., cowboy boots) - o Slippers - o Slides - o Sandals - o Flip Flops
Headwear	• Religious Headwear	• The following are not allowed to be worn in the classroom: - o Caps/Knit hats - o The Hood on the Hoodie
Outerwear	• The following can be worn to school and removed upon entering the classroom: - o Coats, Jackets, Sweaters, Hoodies (if not in RVLA approved colors)	• Sunglasses (documented medical use only) • Masks that conceal the face (except for religious, medical, and/or health related purposes)
**Clothing should not contribute to any hostile or intimidating atmosphere for scholars; therefore, the following will necessitate a call home for a change of clothing: • Violent, sexual, and/or discriminatory language and images • Language or images that encourage the use of alcohol, tobacco, vaping, or drugs		

- Language or images that depict illegal activity and/or create a hostile environment. Examples include:
 - o Intimidating language or images
 - o Hate Speech, gang/hate group affiliation, profanity, or pornography

ENROLLMENT

RVLA does not discriminate in any programs or activities, including enrollment, on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

SCHOLAR ELIGIBILITY AND ENROLLMENT PROCESS

RVLA operates as a free, 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 RVLA. Siblings must share at least one biological parent/legal 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 Kindergarten, 6th grade or 9th 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.
- Results will be updated in SchoolMint, emailed, and 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 ten (10) calendar days, the scholar's placement is forfeited and a scholar on the waitlist will be offered placement.

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

During the school year if vacancies become available, the school will notify parent/legal guardians of applicants on the waitlist. Multiple phone calls on different days will be made, with accompanying documentation made available to the parent/legal guardians. If parent/legal 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 documents to secure enrollment:

- **Completed New Scholar Enrollment Packet**
- **Photo ID of Parent/legal guardian**
- **Age Verification Documents** (*documented by one of the following*):
 - 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/legal 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 RVLA's 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/legal guardians or guardians.

IMMUNIZATION REQUIREMENTS

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 (WIIIS) to assess scholar vaccination needs. WIIIS 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.

	Hepatitis B	DTaP/TD/Tdap	Polio	MMR	Varicella
K-5	3 doses	5 doses	4 doses	2 doses	2 doses OR Healthcare provider verifies scholar had the disease

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-quarter. If a parent/legal 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

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

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

HEALTH & WELFARE POLICIES

MEDICATION ADMINISTRATION AT SCHOOL

RVLA may not furnish any medications. School personnel are prohibited by law from giving any medications (i.e., prescriptions, cold tablets, vitamins, inhalers, epinephrine, etc.) to a scholar unless a licensed healthcare professional has given written authorization and the scholar's parent/legal 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, sealed, 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 scholar. 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 scholar 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/legal 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/legal guardian as soon as it is safe to do so. After an anaphylactic event, the nurse will debrief the situation with the parent/legal 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/legal guardian’s 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.

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 without the use of OTC medications
- 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/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal 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 scholar 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, RVLA will implement procedures that ensure all schools are in compliance with the State Board of Health rules and regulations regarding the spread of infectious diseases deemed dangerous to the public health. It is the principal's duty to report to the local health office the presence or suspected presence of any communicable or infectious disease in accordance with the Infectious Disease Control Guide, provided by the State Department of Health and the Office of Superintendent of Public Education.

The school follows the recommendations of the Office of Superintendent of Public Education in excluding and readmitting scholars with communicable conditions. A scholar suspected of having a

communicable disease will be excluded from school until guidelines for readmission are met. A scholar who has been absent from school because of a reported communicable disease must have a proper authorization issued by the local health jurisdiction or physician before he or she is readmitted to school.

Temporary exclusion of a scholar from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis (“pink eye”); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, staph infections and/or MRSA, 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/legal 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/legal 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 Skyward 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/legal 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 they are too ill to stay in school. No scholar will be allowed to leave the campus without parent/legal 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 scholar 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.

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/legal guardians will be notified. Scholars who are ill or injured will not be permitted to leave school without an accompanying parent/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal 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/legal guardians or other adults listed on the emergency form. Parents are advised that if their scholar is hurt at school, there is no school insurance to cover medical costs.

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 are authorized in advance by RVLA and likely to cause injury to the eyes.

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. Parents/legal guardians are highly encouraged to maintain insurance coverage on their scholar.

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 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 the 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:

- 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
- Warning signs that may indicate suicidal intentions, including changes in scholars' appearance, personality or behavior
- School and community resources/services
- Annual training on reporting requirements regarded alleged sexual misconduct and reporting guidelines
- 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/legal 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/legal 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.

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/legal guardians as soon as possible, unless notification of the parent/legal 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/legal 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/legal 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
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 Scholar 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/legal guardian and:

1. Ask the parent/legal guardian whether he or she is aware of the scholar's mental state
2. Ask the parent/legal 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/legal 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/legal 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/legal 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/legal 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.

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/legal 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.

Resources

RVLA will utilize school counselors, the crisis telephone hotline, physician/health care providers, mental health specialists, coaches and youth leaders, parent/legal 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, 206-297-5922
- b. Washington State Department of Health, www.doh.wa.gov/preventsuicide 360-236-2800
- c. King County Health Department, <https://blue.kingcounty.gov/about/contact/> 206-296-0100
- 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: 206-461-3222, www.crisisconnections.org
- c. National Lifeline: 1-800-273 and Talk (8255)
- d. Local Community Mental Health Center: 206-263-8997

PARENT & GUARDIAN POLICIES

COMMUNICATION

RVLA believes that the communication between parent/legal 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 scholar's progress. If you do not hear from one of your scholar's teachers, do not assume your scholar is doing satisfactory work. The only way to assure your scholar is on track is to communicate with your scholar's teachers by phone, email, or by scheduling an appointment.
- **AUTOMATED COMMUNICATION SYSTEM:** Staff members and/or parent/legal guardian volunteers call home on a regular basis to inform parent/legal 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/legal 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 scholar 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/legal 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/legal guardian.
- **PARENTS/LEGAL 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. Please allow up to 48 hours for a response.
- **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, only urgent messages will be delivered to scholars during instructional periods.
Scholars are not allowed to use food delivery services (i.e., Door Dash, Grub Hub, Uber Eats, etc.) on campus. All food service deliveries for scholars will be turned away.

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 parents/legal guardians to track scholars' progress and stay informed. Username and password information is distributed to parents/legal guardians during School Orientation, Back to School Night, and by contacting the main office.

TITLE I PARENTAL INVOLVEMENT POLICY

The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, Rainier Valley Leadership Academy will involve parents and family members of Title I students in the development and implementation of Title I programs.

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.

MANDATED SCHOLAR ABUSE REPORTING

When any professional school personnel have reasonable cause to believe that a scholar has suffered abuse or neglect, they 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. 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** may function as volunteers, visitors, or both, during their scholar’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. At each visit, present valid 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
- 4. Return ID badge to the front office upon departure.

The principal and/or designee may ask any parent/legal guardians, visitors, or volunteers who refuse to conform to visitor policy to exit the building. Parents/legal guardians, 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/legal 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/legal 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 school’s 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, school is 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, 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.

Emergency Notification	Definition	School	Home
Delayed Start	Start time is later than normally scheduled hours; school will dismiss at regularly scheduled times	Notification will be sent via email, phone call, and Skyward	• Check public transportation schedules • Arrange alternative transportation if necessary
Schools Closed to Scholars	RVLA and all programing is closed to ALL scholars.	• Notifications will be sent via email, phone call, and Skyward	• No school for scholars • Check online platforms for any assignments • Catch up on missing assignments
School & Admin Offices Closed	RVLA and home office are closed	Notification will be sent via email, phone call, and Skyward	• No school for scholars • Catch up on missing assignments • Monitor school closure status
Early Dismissal	Early release due to weather or other hazards	Notification will be sent via email, phone call, and Skyward	• Check public transportation schedules • Arrange alternative transportation if necessary
After School Care Cancelled	After school programming cancelled due to weather or other hazard	Notification will be sent via email, phone call, and Skyward	• Arrange alternative transportation if necessary

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/legal 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.

*****Note:** No person will be allowed to enter/exit and no scholar will be released during school lockdown status, for any reason. Please refer to the Safe School Plan for post-lockdown procedures.*

EMERGENCY CARDS

Every scholar must have a completed up-to-date Emergency Card and Dismissal Form, 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, 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 scholar'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, 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

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING: RVLA is committed to a safe and civil educational environment for all scholars, employees, parent/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.

Parents/legal guardians who have a conflict with a scholar, other than their own, are requested to speak to administration. At no time may parents/legal guardians approach the scholar directly.

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
- 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 scholar abuse will be reported to law enforcement or Scholar 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/legal 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/legal guardians, volunteers and visitors. The policy will be reproduced in each scholar, staff, volunteer and parent/legal guardian handbook.

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

Training

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

Prevention

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

Interventions

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

Retaliation/False Allegations

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

TRANSGENDER SCHOLARS

RVLA fosters 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.

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

SCHOLAR INFORMATION GUIDELINES

FAMILY EDUCATIONAL RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Policy Act (FERPA) is a federal law passed in 1974. Among other provisions, FERPA requires schools to get permission from a parent/legal 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
- State and local authorities, within a juvenile justice system, pursuant to specific State law

PARENT ACCESS

Under FERPA, the parent/legal guardian has the right to inspect and review his or her scholar'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/legal guardian has the right to request the amendment of scholar's education records that the parent/legal 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/legal guardian's request, the school must inform the parent/legal 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/legal guardian has the right to insert a statement in the record setting forth their other views. That statement must remain with the contested part of the scholar's record for as long as the record is maintained.

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

DIRECTORY INFORMATION

FERPA defines certain information about your scholar as "directory information." The information may be released unless the parent/legal guardian notifies RVLA, in writing, of his/her refusal.

"Directory information" is scholar information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow RVLA to include this type of information from a scholar's education records in certain publications, which include, but are not limited to:

- annual yearbooks
- graduation programs
- RVLA/school website(s)
- sports activity sheets showing weight and height of team members
- honor roll or other recognition lists

- a playbill, showing the scholar's role in a drama production

The following scholar information is considered “directory information:”

- name
- grade level
- address
- major field of study
- telephone listing
- dates of attendance
- electronic mail address
- participation in officially recognized activities
- photographs
- sports
- date and place of birth
- weight and height of members of athletic teams
- degrees and awards received
- 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 Scholar Left Behind Act of 2001) to provide military recruiters, upon request, with scholars’ names, addresses and telephone listings, unless parent/legal guardians have advised RVLA that they do not want their scholar’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 12th-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/legal guardians do not want RVLA to disclose directory information from their scholar’s education records without their prior written consent, they must notify their scholar’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 how project results will be used
8. Benefits to the school(s) or RVLA

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

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

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

BUS TRANSPORTATION

Currently, scholars 18 years of age and younger have free access to public transportation. Older scholars, needing access to public transportation, are provided Orca cards during the school year (*upon request*).

SCHOLAR FEES

RVLA shall ensure that books, materials, equipment, supplies, and other resources necessary for scholars' participation in RVLA's educational program are made available to them at no cost. No scholar shall be required to pay a fee, deposit, or other charge for his or her participation in an educational activity which constitutes an integral fundamental part of RVLA's educational program.

This general prohibition against scholar fees, unless authorized by law, shall not restrict RVLA from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, RVLA shall not offer or award to a scholar any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the scholar and shall not remove, or threaten to remove, from a scholar any course credit or privileges related to educational activities, or otherwise discriminate against the scholar, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the scholar.

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 are 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 their parents/legal 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 museums, businesses, universities, cultural exhibits, nature centers, and government agencies.

Sponsoring faculty members are expected to generate and collect waivers and inform staff about participating scholars. Sponsors shall verify that each scholar has submitted a permission form signed by the parent/legal guardian or guardian prior to leaving on the trip. If the parent/legal 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)
- 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/legal 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

Schools receive certain federal and state funding (learning assistance programs, teacher incentives, etc.) based on the number of scholars from households that are at or below the federal poverty level. This Family Income Survey provides RVLA a way to collect household income information. This information makes sure RVLA receives the full amount of federal and state funding and makes sure your scholar receives services they are entitled to when free/reduced price applications are not collected. RVLA follows all Scholar Nutrition Services practices and scholars are provided free breakfast and lunch, daily.

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
- still or video cameras
- any item listed in the “Matrix for Suspension/Expulsion Recommendations”
- balloons
- toy weapons

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. Scholars are required to keep textbooks covered and in good condition. Scholars may not write in or deface their textbooks.

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/legal guardians of scholars.

PHOTO RELEASE AND CONSENT AGREEMENT

Permission is granted by the scholar and the scholar's parent/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/legal 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/legal 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/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/legal 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 scholarren. If the department determines that the response to the allegation will be a family assessment response, the preferred practice is to request a parent/legal guardian's, guardian's, or custodian's permission to interview the scholar before conducting the scholar interview unless doing so would compromise the safety of the scholar or the integrity of the assessment. The interviews may be conducted on school premises, at day-care facilities, at the scholar's home, or at other suitable locations outside of the presence of parents/guardians. If the allegation is investigated, parent/legal 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 scholar or the course of the investigation. Prior to commencing the interview, the department or law enforcement agency shall determine whether the scholar wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the scholar's wishes. Unless the scholar 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: Principal**
- **Title IX Officer: COO**
- **Civil Rights Compliance Coordinator: COO**

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your scholar 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 scholar's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Step 1: Complaint to RVLA

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

Step 2: RVLA Investigates Your Complaint

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

Step 3: RVLA Responds to Your Complaint

When RVLA responds to your complaint, it will include:

1. A summary of the results of the investigation
2. A determination of whether or not RVLA failed to comply with civil rights requirements related to the complaint
3. Notice of your right to appeal, including where and to whom the appeal must be filed
4. Any corrective measures determined necessary to correct any noncompliance. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeals to RVLA

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

Complaint to OSPI If you do not agree with RVLA's appeal decision, state law provides the option to

file a complaint with the Office of Superintendent of Public Instruction (OSPI). Complaints cannot be filed with OSPI unless they have already been raised with RVLA and appealed, as outlined in Steps 1 and 2 on the previous page, or if RVLA did not follow the correct complaint and appeal procedures.

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, 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.

RVLA will disseminate this policy annually to RVLA employees, scholars, parent/legal guardians, appropriate school officials or representatives, school mentor 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
2. Scholars who are English learners as an Annual Assessment. (For Washington public school scholars, this test is the ELPA21.)

ELPA21 has three purposes:

1. To identify eligibility for English Language Development services
2. To determine the level of English language proficiency of English learners
3. 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/legal 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/legal guardian. ([WAC 392-160-010](#))
2. Not later than 30 calendar days after the beginning of the school year, each parent/legal 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 scholar'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:

- i. 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
- ii. 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
- iii. 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/legal 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/legal guardian in selecting among available programs, if more than one program is offered. Parent/legal 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 scholar in a structured English immersion program and shall be notified of an opportunity to apply for a parent/legal guardian exception waiver. (WAC [392-160-015\(2\)](#))
2. Parent/legal 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/legal guardian(s) have the right to waive TBIP and Title III services for their scholar. However, an administrator knowledgeable about the program must communicate the benefits of program participation to parent/legal guardians or guardians in a language they can understand. Districts must document the parent/legal 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/legal 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/legal 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/legal 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/legal guardian waiver.

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

HOMELESS AND MIGRANT 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:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations
3. Living in emergency or transitional shelters
4. Abandoned in hospitals
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
7. Migratory scholar's 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/legal 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/legal 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/legal guardian or guardian will be informed of RVLA's decision and the reasons therefore, (or informed if the scholar does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. RVLA's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

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

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

Transportation

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 scholars 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 scholars 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/legal 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 scholars 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/legal 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:

- Waive specific courses required for graduation for scholars experiencing homelessness if similar coursework has been satisfactorily completed in another school district
- 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.

Informed Consent for Healthcare

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

- a. Consent is necessary for non-emergency, outpatient, primary care services, including

physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries

- b. The scholar meets the definition of a “homeless scholar or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001
- c. The scholar is not under the supervision or control of a parent/legal 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 scholar 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 scholar 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 scholar 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 scholar, the scholar 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 scholar 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 scholar's educational history in order to meet the scholar's unique needs within two (2) school business days.

Records Transfer

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

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

Dispute Resolution

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

In the event that a dispute occurs between RVLA and a scholar 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/legal guardian, guardian and foster parent/legal guardians. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the scholar's school work so the scholar does not fall behind and to avoid suspension or expulsion based on truancy.

Facilitating on-time grade level progression RVLA will:

- waive specific courses required for graduation for scholars in foster care if similar

coursework has been satisfactorily completed in another school district

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

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

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

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

SPECIAL EDUCATION

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

RVLA Special Education Policies and Procedures

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

Service Animals in Schools

RVLA acknowledges its responsibility to permit scholars and/or adults with disabilities to be accompanied by a "service animal" as required by federal laws and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities. A "service animal" means an animal that is trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability. The parent/legal 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 scholar 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
- B. Is between the ages of 3 to 21 years old.

RVLA will comply with the federal policies that require free appropriate public education, scholar find, equal educational opportunity, confidentiality of information, parent/legal 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 scholars with ADD/ADHD.

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.

**2025-26****Scholar**

Handbook Receipt & Acknowledgement

View the full handbook by visiting: myrvla.orgOr 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 RVLA's Handbook. If I have any questions about any section of RVLA's Handbook, I understand that I am expected and encouraged to seek clarification from the school by emailing 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 RVLA's policies and practices in effect on the date of publication. I understand that nothing contained in the Handbook may be construed as creating a promise of future benefits or a binding contract with RVLA for benefits or for any other purpose. I also understand that these policies and procedures are continually evaluated and may be amended, modified or terminated at any time.

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

Scholar First Name:	Scholar Last Name
Scholar Signature:	Date:
Parent/legal guardian First Name	Parent/legal guardian Last Name:
Parent/legal guardian Signature:	Date:

Acknowledgement of the Handbook is done annually.

APPENDIX A

Board Policies

Conflict of Interest

Directors and officers shall disclose to the Board any financial interest which the Director or officer directly or indirectly has in any person or entity which is a party to a transaction under consideration by the Board. The interested Director or officer shall abstain from voting on the transaction.

Expense Claim Certification and Approval

Compensation

The Directors, including any Director that also serves as an officer of the corporation, shall serve without compensation from the corporation; provided however, that the Directors may receive reimbursement of expenses actually incurred in connection with attending Board of Directors meetings and in accordance with policies adopted by the Board.

Directors who receive any compensation for services in any capacity, directly or indirectly, from the corporation may not vote on matters pertaining to that Director's compensation.

Expenses

The expenses of Board members who attend conferences or meetings as representatives of RVLA may be paid. Such expenses for conferences may be paid in advance.

The Board recognizes that it may be necessary and beneficial for Board members, staff, students and agents of the district to travel outside of the district to provide opportunities in the following areas:

- Research and development in curriculum focus areas
- Presentation of district programs and activities
- District related operations
- Recruiting the work force
- Professional development
- To comply with specific grant requirements

The Board encourages the use of technological solutions, where appropriate, to minimize the cost of travel.

Meeting Conduct

The Chair, or in his or her absence, the Vice-Chair, or in his or her absence, any Director selected by the Directors present, shall preside at meetings of the Board. The Secretary of the corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary and record the minutes of the meeting of the Board.

Regular Meetings

Regular meetings of the Board shall be held on such dates and at such times as shall be determined

from time to time by resolution of the Board. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. At least 72 hours before a regular meeting, the Board or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed session. The agenda shall specify the time and location for the regular meeting and shall be posted in a location that is freely accessible to members of the public, or on the corporation's internet web site, if the corporation has one, and at the site of each charter school operated by the corporation. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate in the public meeting. The agenda shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public before or during the Board's consideration of the item, that is within the authority of the Board. Except as otherwise permitted by the Open Public Meetings Act, no action or discussion shall be undertaken on any item not appearing on the posted agenda.

Special Meetings

1. A special meeting may be called at any time by the Chair of the Board of the corporation or by a majority of the members of the Board by delivering written notice personally, by mail, by fax, or by electronic mail to each member of the Board. Written notice shall be deemed waived in the following circumstances:
 - a. Director submits a written waiver of notice with the secretary of the Board at or prior to the time the meeting convenes. A written waiver may be given by telegram, fax, or electronic mail
 - b. Director is actually present at the time the meeting convenes.
2. Notice of a special meeting shall be:
 - a. Delivered to each local newspaper of general circulation and local radio or television station that has on file with the Board a written request to be notified of such special meeting or of all special meetings
 - b. Posted on the corporation's website. The corporation is not required to post a special meeting notice on its web site if it:
 - i. does not have a web site
 - ii. employs fewer than ten full-time equivalent employees
 - iii. does not employ personnel whose duty, as defined by a job description or existing contract, is to maintain or update the web site
 - c. Prominently displayed at the main entrance of the corporation's principal location and the meeting site if it is not held at the corporation's principal location.
 - d. Such notice must be delivered or posted, as applicable, at least twenty-four hours before the time of such meeting as specified in the notice.

3. The call and notices required under Articles 4.5(1) and 4.5(2) shall specify the time and place of the special meeting and the business to be transacted. Final disposition shall not be taken on any other matter at such meetings by the Board.
4. The notices provided in this section may be dispensed with in the event a special meeting is called to deal with an emergency involving injury or damage to persons or property or the likelihood of such injury or damage, when time requirements of such notice would make notice impractical and increase the likelihood of such injury or damage.

Emergency Meetings

In the event of an emergency, as defined by RCW 42.30.070, and there is a need for expedited action by the Board to meet the emergency, the Chair of the Board may provide for a meeting site other than the regular meeting site and the notice requirements of RCW 42.30.070 shall be suspended during such emergency.

Public Hearings

Public hearings are held as required by law. A public hearing may include a presentation by staff on the subject of the hearing, but a presentation is not required. Testimony is taken at public hearings.

Public Notice

All meetings of the Board shall be called, noticed and held in compliance with the provisions of the Open Public Meetings Act set forth in RCW 42.30. Except as otherwise permitted by the Open Public Meetings Act, all meetings of the Board shall be open and public, and all personnel shall be permitted to attend any meeting of the Board. The Board shall not act any meeting required to be open to the public vote by secret ballot. Any vote taken in violation of this section shall be null and void.

Quorum and Voting

A quorum of the Board for the transaction of business shall be the greater of the majority of the Directors then in office. A majority of the members of a committee shall constitute a quorum and any transactions of a committee shall require a majority vote of the members of the committee at a meeting at which a quorum is present.

An act or decision done or made by the majority vote of the Directors then in office at a meeting duly held at which a quorum is present is the act of the Board, unless a different number, or the same number after disqualifying one or more Directors from voting, is required by law, by the Articles of Incorporation, or by these Bylaws, including but not limited to those provisions relating to (i) approval of contracts or transactions in which a director has a direct or indirect material financial interest, (ii) appointment of committees, and (iii) indemnification of Directors.

Meeting Conduct and Order of Business

The Chair, or in his or her absence, the Vice-Chair, or in his or her absence, any Director selected by the Directors present, shall preside at meetings of the Board. The Secretary of the corporation or, in the Secretary's absence, any person appointed by the presiding officer, shall act as Secretary and record the minutes of the meeting of the Board.

Training & Professional Development

In keeping with the need for continuing professional development to enhance effective governance, the Board encourages Directors to participate in appropriate Board conferences, workshops and conventions. Additionally, Directors will obtain the trainings required by Washington state

Required Training for School Board Directors

There are two areas of training required by Washington state:

- Open Government training
- Cultural Competency, Diversity, Equity, and Inclusion training

Open Government Training

The Board recognizes the value of meaningful, informed public participation in district deliberations and the need to conduct its affairs in a transparent manner. All Board members shall participate in trainings regarding:

1. Open Public Meetings Act
2. Public Records Act
3. Public Records Retention

Trainings should be completed within ninety (90) days of taking the oath of office following election or appointment. They can take the training before they are sworn in or assume their duties of office. After the initial trainings, Board members will participate in refresher trainings on these subjects every four years that they hold office in order to remain current with new developments in open government law. The documentation of the Board members' completion of the required trainings will be maintained by the Board Office.

Cultural Competency, Diversity, Equity and Inclusion Training

The governance training completed by Directors must be aligned with the cultural competency, diversity, equity, and inclusion standards for school director governance developed and provided by the Washington State School Directors' Association. Per Washington state law, the required training elements for both first and subsequent school director terms are defined by the Washington State School Directors' Association.

Participation in Washington State School Directors' Association

As required by law, the Directors are members of the Washington State School Directors' Association. The association establishes the rate of membership dues at its annual meeting.

Proposed Agenda and Consent Agenda

Regular meetings of the Board shall be held on such dates and at such times as shall be determined from time to time by resolution of the Board. If at any time any regular meeting falls on a holiday, such regular meeting shall be held on the next business day. At least 72 hours before a regular meeting, the Board or its designee shall post an agenda containing a brief general description of each item of business to be transacted or discussed at the meeting, including items to be discussed in closed

session. The agenda shall specify the time and location for the regular meeting and shall be posted in a location that is freely accessible to members of the public, or on the corporation's internet web site, if the corporation has one, and at the site of each charter school operated by the corporation. The agenda shall include information regarding how, to whom, and when a request for disability-related modification or accommodation, including auxiliary aids or services may be made by a person with a disability who requires modification or accommodation in order to participate in the public meeting. The agenda shall provide an opportunity for members of the public to directly address the Board on any item of interest to the public before or during the Board's consideration of the item, that is within the authority of the Board. Except as otherwise permitted by the Open Public Meetings Act, no action or discussion shall be undertaken on any item not appearing on the posted agenda.

Presentation to the Board/Agenda Items

Any person may address the Board concerning any item on the agenda prior to action by the Board on such item. Such comments shall be limited to five minutes, unless the Board, at its discretion, votes to shorten or lengthen the time for each speaker. The total time devoted to presentations to the Board on agenda items shall not exceed one-half hour unless additional time is granted by the Board. If the number of persons interested in addressing the Board on an item cannot be accommodated in the time allotted, the Board shall take reasonable steps to allocate time fairly among those supporting or opposing the item.

Presentation to the Board/Non-Agenda Items

Members of the public may address the Board on any item not listed on the Board meeting agenda. Speakers will be limited to three minutes, unless the Board, at its discretion votes to shorten or lengthen the time for each speaker. No more than a total of fifteen minutes shall be devoted to all non-agenda items at regular meetings. The President may disallow a request to address the Board if repetitive of other speakers, or if the speaker seeks to make a presentation that he or another speaker has made at a previous meeting, if it appears that the total allotted time may be exceeded.

Members of the public attempting to make complaints or charges against an employee before the Board in open session will be offered the option to meet with staff to file a complaint under Rainier Valley Leadership Academy's established complaint procedures.

APPENDIX B

Facilities

APPENDIX C

Finances

Allowable Costs of Federal Programs

Expenditures under federal programs are governed by Federal Cost Principles. RVLA is committed to ensuring that costs claimed under Federal awards follow these cost principles as well as any special terms and conditions contained in the award. Additionally, as a grantee, RVLA is required to follow the more restrictive of the federal, state, and District policies.

When applying these cost principles, RVLA will:

- Maintain responsibility for the efficient and effective administration of the Federal award through the application of sound management practices;
- Assume responsibility for administering federal funds in a manner consistent with underlying agreements, program objectives and the terms and conditions of the federal award; and
- Apply accounting practices that are consistent with the cost principles, support the accumulation of costs as required by the principles, and provide for adequate documentation to support costs charged to the federal award.

RVLA will maintain a system of internal controls over federal expenditures to provide reasonable assurance that Federal awards are expended only for allowable activities and that the costs of goods and services charged to Federal awards are allowable and in accordance with the above referenced cost principles. Those controls will meet the following general criteria:

- Be necessary and reasonable for the performance of the Federal award and be allocable thereto under these principles;
- Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items;
- Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of RVLA;
- Be accorded consistent treatment;
- Be determined in accordance with state accounting guidelines;
- Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period; and
- Be adequately documented.

Capital Assets and Small/Attractive Assets

- The school will capitalize and depreciate all assets costing \$3,000 or more. All other assets are charged to expense in the year incurred. Capitalized assets are recorded at cost and depreciated under the straight-line method over their estimated useful lives which can range from:
 - Leasehold Improvement – Lease term or 5 years, whichever is shorter
 - Equipment – 3 years
 - Furniture – 5 years

Repair and maintenance costs, which do not extend the useful lives of the assets, are charged to expense. The cost of assets sold or retired and related amounts of accumulated depreciation are eliminated from the asset accounts, and any resulting gain or loss is included in the earnings in the year.

Disposal of Surplus Property and Donations

Surplus property shall mean property that is no longer in use, damaged beyond repair, or that the school feels will have no future value to the school's program, and that is declared to be surplus property by the board. If the school wishes to dispose of equipment or other surplus property, the board shall declare the property surplus and shall direct the staff on the actual means of disposal of the property, such as sale, donation, or destruction and disposal. If the school wishes to donate equipment or other surplus property, the board shall declare the property surplus and authorize donation. Requirements for potential recipient organizations shall include: (1) the donor organization is fully independent of the school, with none of the school's board members or key personnel involved in the recipient organization; and (2) the donor organization shall be a non-profit or government entity related to education. In addition, the school shall secure a receipt from the recipient organization for the donated property, and shall remove the asset from the school's books and record the donation as required by state and federal audit guidelines.

Property Acquired with Federal Grant Funds

If the property in question costs \$3,000 or more at the time of acquisition and was acquired with federal grant funds, we will notify the federal contract administrator prior to donating or disposing of such property as provided above.

Financial Records

Compliance

The governing board is responsible for financial oversight and yearly budget discussion and approval in advance of required deadlines. The board focuses on high-level financial oversight and the school administration works on the day-to-day purchasing and monthly review. The board reviews and approves the annual budget and does not need to approve basic purchases; those decisions are made at the school level by the Chief Executive Officer. The board treasurer will review and sign monthly bank statements to monitor budget and ensure the school's financial policies are being followed. See the governance section for more detail.

Annual Audit

An annual audit by an outside firm will be performed each year on the close of the prior year's books and in advance of the statutory audit deadline. The audit includes, but is not limited to, (1) an audit of the accuracy of the school's financial statements, (2) an audit of our attendance accounting and revenue claims practices, and (3) an audit of our internal control practices. If we receive over \$500,000 from federal sources, the audit is prepared in accordance with any relevant Office of Management and Budget audit circulars. The audit firm is chosen in compliance with state laws and regulations.

Form 990 Federal Tax Return

At the conclusion of the audit, our business services provider reviews the audit findings. The selected audit firm prepares the Federal Tax Return Form 990 and sends a copy to the school staff responsible

for the audit. The Chief Executive Officer and Chief Operating Officer will review and send a copy to the board of directors for its review and approval before filing. Once approved by the board, the operations director will notify the audit firm who prepares the final return for filing. The audit will be shared with the authorizer, the school, and other necessary authorities.

Financial Transparency

Financial transparency is paramount as this is a public school run with taxpayer dollars. The board finance committee will review the check registry and provide feedback to school staff as needed. We will comply with all information necessary for state, authorizer, and federal requirements.

A budget shall be adopted by the board of directors in advance of any required deadlines by the authorizing entity. During the course of the year, the board may adopt an amended budget as expenses and revenue projections change. The school and board shall start the budget adoption process in January by creating a list of budget priorities and/or reviewing the current budget priorities. The leadership team will gather input from key stakeholders, including the family action board. The results of stakeholder input will be compiled, and a concise list of budget priorities will be created. RVLA leadership will create a proposed budget for the upcoming school year, balancing the input from the different constituents while also focusing on the core mission of RVLA. This proposed budget will be provided to the board of directors at the end of March and will be based on conservative assumptions for State and Federal Education Revenue. The board will discuss the budget at an open board meeting in April. The meeting will be publicized to families and various community stakeholders well in advance of the public meeting so that interested parties can attend the budget related board meeting(s). Leadership will submit a final budget for approval by the RVLA Board by the end of May after considering stakeholder input.

Purchasing/Procurement Policy

A. Centralized Purchasing and Approved Vendors List

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 using the RVLA Purchase Order document, RVLA can purchase items/services to support the needs of students, staff, and class instruction. Textbooks, technology equipment, and furniture must be purchased centrally by the RVLA Purchasing Department in order 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.

B. Purchasing and Contracts Not Authorized

Purchases made by anyone not authorized by the appropriate officials shall become the personal responsibility of the persons making the purchase agreement. The Board will not, under any circumstances, be responsible for payment for any materials, supplies, or services purchased by unauthorized individuals or in an un-prescribed manner.

C. Documentation of Purchases

Documentation of purchases should include:

- A description of the services to be performed or goods to be delivered;
- A location where the services are to be performed or goods to be delivered;
- The appropriate dates of service or delivery;
- Account number; and
- Person receiving the goods.

Documentation and logs will be kept in a computerized or paper format in the school or regional office.

D. Nutrition Programs

A Food Service Management Company ("FSMC") is an entity that performs one or more activities of the food service operation on behalf of a school nutrition program sponsor. These activities may include any or all of the following services: bookkeeping, menu development, preparation of reimbursement claims, organization and maintenance of program documents (such as daily meal counts, menus, and menu production records), meal preparation and service, consulting services, and purchasing services.

FSMC contracts may be valid for up to one year from the date that they are signed by all parties and may be renewed for up to four additional one-year terms. Federal regulations require that districts annually submit all new contracts, corresponding bid documents, and/or annual contract extensions to the CDE, Nutrition Services Division ("NSD"), for prior approval.

Federal regulations require that all purchases of goods and services using food service revenues follow Federal procurement regulations. Specifically, sponsors must adhere to a competitive bidding process, and FSMC contracts must include Federally required clauses. In addition, the sponsor is responsible for preparing all bid documents and the agreed upon contract. Following is a brief description of these requirements as they apply to FSMC contracts.

It is the policy of the Rainier Valley Leadership Academy Board to contract for purchases and public **Emergency Situations**

It is the policy of the Rainier Valley Leadership Academy to contract for purchases and public works in compliance with State laws on sealed bids.

State law permits purchases of materials, equipment and supplies and contracts for public works, without using sealed bids under certain circumstances. By statute, an "emergency" means unforeseen circumstances beyond the control of the agency that either: (a) present a real, immediate threat to the proper performance of essential functions; or (b) will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken. It is the policy of the Board to contract in emergencies without sealed bids, in accordance with Board-adopted procedure and State law, and consistent with sound business practices. The school shall also promote fair competition in emergencies whenever practicable, and assure compliance with all legal and statutory requirements. The Superintendent/CEO is authorized to develop procedures to implement this policy. (Ref. Policy 6221)

Bidding Process

Sponsors electing to contract with an FSMC must conduct a competitive bidding process using either informal or formal bid procedures. As a part of the bidding process RVLA must perform a cost or price analysis with every procurement action in excess of the simplified acquisition threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, RVLA will make independent estimates before receiving bids or proposals based on ([2 CFR 200.324](#))

Competitive Procurement

Federal regulations at Title 7, Code of Federal Regulations require all procurement transactions to be conducted in a manner providing full and open competition consistent with the standards of Section 3016.36. Some of the situations considered to be restrictive of competition include but are not limited to: (a) placing unreasonable requirements on firms in order for them to qualify to do business; (b) requiring unnecessary experience and excessive bonding; (c) noncompetitive pricing practices between firms or between affiliated companies; (d) noncompetitive awards to consultants that are on retainer contracts; (e) organizational conflicts of interest; (f) specifying only a "brand name" product instead of allowing an "equal" product to be offered and describing the performance of other relevant requirements of the procurement; and (g) any arbitrary action in the procurement process. **When possible, RVLA prioritizes small businesses, minority businesses, women's business enterprises and labor surplus area firms. As a part of the procurement process RVLA will conduct a cost price analysis in connection with every procurement action in excess of the simplified acquisition threshold.**

Informal Bid Process

An informal bid process allows sponsors to contact a minimum of three agencies to obtain price quotes for specific services. Sponsors must write a description of the services they are seeking and provide the same information to each agency contacted. The sponsor must document and retain the following information from each of the contacted agencies:

- The name of the agency;
- The name of the contact person;
- The phone number;
- The quoted price; and
- For the selected agency, a rationale for the selection and accepted bid price.

Formal Bid Process

The formal bid process is a much more detailed process and may include, but is not limited to, the following activities:

- Advertising in a public manner, typically a newspaper of general circulation;
- Providing a Request for Proposal ("RFP") or Invitation for Bid ("IFB") to agencies known to provide the desired services;
- Offering facility review visits; and
- Establishing a date and time for opening bids.

As in the informal bid process, the formal bid process requires the sponsor to document the bid process and include a rationale for the selection of the bidder and the awarded contract amount. The sponsor must maintain the bid documentation for the duration of the contract, or in the event of a contract and/or procurement process audit finding, three years beyond the final resolution of the findings. Regardless of the bid process used, sponsors must award the contract to the lowest bidder that best meets their needs.

Bid Threshold

The total annual (i.e., 12 consecutive months) value of the contract determines whether to use an informal or formal bid process. If the annual value of an FSMC contract is less than the applicable bid threshold, an informal bid process can be used. Likewise, a formal bid process must be used for contracts that are equal to or exceed the applicable bid threshold.

Sponsors must follow a bid threshold established by their governing body, which differs among agencies as follows:

Procurement Methods	Federal Thresholds	State Thresholds for Public Schools Goods	RVLA Sponsor Thresholds
Micro Purchase	\$10000 or less	\$40,000 or less	\$40,000 or less
Small Purchases (Informal)	\$249,999 or less	\$74,999 or less	\$74,999 or less
Competitive Bids (Formal)	\$250,000 or more	\$75,000 or more	\$75,000 or more

Contractor Involvement

Sponsors are responsible for preparing the contract and all accompanying bid documents. Sponsors are prohibited from awarding a contract to any vendor that prepared or had a significant role in developing the contract and related bid documents; e.g., a price quote, request for proposal, invitation to bid, and bid specifications. While schools have broad discretion in gathering information for use in connection with procurements, information from potential bidders, including contracts developed or provided by a vendor, must be appropriately modified to develop tailored specifications; otherwise, these bidders must be excluded from competing for such procurements. Any action that diminishes open and free competition seriously undermines the integrity of the procurement process and may subject the sponsor to bid protests.

To obtain consulting services, use a standard price quote form and a prototype food service consulting

contract. Sponsors currently contracting or planning to contract with an FSMC for consulting services may use these prototypes. All FSMC contracts must include federally required language. The components of the prototype contract must meet this requirement and must not be deleted or modified. All other contract language may be modified to meet the agreed upon responsibilities of the food service consultant. Any modifications to the contract must be submitted to the OSPI for approval prior to its execution.

Recordkeeping Requirements

Sponsors are required to maintain appropriate records for procurement transactions occurring in connection with the Scholar Nutrition Programs. The terms of the scholar nutrition program agreements require both the OSPI and the sponsor to retain program-related records for a period of three years from the day a sponsor's final allowable payment under the contract has been recorded. This is true regardless of whether the final payment is recorded prior to the expiration of the contract or subsequent to the expiration date.

When a procurement contract is continued or renewed at annual or other intervals, the retention period for the records of each contract period starts on the day the final payment is recorded in connection with the final renewal.

Actions such as bid protests, litigation, and audits may result in an extension of this three-year period. In all such cases, the records must be retained until: (1) three years beyond the completion of the action and resolution of all issues arising from it; or (2) the expiration of the regular three-year period, whichever occurs later.

Adequate procurement methods are a prerequisite for receiving funds. If records generated during the performance of the award do not demonstrate compliance with applicable procurement requirements, several possible penalties may follow such as disallowance of costs, annulment or termination of award, issuance of a stop work order, debarment or suspension, or other appropriate remedies. Examples of records include:

- A written rationale for the method of procurement
- A copy of the RFP or the IFB
- The basis for selection of the contract type (fixed price or cost reimbursable)
- The bidding and negotiation history
- The basis for contractor selection
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained
- The basis for award cost or price
- The terms and conditions of the contract
- Any changes to the contract and negotiation history
- Billing and payment records
- A history of any contractor claims
- A history of any contractor breaches

- Lack of prior OSPI approval for all contracts and supporting documents

General Procurement Policies & Procedures

a) Purpose of procurement policies and procedures

The purpose of this document is to establish policies and procedures for each of the six RVLA entities for the procurement of supplies and other expendable property, equipment, real property and other services from all sources, including those that are Federal and those that are Non-Federal, except where Federal or State procurement guidelines may differ. (See subsequent section on Methods of Procurement).

b) Related parties

Transactions between RVLA are exempt from this policy. Transactions between these companies will be negotiated by the management at each of these companies and management of each company will negotiate the agreement in good faith on behalf of the company they represent. Agreements between these companies may or may not be in writing.

c) Conflict of Interest

No RVLA employee, officer, or agent shall participate in the selection, award, or administration of an acquisition or contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of RVLA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of insignificant value. Members of the Rainier Valley Leadership Academy's national and regional Boards of Directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of RVLA shall be subject to disciplinary actions for violations of these standards.

d) Conflict of Interest – Employee-Vendor Relationships

RVLA adheres to its Conflict-of-Interest Code and Policy. RVLA attempts to avoid preferential treatment in purchasing goods and services by separating employees' personal interests from the interests of Rainier Valley Leadership Academy. Current RVLA employees cannot sell goods or services as independent contractors to Rainier Valley Leadership Academy. An employee-vendor relationship is any relationship between a RVLA 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:

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- A RVLA employee acts as a vendor to sell goods or services to Rainier Valley Leadership Academy.

- A RVLA employee buys goods or services for RVLA from a vendor who is a member of the employee's family.
- A RVLA employee or member of his or her family owns or controls at least ten percent (10%) of the business from which RVLA purchases goods or services.

e) Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offerer whose bid or offer is responsive to the solicitation and is most advantageous to Rainier Valley Leadership Academy, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offerer shall fulfill in order for the bid or offer to be evaluated by Rainier Valley Leadership Academy. Any and all bids or offers may be rejected when it is in Rainier Valley Leadership Academy's interest to do so. In all procurement, RVLA shall avoid practices that are restrictive of competition.

f) Suspension and Debarment

As a federal award recipient, RVLA is required to check all potential contractors for suspension and debarment on the United States Government's System for Award Management ("SAM") Website for all contracts expected to equal or exceed \$25,000.00 (2 CFR §1532.220). The companies listed in SAM have been prohibited from conducting business with the United States government for a specified length of time, and any bid from a contractor found to be on this list shall be immediately rejected. There are three milestones that require checking SAM:

1. At receipt of proposals or opening bids
2. Before letting out the work
3. Before awarding any new work to make sure nothing changed since the bid opened.

g) Methods of Procurement

The procurement methods detailed below are established except for where the procurement guidelines specific to Federal or State funding differ from them. RVLA will ensure that current code is consulted to determine the instance of such situations.

1. Purchases of Goods and Services.
 - a. Value less than \$10,000: Neither a quote nor a proposal is necessary if RVLA considers the price reasonable, although fair and equitable standards apply to the vendor selection process.
 - b. Value from \$10,000 - \$50,000: A minimum of two quotes or proposals must be obtained from qualified sources.
 - c. Value greater than \$50,000 and less than \$150,000: A minimum of three quotes or proposals must be obtained from qualified sources.
 - d. Value of \$150,000 or greater: Comprehensive requests for proposals that include clear,

accurate descriptions of goods and/or services solicited and are publicized. A formal method for their evaluation and selection must be followed.

2. Construction Projects

- a. Architectural / Engineering Professional Services: Recognized competitors are identified and a qualifications-based selection process is used, subject to the negotiation of fair and reasonable compensation.
- b. All other Construction procurement: Comprehensive requests for proposals are publicized and solicited, and a formal method for their evaluation and selection must be followed.

3. Non-Competitive Procurement.

Solicitation of a proposal from a single source can only be used when one or more of the following factors apply, regardless of the size of the contract:

- a. The item is available only from a single source
- b. The exigency or emergency requiring the procurement will not permit the delay caused by the competitive procurement process
- c. RVLA determines, following solicitation from a number of sources, that competition is inadequate
- d. RVLA Management determines, based on quantitative and/or qualitative analysis, that competition is not practical or cost-effective.

4. Federal Program Guidelines

- a. Procurement generated from Federal awards, such as grants, shall adhere to Office of Management and Budget ("OMB") guidance regarding uniform administration requirements, cost principles, and audit requirements.
- b. Procurement generated by the National School Lunch Program shall adhere to guidance noted in Title 7 of the CFR.

5. State Program Guidelines

- a. Procurement related to state programs such as public-school construction, shall adhere to relevant guidance from the appropriate state agency, such as the California Office of Public-School Construction, the Washington State Office of the Superintendent of Public Instruction, or the State of Tennessee.

6. Academic and Information Technology ("IT") Procurement

- a. RVLA places considerable significance to the procurement of Academic and Information Technology because of the essential role that both play in the education of our students. Moreover, comprehensive processes grounded in community consensus have been developed to select textbooks and similar academic resources as well as to determine a system-wide IT framework.
- b. The selection processes for these two unique instances are fair, unbiased, and highly competitive. The criteria for the evaluation of potential sources are detailed in the subsequent section RVLA Guidelines for Academic and Information Technology Selection.

- c. Once a selection is confirmed (e.g., a textbook, other instructional item such as a novel, or an IT computing classification), the method of procurement detailed above in subsection (a) Purchases of Goods and Services applies.

h) Guideline for Academic and Information Technology Selection

Academic Technology Selection

Textbook Selection

Choosing a textbook should be a collective process where the various members of the community that are to be engaged with the text should be part of the selection process. Each school chooses a committee whose responsibility is to research available textbooks and choose a textbook to be used at the school. This Textbook Adoption Committee ("TAC") should be comprised of teachers in the content area and individuals who have some specific relationship to the material (e.g., Curriculum Directors or Department Heads).

As an initial task, the TAC should create and/or adopt a rubric/checklist by which to judge the various textbooks. This rubric should include consideration of: (a) clear alignment with state standards and Common Core standards; (b) clear alignment with school and RVLA standards; (c) cultural, gender, socioeconomic status and ethnic differences; (d) differing learning modalities; (e) local budget constraints; and (f) content accessibility. RVLA provides Textbook Adoption Checklists that may be used by the TAC.

While the TAC may consider various textbooks of interest, the TAC should begin its search for a textbook by considering the books on the RVLA Recommended Book List. If a textbook is selected that does not appear on the RVLA Recommended Book List, the book must be presented to the Area Superintendent for final approval.

Math Curriculum Adoption Process

- RVLA Math Director and Curriculum Specialists vet the curriculum options;
- Common Core Transition Team and RVLA Information Learning Technology Team provide initial feedback;
- The top two vendors are invited to present to all the math teachers;
- Math teachers provide feedback after the presentation;
- Education Team considers all feedback prior to making the final decision.

Pre-Approval Requirements

- Approved by Math Department, Knowledge Management, SPED, and Science Teams;
- Common Core-aligned;
- Online component with student log in;
- Textbook component; and
- Cost Effectiveness.

Information Technology Selection

Procurement of technology at RVLA is contingent on available federal subsidies through the Federal Communications Commission ("FCC") E-Rate Program.

The following summarizes guidelines for procuring technology both through E-Rate and outside of E-Rate regulations.

Subsidized (E-Rate)

Each year, E-Rate provides RVLA with millions of dollars of savings in relation to communications (e.g., phone service), connectivity (dedicated Internet access and WAN), and infrastructure related to these services (e.g., wireless access points, wireless controllers, and cabling).

For each service provided, RVLA participates in a competitive RFP bidding process per region, as managed by Rainier Valley Leadership Academy's E-Rate vendor, CSM Consulting, Inc. ("CSM"), and Rainier Valley Leadership Academy's Vice President of Technology.

Each bid is scored according to a standard rubric approved by the FCC. Rates and products included in each bid cannot be modified, per the RFP process and E-Rate regulations.

Non-Subsidized

Non-subsidized technology is procured through contracts with core IT vendors, including Dell Computers, which accounts for over ninety percent (90%) of expenditures yearly.

Since it is of vast importance for RVLA to maintain an interoperable technology environment that can be serviced by regional and national technology teams, RVLA seeks to maintain the same vendors on a yearly basis – provided that the technology remains high quality and competitively priced.

Accordingly, RVLA engages in negotiations annually with core IT vendors, aiming to maintain or decrease price as RVLA grows in size. Rainier Valley Leadership Academy's Vice President of Technology leads these negotiations, seeking feedback from regional & national staff on specifics related to hardware and testing of devices in the field prior to providing available models to schools for inclusion in their budgets.

Bid or Request for Proposal Requirements

The board recognizes the importance of: maximizing the use of district resources; the need for sound business practices in spending public money; the requirement of complying with state and federal laws governing purchasing and public works; the importance of standardized purchasing regulations; and the need for clear documentation.

I. Procurement and Public Works Using State Funds

A. Furniture, Supplies, or Equipment

Whenever the estimated cost of furniture, supplies or equipment (except books) will cost:

less than \$40,000, no competitive bidding process is required to make the purchase;
between \$40,000 and \$75,000, the board will follow the informal competitive bidding process by requiring quotes from at least three different sources to be obtained in writing or by telephone and recorded for the public to review; over \$75,000, the board will follow the formal competitive bidding process by:

1. preparing clear and definite plans and specifications for such purchases;
2. providing notice of the call for formal bids by publication in at least one newspaper of

- general circulation in the district at least once each week for two consecutive weeks;
3. ensuring that the district takes steps to assure that, when possible, the district will use small and minority businesses, women's business enterprises and labor surplus firms;
 4. providing the clear and definite plans and specifications to those interested in submitting a bid;
 5. requiring that bids be in writing;
 6. opening and reading bids in public on the date and in the place named in the notice; and
 7. filing all bids for public inspection after opening.

B. Exemptions

The board may waive bid requirements for purchases: clearly and legitimately limited to a single source of supply; involving special facilities or market conditions; in the event of an emergency; of insurance or bonds; and involving public works in the event of an emergency.

"Emergency" means unforeseen circumstances beyond the district's control that present a real, immediate threat to the proper performance of essential functions or will likely result in material loss or damage to property, bodily injury, or loss of life if immediate action is not taken.

Whenever the board waives bid requirements, the board will issue a document explaining the factual basis for the exception and record the contract for open public inspection.

C. Rejection of Bids

The board may by resolution reject any and all bids and make further calls for bids in the same manner as the original call.

D. Interlocal Cooperation Act

The board reserves the right to enter into inter-local cooperative agreements for purchases and public works with other governmental agencies pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

E. Crimes Against Scholars

The board will include in any contract for services with an entity or individual other than an employee of the district a provision requiring the contractor to prohibit any employee of the contractor from working at a public school who has contact with scholars at a public school during the course of his or her employment and who has pled guilty to or been convicted of any felony crime specified under RCW 28A.400.322. The contract shall also contain a provision that any failure to comply with this section shall be grounds for the district immediately terminating the contract.

The superintendent will establish bidding and contract awarding procedures for all purchases of furniture, equipment, supplies (except books), or public works projects consistent with state law.

F. Use of State Funds for Improvements or Repairs

The board may make improvements or repairs to district property through a district department without following the competitive bidding process if the total cost of improvements or repairs does not exceed \$75,000.

- If the board estimates that the total cost of a building, improvement, repair, or other public

works project is \$100,000 or more, the board will follow the formal competitive bidding process outlined above, unless the contract is let using the small works roster process authorized by RCW 39.04.155 or under any other procedure authorized for school districts. There are no statutory bidding requirements for public works projects involving improvements or repairs that are within the \$75,000 to \$100,000 range.

For projects in this range, the district may consider: using its small works roster process, under RCW 39.04.155; using an inter-local agreement or contract with a vendor of the district's choice, without any competitive process, under RCW 28A.335.190; or choosing to require quotes for the work to make the process more competitive.

II. Procurement Using Federal Funds

A. Goods

When the district uses federal funds for procurement of goods (furniture, supplies, equipment, and textbooks):

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$75,000 must be procured using price or rate quotations from three or more qualified sources.
- Purchases of \$75,000 or more must be publicly solicited using sealed bids or requests for proposals.

B. Services

When the district uses federal funds for procurement of services:

- Purchases of \$10,000 or less do not require quotes. However, the district must consider price to be reasonable, and, to the extent practical, distribute purchases equitably among suppliers.
- Purchases between \$10,000 and \$250,000 must be procured using price or rate quotations from a reasonable number of qualified sources.
- Purchases of \$250,000 or more must be publicly solicited using sealed bids or requests for proposals.

C. Noncompetitive Procurement

Noncompetitive procurement may be used only when one of the following four circumstances applies:

The item is only available from a single source;

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

The awarding agency (e.g., OSPI) authorizes noncompetitive procurement in response to a written request from the district; or After solicitation of a number of sources, competition is determined inadequate.

The district must maintain documentation supporting the applicable circumstance for noncompetitive procurement.

D. Suspension and Debarment

Before entering into federally funded vendor contracts for goods and services that equal or exceed \$25,000 and any subcontract award, the district will ensure the vendor is not suspended or debarred from participating in federal assistance programs.

E. Conflict of Interest

No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by federal funds if he or she has a real or apparent conflict of interest. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization that employs or is about to employ any of the parties indicated herein has a financial or other interest in or a tangible personal benefit from a firm considered for a contract.

No employee, officer, or agent of the district may solicit or accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. Violation of these standards may result in disciplinary action including, but not limited to, suspension, dismissal, or removal.

III. Procedures

The superintendent or designee will establish bidding and contract awarding procedures consistent with state and federal law.

System of Funds & Accounting

General Fund

General Checking and Savings Accounts: The board shall authorize the establishment of commercial bank accounts for the purposes of school operations. Funds will be deposited in non-speculative accounts including federally-insured savings and/or checking accounts and/or invested in non-speculative federally-backed instruments and/or standard money market accounts. The general checking account shall be the primary account for school needs.

Authorized signatories to this account shall be the Board Chair and Chief Executive Officer. The Chief Operating Officer will have access to view and administratively manage the banking information with required approval from the CEO.

Checks above \$100,000, and checks payable to an authorized signer, must be approved by two authorized people.

Authorized signers for checks above \$100,000 from this account shall be the Board Chair and Chief Executive Officer.

Cash Receipting

Checks and occasionally cash are always receipted for any transactions. The following cash receipting process is in place to guide this process.

Cash Receipting Action	Person Responsible
Governing body establishes fees, cash receipting and revenue collection policies	Board
Accounts receivable or operational functions generates invoices	COO
Two people open mailed payments and record in the single use RVLA receipt book with triplicate copy.	Ofc Coordinator Ops Asst IA *Chief of Staff *Community Engagement
Cash receipting personnel accept payment from customers, issue receipts, and reconcile cash drawers	Ofc Coordinator Ops Asst
A different clerk prepares the deposit and completes the mobile deposit	Dean of Ops
Independent person reconciles the deposit to system records and validated bank receipt	ESD
Accounts payable issues customer refunds	ESD
The accounts receivable clerk posts payments to customer accounts, adjusts accounts, and handles customer concerns	ESD

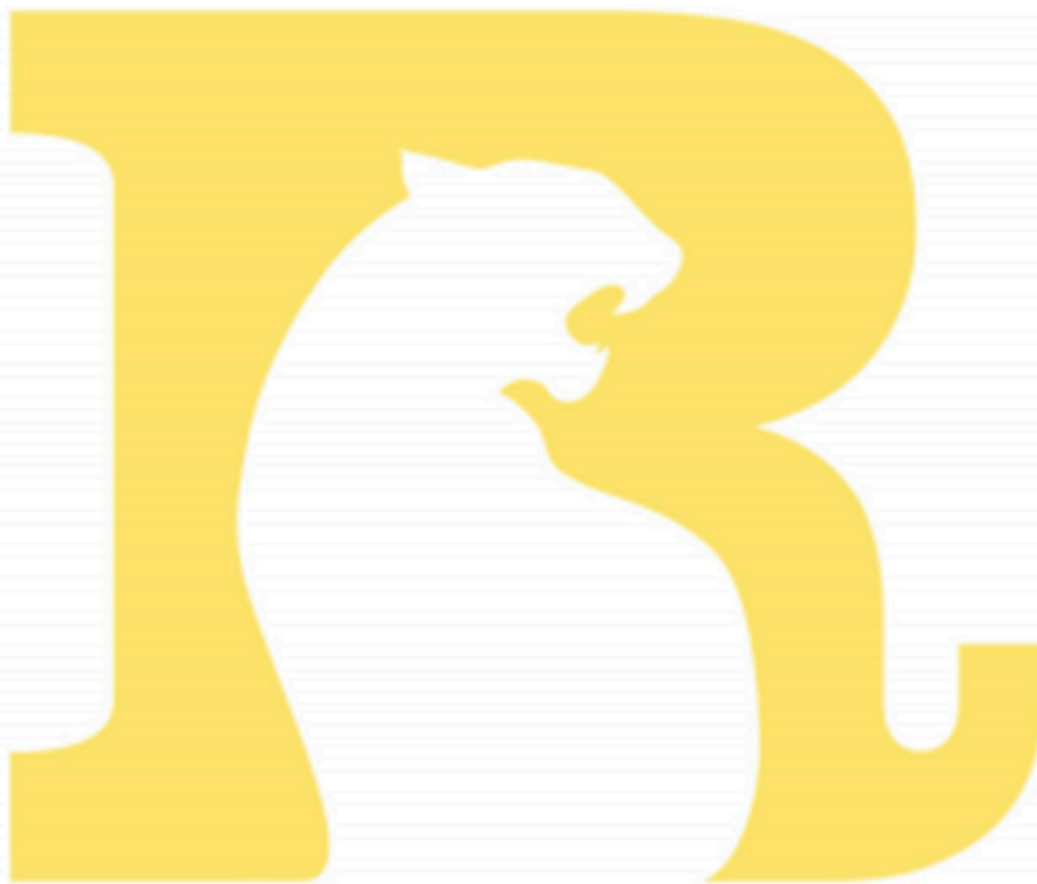
ACH Payments and Bank Transfers

All ACH payments and bank transfers can only be processed after the COO or CEO has approved the transfer (e.g., executed contract). Only the COO, or designated Accountant can initiate an ACH payment or bank transfer, and all ACH payments and bank transfers require dual authorization, with the initiator counting as the first authorization.

The general checking account shall be reconciled monthly by the Educational Service District, reviewed by the Chief Operating Officer and approved by the Chief Executive Officer or board chair who does not have the ability to approve expenses or disburse funds from the account. The monthly bank transactions shall be reviewed and approved by the board or a representative of the board who is not an authorized approver of expenses or signer on the account. Authorized signatories to the savings account shall be the Board Chair and Chief Executive Officer.

- Deposits of Receipts: The school will deposit all funds received as soon as practical upon receipt. The office manager will open all mail on a daily basis, immediately sort and endorse all checks to the appropriate school account, and prepare appropriate deposits as soon as practical, ideally the same day and in no case later than three working days. When cash is received, it will be counted by at least two employees, both of whom will verify the amount received and sign a Cash Deposit Form indicating the performance of their duties.

Other electronic methods (wire, ACH, transfer between bank accounts, etc.) shall not be permitted for payment of any expenses or reimbursements without the express written consent of the Board Chair or Chief Executive Officer. Use of electronic payments is and requires the same approval protocols as a standard payment.



**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
REGARDING THE ADOPTION OF 2025-2026 SCHOLAR 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 26, 2025.

WHEREAS, the Board deems it to be in RVLA’s best interest to update the existing version of the Scholar Handbook of Policies and Procedures for Elementary, Middle School, & High Schools (“Scholar Handbook”); and

WHEREAS, the Board has reviewed RVLA’s Elementary & 6-12 Scholar Handbook that has been updated to the 2025-2026 to the version attached hereto;

Scholar Handbooks SY 25/26

 Draft Elem 25-26 Scholar Handbook.docx (1).pdf

 Draft 25-26 Scholar Handbook 6-12.pdf

NOW, THEREFORE, BE IT RESOLVED that the Board adopts RVLA’s 2025-2026 Scholar Handbook.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 26, 2025, 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

Rainier Valley Leadership Academy

Scholar Handbook

SY 2023-2024

6020 Rainier Ave. S, Seattle, WA 98118

(206) 659-0956

RVLA SY 23-24 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, parents/guardians, and staff. The policies set forth in this handbook align with RVLA, Washington State, and federal policies.

RVLA recognizes that the parent/legal guardian is the primary educator of the scholar. Therefore, it is important to recognize that an alignment of school and parent/legal 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 an alternative 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

What if scholars have not submitted all assignments?

- All missing assignments will be graded as a zero (0.10) in the gradebook. Missing work will be accepted until midway through each semester (October 30, 2023 and April 1, 2024) and at the end of each semester (January 16, 2024 and June 7, 2024).
- Late work submitted on time, will be graded and eligible for full credit
- After 30 days all High School scholars with incompletes will have to participate in credit recovery during after school hours or summer school to earn their credits back.

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 RVLA with 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 RVLA, 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 grades 6-12, 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.

Scholars who miss a certain number of days in a semester, per 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
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:

Required credits to receive grade-level status

Grade Credits

10th grade—6 credits

11th grade—12 credits

12th grade—18 credits

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

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

Credit Recovery

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

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

- Regaining credit using yearly averages: Traditionally, if a scholar has failed either semester of a course then he or she must complete a credit recovery course over the spring or summer or online. In certain circumstances, scholars may be able to earn credit for one failed semester course by demonstrating strong performance in the other semester.
- Summer credit recovery classes: If a scholar fails one or more classes and has not earned credit through yearly averages, he or she may be required to take the class the summer following the school year. Only courses that meet graduation requirements will be eligible for summer credit recovery. Additionally, only one credit (up to two, 1/2-credit semester courses) may be recovered during summer credit recovery.
 - For scholars in grades nine through eleven only, the following guidelines apply:
 - If a scholar fails one semester of a course, then he or she can regain credit for that semester if:
 - Overall yearly average (semester 1 and semester 2) for the course is 60 percent or higher, and
 - He or she earns a passing score (defined as a 3 or 4 proficiency level) on either the quarter 1, quarter 2, or quarter 3 interim assessment for the course.
- 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
 - o Health education (.5 credit) and physical education (1.5 credits)
 - o Minimum requirements for graduation
- Assessments for Health and Fitness – formerly known as Classroom-Based Assessments (CBAs)
 - o Emphasizes alignment with state health and fitness learning standards and assessments
 - o Essential academic learning requirements and assessments
- Waivers in Physical Education – outlines parameters for excused physical education
 - o Physical education in grades 1–8
 - o Physical education in high schools
- Minutes in Physical Education – defines parameters for
 - o Grades 1-8, an average of 100 instructional minutes of physical education per week
 - o High schools, must offer one course in PE for each grade in high school
- Physical Education Requirements – outlines physical education and equivalency credits
 - o Excuse from physical education requirement
- Scholars Receiving Special Education Services – explains services available to PE scholars receiving FAPE
 - o Special education/Physical education
- Nutrition and Physical Activity—emphasizes the goals for the RVLA wellness policy
 - 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/legal 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/legal 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/legal 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/legal 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/legal 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 23-24

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:

1. The number of scholars served by grade level
2. Plans to identify scholars
3. Program services
4. An instructional program description
5. Professional development
6. Program evaluation and fiscal report
7. Assurances that RVLA is legally compliant

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

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

1. **Referral:** anyone may refer a child to the program, including teachers, other staff, parent/legal 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/legal 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/legal guardians of scholars who have been selected as well as scholars who have not been selected.
- Provide parents/guardians with a full explanation of the procedures for identification, program options and the appeal process.
- Obtain parent/legal 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/legal 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/legal 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/legal 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. They are receiving educational services as required by RCW 28A. 600.015 and chapter 392-400 WAC.
 - c. They are 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
- 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
 - 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/legal 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/legal 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/legal 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/legal 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/legal guardians may be reached (home and work)
- Signature of parent/legal 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 RVLA keep the information confidential. Scholars thirteen and older have the right to keep information about drug, alcohol or mental health treatment confidential. Scholars fourteen and older have the same confidentiality rights regarding HIV and sexually transmitted diseases.

EARLY DISMISSAL

After their arrival on campus in the morning, scholars may NOT leave campus until dismissal time. Scholars leaving campus without permission may face disciplinary action. If a scholar requests an early dismissal (for example, if a parent/legal guardian is picking him/her up for a doctor's appointment), the parent/legal 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, RVLA will implement varying interim parent/legal guardian communications and school-based interventions to encourage regular school attendance. RVLA is committed to supporting scholars and families in meeting our attendance expectations. In accordance with Washington State's Mandatory Attendance Law (Chapter 28A.225 RCW), we have outlined the following progression of support for scholars and families which will be monitored by our school administration.

- For every absence, excused or unexcused, the family will receive a phone call home.
- After **one (1) unexcused absence in a month**, the family will receive an attendance letter or phone call. If the parent/legal guardian is not fluent in English, the school must make reasonable efforts to provide this information in a language in which the parent/legal 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/legal 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/legal guardian(s)/guardian(s) of their right to obtain an evaluation at no cost.
- Not later than the **fifth (5th) 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 (7th) unexcused absence in a month or fifteenth (15th) 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/legal 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.

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 corrective action. Appropriate action will be taken by school authorities depending upon the misconduct and circumstances.

Continuation of Educational Services

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

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.

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.

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/legal guardian rights outlined in the detailed behavior intervention policy.

Grievance and Appeal Processes

Behavior Intervention Other than Suspensions or Expulsions—Conditions, Limitations, Grievance Process

Grievance Process

1. Any scholar or parent/legal 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.

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.

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.

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.

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.

Meals

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

Behavior Intervention of Scholars who Qualify for Special Education Services

- Scholars who qualify for special education services can receive the same 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.

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.

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, 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 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

SCHOLAR CELLPHONE/ELECTRONICS POLICY

Scholars are encouraged to leave their phone and other electronics at home. The school is not responsible for lost, stolen, or damaged cellphones/electronics. If scholars must bring their cell phone to school, the phone must be turned off and stored in their backpacks from 8:30 am to 3:30 pm. Cellphones and other electronics will be confiscated if seen or heard and sent to the administrative office. Parents/legal guardians must go to the front office to retrieve the confiscated item. Please note that you may call the front office in case of emergency (*Refer to "Parent & Guardian" Policies*).

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](#).

ENROLLMENT

RVLA does not discriminate in any programs or activities, including enrollment, on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

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 RVLA. Siblings must share at least one biological parent/legal 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 9th 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 updated in Schoolmint and 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 ten (10) calendar days, the scholar's placement is forfeited and a scholar on the waitlist will be offered placement.

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

During the school year if vacancies become available, the school will notify parent/legal guardians of applicants on the waitlist. Multiple phone calls on different days will be made, with accompanying documentation made available to the parent/legal guardians. If parent/legal 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/legal 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/legal 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 RVLA's 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/legal 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/legal 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/legal 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/legal 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).

- Maintain 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
- Scholar must have met criteria for a previous semester/trimester
- Scholars must exhibit satisfactory conduct on and off field
- Scholars must observe all regulations outlined in the current ed. of the WIAA handbook
- Scholar must pass a physical examination given by a medical doctor
- Scholar is enrolled and in regular attendance the first 15 days of the current semester
- Scholar must carry adequate insurance

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

EXTRA-CURRICULAR ELIGIBILITY

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

Exclusion from Social/ Extra-curricular Activities

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

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

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

HEALTH & WELFARE POLICIES

MEDICATION ADMINISTRATION AT SCHOOL

RVLA may not furnish any medications. School personnel are prohibited by law from giving any medications (i.e., prescriptions, cold tablets, vitamins, inhalers, epinephrine, etc.) to a scholar unless a licensed healthcare professional has given written authorization and the scholar's parent/legal 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/legal 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/legal guardian as soon as it is safe to do so. After an anaphylactic event, the nurse will debrief the situation with the parent/legal 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/legal 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 (WIIIS) to assess scholar vaccination needs. WIIIS 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/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal 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, RVLA will implement procedures that ensure all schools are in compliance with the State Board of Health rules and regulations regarding the spread of infectious diseases deemed dangerous to the public health. It is the principal's duty to report to the local health office the presence or suspected presence of any communicable or infectious disease in accordance with the Infectious Disease Control Guide, provided by the State Department of Health and the Office of Superintendent of Public Education.

The school follows the recommendations of the Office of Superintendent of Public Education in excluding and readmitting scholars with communicable conditions. A scholar

suspected of having a communicable disease will be excluded from school until guidelines for readmission are met. A scholar who has been absent from school because of a reported communicable disease must have a proper authorization issued by the local health jurisdiction or physician before he or she is readmitted to school.

Temporary exclusion of a scholar from school generally occurs for communicable diseases, including, but not limited to, the following conditions: conjunctivitis ("pink eye"); skin infections (impetigo), strep throat, chickenpox, scabies, head lice, and pertussis ("whooping cough"). Exclusion may occur immediately or at the end of the school day, depending on the disease, its communicability and school, county and state policy. The principal is not required to send prior notice of exclusion to the parent/legal 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/legal 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/legal 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/legal 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/legal guardians will be notified. Scholars who are ill or injured will not be permitted to leave school without an accompanying parent/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal 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/legal 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.

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.

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

Scholar Responsibility

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

Staff Training

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

- 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
- Warning signs that may indicate suicidal intentions, including changes in scholars' appearance, personality or behavior
- School and community resources/services
- Annual training on reporting requirements regarded alleged sexual misconduct and reporting guidelines
- 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/legal 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/legal 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.

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/legal guardians as soon as possible, unless notification of the parent/legal 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/legal 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/legal 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
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/legal guardian and:

1. Ask the parent/legal guardian whether he or she is aware of the scholar's mental state
2. Ask the parent/legal 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/legal 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/legal 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/legal 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/legal 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.

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/legal 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.

Resources

RVLA will utilize school counselors, the crisis telephone hotline, physician/health care providers, mental health specialists, coaches and youth leaders, parent/legal 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, 206-297-5922
- b. Washington State Department of Health, www.doh.wa.gov/preventsuicide

[360-236-2800](tel:360-236-2800)

- c. King County Health Department, <https://blue.kingcounty.gov/about/contact/> 206-296-0100
- 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: 206-461-3222, www.crisisconnections.org
- c. National Lifeline: 1-800-273 and Talk (8255)
- d. Local Community Mental Health Center: 206-263-8997

PARENT & GUARDIAN POLICIES

COMMUNICATION

RVLA believes that the communication between parent/legal 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/legal guardian volunteers call home on a regular basis to inform parent/legal 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/legal 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/legal 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/legal 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. Scholars are not allowed to use food delivery services (i.e., Door Dash, Grub Hub, Uber Eats, etc.) on campus. All food service deliveries for scholars will be turned away.

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/legal guardians to track scholars' progress and stay informed. Username and password information is distributed to parent/legal 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. Scholars in 11th and 12th grade are allowed to leave for lunch, but must return in time for their next scheduled class. Scholars in grades 6-10 must remain on campus at all times. 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. At each 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.

The principal and/or designee may ask any parent/legal 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/legal 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/legal 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 school’s 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 RVLA's start time is later than normally scheduled hours. School will be dismissed at the regular time. Please check public transportation schedules to arrange transportation.
2. **SCHOOLS CLOSED:** This means RVLA is closed for ALL scholars. All scheduled after school programming and meetings are also canceled or postponed. RVLA Home Office remains open.
3. **SCHOOLS CLOSED – INCLUDING ADMINISTRATIVE OFFICES:** This means that all RVLA and the Home Office is closed.
4. **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. Please check public transportation schedules to arrange transportation.
5. **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. Please arrange transportation to arrive at dismissal.

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/legal 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 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/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
- 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/legal 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/legal guardians, volunteers and visitors. The policy will be reproduced in each scholar, staff, volunteer and parent/legal guardian handbook.

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

Training

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

Prevention

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

Interventions

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

Retaliation/False Allegations

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

TRANSGENDER 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

SCHOLAR INFORMATION GUIDELINES

FAMILY EDUCATIONAL RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Policy Act (FERPA) is a federal law passed in 1974. Among other provisions, FERPA requires schools to get permission from a parent/legal 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
- State and local authorities, within a juvenile justice system, pursuant to specific State law

PARENT ACCESS

Under FERPA, the parent/legal 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/legal guardian has the right to request the amendment of scholar's education records that the parent/legal 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/legal guardian's request, the school must inform the parent/legal 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/legal guardian has the right to insert a statement in the record setting forth their other views. That statement must remain with the contested part of the scholar's record for as long as the record is maintained.

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

DIRECTORY INFORMATION

FERPA defines certain information about your children as "directory information." The information may be released unless the parent/legal guardian notifies RVLA, in writing, of his/her refusal.

"Directory information" is scholar information that is generally not considered harmful or an

invasion of privacy if released. The primary purpose of directory information is to allow RVLA to include this type of information from a scholar's education records in certain publications, which include, but are not limited to:

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

The following scholar information is considered "directory information:"

- name
- grade level
- address
- major field of study
- telephone listing
- dates of attendance
- electronic mail address
- participation in officially recognized activities
- photographs
- sports
- date and place of birth
- weight and height of members of athletic teams
- degrees and awards received
- 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/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 12th-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/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 how project results will be used
8. Benefits to the school(s) or RVLA

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

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

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

BUS TRANSPORTATION

Currently, scholars 18 years of age and younger have free access to public transportation. Older scholars, needing access to public transportation, are provided Orca cards during the school year (*upon request*).

SCHOLAR FEES

RVLA shall ensure that books, materials, equipment, supplies, and other resources necessary for scholars' participation in RVLA's educational program are made available to them at no cost. No scholar shall be required to pay a fee, deposit, or other charge for his or her participation in an educational activity which constitutes an integral fundamental part of RVLA's educational program.

This general prohibition against scholar fees, unless authorized by law, shall not restrict RVLA from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, RVLA shall not offer or award to a scholar any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the scholar and shall not remove, or threaten to remove, from a scholar any course credit or privileges related to educational activities, or otherwise discriminate against the scholar, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the scholar.

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 are 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 museums, businesses, universities, cultural exhibits, nature centers, and government agencies.

Sponsoring faculty members are expected to generate and collect waivers and inform staff about participating scholars. Sponsors shall verify that each scholar has submitted a permission form signed by the parent/legal guardian or guardian prior to leaving on the trip. If the parent/legal 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)
- 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/legal 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

Schools receive certain federal and state funding (learning assistance programs, teacher incentives, etc.) based on the number of children from households that are at or below the federal poverty level. This Family Income Survey provides RVLA a way to collect household income information. This information makes sure RVLA receives the full amount of federal and state funding and makes sure your child receives services they are entitled to when free/reduced price applications are not collected. RVLA follows all Child Nutrition Services practices and scholars are provided free breakfast and lunch, daily.

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
- still or video cameras
- any item listed in the “Matrix for Suspension/Expulsion Recommendations”
- balloons
- toy weapons

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. Scholars are required to keep textbooks covered and in good condition. Scholars may not write in or deface their textbooks.

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/legal guardians of scholars.

PHOTO RELEASE AND CONSENT AGREEMENT

Permission is granted by the scholar and the scholar's parent/legal 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/legal 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/legal 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/legal guardian or 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/legal 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/legal 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/legal 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: Principal**
- **Title IX Officer: COO**
- **Civil Rights Compliance Coordinator: COO**

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Step 1: Complaint to RVLA

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

coordinator.

Step 2: RVLA Investigates Your Complaint

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

Step 3: RVLA Responds to Your Complaint

When RVLA responds to your complaint, it will include:

1. A summary of the results of the investigation
2. A determination of whether or not RVLA failed to comply with civil rights requirements related to the complaint
3. Notice of your right to appeal, including where and to whom the appeal must be filed
4. Any corrective measures determined necessary to correct any noncompliance. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeals to RVLA

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, 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.

RVLA will disseminate this policy annually to RVLA employees, scholars, parent/legal guardians, appropriate school officials or representatives, school mentor 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
2. Scholars who are English learners as an Annual Assessment. (For Washington public school scholars, this test is the ELPA21.)

ELPA21 has three purposes:

1. To identify eligibility for English Language Development services
2. To determine the level of English language proficiency of English learners
3. 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/legal 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/legal guardian. (WAC [392-160-010](#))
2. Not later than 30 calendar days after the beginning of the school year, each parent/legal 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:
 - i. 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
- ii. 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
- iii. 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/legal 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/legal guardian in selecting among available programs, if more than one program is offered. Parent/legal 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/legal guardian exception waiver. (WAC [392-160-015\(2\)](#))
2. Parent/legal 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/legal 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/legal guardians or guardians in a language they can understand. Districts must document the parent/legal 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/legal 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/legal 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/legal 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/legal guardian waiver.

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

HOMELESS AND MIGRANT 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:

1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations
3. Living in emergency or transitional shelters
4. Abandoned in hospitals
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
7. 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/legal 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/legal 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/legal guardian or guardian will be informed of RVLA's decision and the reasons therefore, (or informed if the scholar does not qualify for McKinney-Vento, if applicable) and their appeal rights in writing and in a language they can understand. RVLA's liaison will carry out dispute resolution as provided by state policy. Unaccompanied youth will also be enrolled pending resolution of the dispute.

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

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

Transportation

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/legal 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/legal 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:

- Waive specific courses required for graduation for scholars experiencing homelessness if similar coursework has been satisfactorily completed in another school district
- Provide reasonable justification for denial of the waiver. In the event RVLA denies a waiver and the scholar would have qualified to graduate from their sending school district, RVLA will provide an alternative process of obtaining required coursework so that the scholar may graduate on time.
- RVLA will consolidate partial credit, unresolved, or incomplete coursework and will provide scholars experiencing homelessness with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the scholar.

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

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

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

Informed Consent for Healthcare

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

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

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

Dispute Resolution

In the event that a caregiver or education decision-maker disputes a network decision regarding the best interest of the scholar in foster care with regard to enrollment or the provision of any other education-related service, including transportation, the caregiver or education decision-maker may use the three-tiered appeals process outlined in the

procedure that accompanies this policy. RVLA will make all reasonable efforts to collaborate with appropriate agencies and aggrieved parties to resolve the dispute at the local level.

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

Review of Unexpected or Excessive absences

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

Facilitating on-time grade level progression RVLA will:

- waive specific courses required for graduation for scholars in foster care if similar coursework has been satisfactorily completed in another school district
- 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
- consolidate partial credit, unresolved, or incomplete coursework and will provide scholars in foster care with opportunities to accrue credit in a manner that eliminates academic and nonacademic barriers for the scholar.

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

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

In the event a scholar enrolled in three or more school districts as a high school scholar, has

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

SPECIAL EDUCATION

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

RVLA Special Education Policies and Procedures

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

Service Animals in Schools

RVLA acknowledges its responsibility to permit scholars and/or adults with disabilities to be accompanied by a "service animal" as required by federal laws and Washington State's law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities. A "service animal" means an animal that is trained for the purpose of assisting or accommodating a disabled person's sensory, mental or physical disability. The parent/legal 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
- 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/legal 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 scholars with ADD/ADHD.

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.

**2023-24****Scholar**

Handbook Receipt & Acknowledgement

View the full handbook by visiting: myrvla.orgOr 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 RVLA's Handbook. If I have any questions about any section of RVLA's Handbook, I understand that I am expected and encouraged to seek clarification from the school by emailing info@myrvla.org.

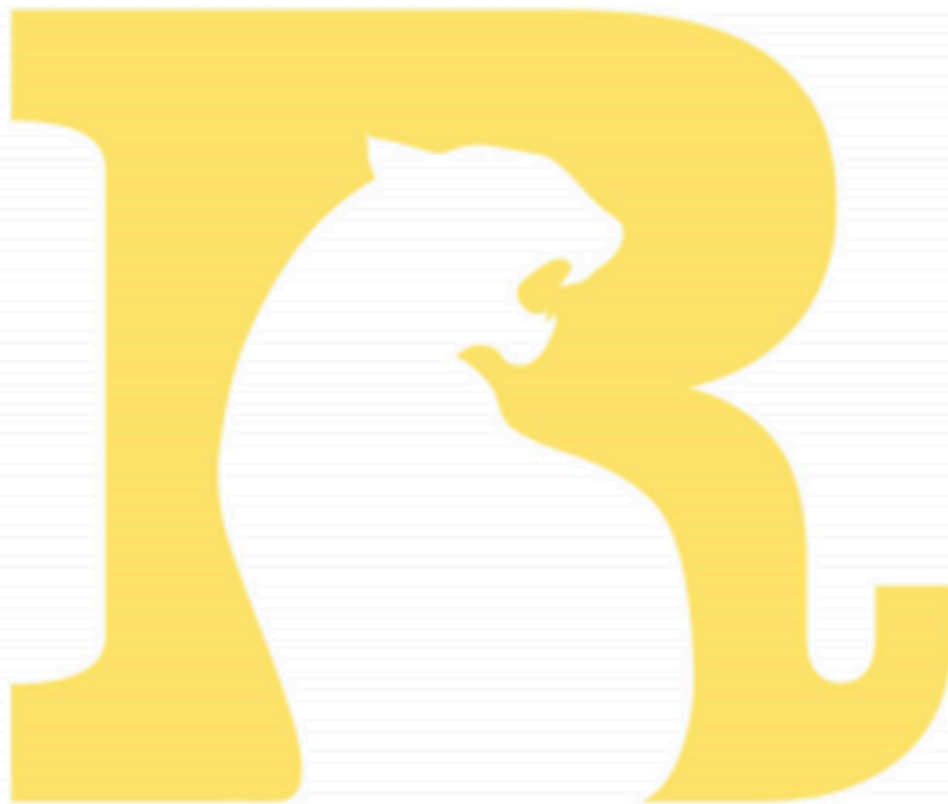
I understand that the statements contained in this Handbook are not intended to create any contractual or legal obligation on the part of Rainier Valley Leadership Academy.

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

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

Scholar First Name:	Scholar Last Name
Scholar Signature:	Date:
Parent/legal guardian First Name	Parent/legal guardian Last Name:
Parent/legal guardian Signature:	Date:

Acknowledgement of the Handbook is done annually.





**Rainier Valley
Leadership Academy**

6-12

Scholar Handbook

SY 2026-2026

6020 Rainier Ave. S, Seattle, WA 98118
(206) 659-0956



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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.

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MISSION, PILLARS, AFFIRMATIONS, 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

	Scholar Centered	Family Centered
Collaborative Community Our belief in the South African principle of Ubuntu—that our individual well-being and success is connected to the well-being and success of the community as a whole.	• I will participate in school-led community events • I will check in on my “shy” peers • I will be respectful in my interactions with my school community • I will represent RVLA with pride	• Read the NEWSLETTER each month • Volunteer when you can and participate in school events • Attend school conferences
Anti-Racist Fundamental belief in disrupting the original ideas of colonialism and racism with action and urgency.	• I respect personal, cultural, religious differences • I commit to speaking out against injustice • I question unfair policies and procedures	• Reach out to appropriate staff when you have a question or concern • Be inclusive of all community members through language and actions
Leadership Our belief in the ability of our scholars to influence peers, family, and community through behaving in a manner that aligns collective thought to accomplish a shared goal.	• I use my voice to advocate for myself and others • I set the example of success • I set and accomplish personal, academic, and relational goals	• Be open to hearing feedback on your scholar’s growth and progress • Encourage your scholar to form positive relationships and advocate for self and others

PRIDE Affirmations

	Scholar Centered	Family Centered
Perseverance	I set goals and do whatever it takes to accomplish them. I will never give up. If I fall, I get back up and learn from my mistakes; doing better than before.	We will support our scholar in helping to reach their goals. We will never allow them to give up and we will help them learn from their mistakes; providing positive encouragement daily.

Responsibility	I am accountable for my actions, my words, my belongings, and my community.	We will hold our scholar accountable for their actions, words, belongings, and community. We will also hold them accountable for their participation in daily learning and their academic careers.
Integrity	I do the right thing, even when no one is watching; I acknowledge and honor myself and those who came before me.	We will encourage our scholar to make decisions based on rational thinking and honest practices. We will lead by example in our home and our community.
Drive	I am assertive and proactive in the pursuit of my dreams. I am self-motivated and ambitious. No dream is too big to go after.	We will encourage our scholar to be proactive in the pursuit of their dreams; no matter the enormity.
Excellence	I bring my best to all I do by digging deep to learn more about myself, others and the world; I am excellent.	We will encourage our scholar to be the best representation of themselves and celebrate the beauty in their differences.

PURPOSE OF THIS HANDBOOK

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

RVLA recognizes that the parent/legal guardian is the primary educator of the scholar. Therefore, it is important to recognize that an alignment of school and parent/legal 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.

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.

2026 - 2026 School Year Calendar

August 12-15 New Staff Onboarding
August 16 All Staff Kick Off
August 19-26 Summer Professional Development
August 27-30 Family Conference (Afterschool)
August 27 First Day of School
September 2 No School–Labor Day
October 14 Indigenous Peoples Day
October 16-18 Fall Conferences (Afterschool)
November 11 No School–Veteran’s Day
November 28-29 No School–November Break
December 23-January 3 No School–Winter Break
January 6 Staff Professional Development (School Closed Scholars) January 20 No School–MLK Day
January 26 Semester 1 Ends

(End of First Semester)

January 27 Semester 2 Begins
February 17 No School–Presidents Day
February 14, 18 No School–February Break
March 19-21 Spring Conferences (Afterschool)
March 21 Staff Professional Development (School Closed Scholars) April 14-18 No School–Spring Break
May 12-16 State Testing
May 26 No School–Memorial Day
June 13 12th Grade Graduation
June 19 No School–Juneteenth Holiday
June 20 Last Day of School

(End of Second Semester)

BELL SCHEDULE

The school may alter the regular bell schedule to accommodate holiday release, scholar testing and teacher professional development.

School Hours

Breakfast Daily: 8:10—8:30
Monday, Tuesday, Thursday, Friday: 8:30—3:30
Wednesday: 8:30—1:00

Middle School Class Schedule

Full Day Bell Schedule (M,T,Th, F)				Half Day Bell Schedule (W)			
Start	End	Duration	M, T, Th, F	Start	End	Duration	Wednesday
8:15 - 8:30 AM Scholar Arrival & Breakfast				8:15 - 8:30 AM Scholar Arrival & Breakfast			
8:30 AM	9:57 AM	1:27	Block 1	8:30 AM	9:27 AM	0:57	Block 1
9:57 AM	10:00 AM	0:03	Passing	9:27 AM	9:30 AM	0:03	Passing
10:00 AM	11:27 AM	1:27	Block 2	9:30 AM	10:27 AM	0:57	Block 2
11:27 AM	11:30 AM	0:03	Passing	10:27 AM	10:30 AM	0:03	Passing
11:30 AM	12:00 PM	0:30	Lunch	10:30 AM	11:27 AM	0:57	Block 4
12:00 PM	12:03 PM	0:03	Passing	11:27 AM	11:30 AM	0:03	Passing
12:03 PM	1:00 PM	0:57	Mentor Block 3	11:30 AM	11:57 AM	0:27	Mentor Block 3
1:00 PM	1:03 PM	0:03	Passing	11:57 AM	12:00 PM	0:03	Passing
1:03 PM	2:30 PM	1:27	Block 4	12:00 PM	12:30 PM	0:30	Lunch
2:30 PM	2:33 PM	0:03	Passing	12:30 PM	12:33 PM	0:03	Passing
2:33 PM	3:30 PM	0:57	Block 5	12:33 PM	1:00 PM	0:27	Mentor Block 3
3:30 PM Scholar Dismissal				1:00 PM Scholar Dismissal (Grab & Go Lunch)			

High School Class Schedule

Full Day Bell Schedule (M,T,Th, F)				Half Day Bell Schedule (W)			
Start	End	Duration	M, T, Th, F	Start	End	Duration	Wednesday
8:15 - 8:30 AM Scholar Arrival & Breakfast				8:15 - 8:30 AM Scholar Arrival & Breakfast			
8:30 AM	9:57 AM	1:27	Block 1	8:30 AM	9:27 AM	0:57	Block 1
9:57 AM	10:00 AM	0:03	Passing	9:27 AM	9:30 AM	0:03	Passing
10:00 AM	11:27 AM	1:27	Block 2	9:30 AM	10:27 AM	0:57	Block 2
11:27 AM	11:30 AM	0:03	Passing	10:27 AM	10:30 AM	0:03	Passing
11:30 AM	12:27 PM	0:57	Mentor Block 3	10:30 AM	11:27 AM	0:57	Block 4
12:27 PM	12:30 PM	0:03	Passing	11:27 AM	11:30 AM	0:03	Passing
12:30 PM	1:00 PM	0:30	Lunch	11:30 AM	12:00 PM	0:30	Lunch
1:00 PM	1:03 PM	0:03	Passing	12:00 PM	12:03 PM	0:03	Passing
1:03 PM	2:30 PM	1:27	Block 4	12:03 PM	1:00 PM	0:57	Mentor Block 3
2:30 PM	2:33 PM	0:03	Passing	1:00 PM Scholar Dismissal (Grab & Go Lunch)			
2:33 PM	3:30 PM	0:57	Block 5				
3:30 PM Scholar Dismissal							

RVLA 25-26 Attendance Policy

Washington law requires that scholars 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/legal 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/legal 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. They are receiving educational services as required by RCW 28A. 600.015 and chapter 392-400 WAC.
 - c. They are 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. **Scholars have 48 hours to submit an excuse for their absence.**

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 scholar or person for whom the scholar is legally responsible
- a. Family emergency (including, but not limited to, a death or illness in the family)
- b. Religious or cultural purpose (including observance of a religious or cultural holiday or participation in religious or cultural instruction)
- c. Court, judicial proceeding, court-ordered activity, or jury service
- d. Postsecondary, technical school or apprenticeship program visitation, or scholarship interview
- e. State-recognized search and rescue activities consistent with RCW 28A.226.055
- f. Absence directly related to the scholar's homeless or foster care/dependency status; BULLETIN NO. 061-21 OSSI August 17, 2021 Page 4
- g. Absences related to deployment activities of a parent or legal guardian who is an active-duty member consistent with RCW 28A.705.010
- h. Absences due to suspensions, expulsions, or emergency expulsions imposed pursuant to chapter 392-400 WAC if the scholar is not receiving educational services and is not enrolled in qualifying "course of study" activities as defined in WAC 392-121-107
- i. Absences due to scholar safety concerns (including absences related to threats, assaults, or bullying)
- j. Absences due to a scholar's migrant status
- k. 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
- l. Absences due to the scholar'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 scholar 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 scholar's illness, health condition, or medical appointments due to COVID-19 or other communicable disease
- a. 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
- b. Absences related to the scholar's family obligations during regularly scheduled

school hours that are temporarily necessary because of school facility closures, until other arrangements can be made

c. Absences due to the work schedule or other obligations of the scholar'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 previously for an excused absence.

Please note that scheduled school days used for vacations are considered unexcused.

MAKE UP WORK

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/legal 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/legal 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/legal 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/legal 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/legal guardians may be reached (home and work)
- Signature of parent/legal guardian or guardian and/or other authority providing

documentation

- Signed authorization from doctor, if applicable

ARRIVAL

Scholars are expected to be on-time for school daily. ALL scholars should be in class by 8:30 a.m. ready to receive instruction. The arrival process will begin at 8:10 a.m. **There is no supervision for scholars before 8:10 a.m., so please do not leave your scholar unattended.**

DISMISSAL

Please avoid calling the front office during dismissal (3:00 p.m.—4:00 p.m.). Scholars must leave school grounds immediately after dismissal, unless enrolled in an Enrichment program. Parents/legal guardians must wait for their scholar outside of the school.

Only individuals listed on the **EMERGENCY CONTACT CARD** will be allowed to pick-up scholars from school. Please update this information whenever changes occur. Valid photo identification will be required of all individuals picking-up scholars. If someone arrives at the school to seek the release of a scholar and the person's name is not on the emergency contact card or the person does not have valid photo identification, the scholar will **not** be released.

If you need to sign your scholar out early for an appointment, please do so before 2:30 p.m. so as not to impede the dismissal process.

Scholar Pick-up Procedures

Car Loop: Scholar pick-up will take place at the “back” of the school, using a single file line. You may line up starting at 3:30 p.m. Please refrain from parking earlier. **You will have to pull your vehicle around if you are blocking elementary dismissal. Elementary dismissal is from 3:00 to 3:30.**

Unattended vehicles, cell phones, loud music, and smoking are not permitted in the drop off lanes. Please follow our procedures for dismissal to ensure the safety of scholars and to demonstrate positive citizenship in our school's neighborhood.

EARLY DISMISSAL

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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/legal guardian is picking him/her up for a doctor's appointment), the parent/legal 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 community engagement board referral.

JUNIOR/SENIOR LUNCH

A scholar with the designation of high school junior or senior may leave campus during their lunch period, with parent/guardian signed permission. Scholars are expected to return to school, on time for their next class. Scholars may lose their off-campus lunch privilege if they are consistently tardy and/or if they are engaged in unsafe behaviors. Scholars must sign in and out if they choose to leave campus. Junior/Senior lunch privileges may be revoked at the principal’s discretion.

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, RVLA will implement varying interim parent/legal guardian communications and school-based interventions to encourage regular school attendance. RVLA is committed to supporting scholars and families in meeting our attendance expectations. In accordance with Washington State’s Mandatory Attendance Law (Chapter 28A.226 RCW), we have outlined the following progression of support for scholars and families which will be monitored by our school administration.

Number Unexcused Absences	School Responsibility	Expected Family Action	Expected Student Action
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Beginning of the School Year RCW 28A.226.005	Information letter to all students and parents that includes the benefits of regular school attendance; the effects of absenteeism , excused and unexcused, on academic achievement and graduation; the school's expectations regarding attendance; the resources available to assist the scholar and the parents; the responsibilities of the school; and the consequences of truancy; communicated in a language in which the parents are fluent.
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One	Automated Phone Call or Attendance Letter	Call Main Office	Return to school the following day and check-in with your Mentor
Three in one month RCW 28A.226.020	- Family conference scheduled. - Notify family of outcomes if unable to attend.	- Attend conference as scheduled. - Discuss solutions for improving attendance. - Implement strategies	- Attend conference - Return to school and check-in with Mentor. - Create a plan for completing missing assignments
Five in one month OR Ten cumulative excused absences in a school year RCW 28A.226.018	- Conference with scholar & family - Sign School/Scholar Attendance Contract - May refer to Community Engagement Board or file a petition to juvenile court.	- Sign Attendance Contract - Respond to any court or community mandated actions	- Create a plan with Mentor for completing missing assignments - Respond to any court or community mandated actions.
Between Two and Seven in one year (In addition to previously stated) RCW 28A.226.020	Administer the Washington Assessment of Risks and Needs of Scholars (WARNS)	- Attend conference - Actively participate in the assessment	- Attend conference - Actively participate in the assessment - Create a plan with Mentor for completing missing assignments
Between Two and Seven in one year (scholars with an IEP/504 plan) RCW 28A.226.020	- Convene the IEP/504 team - Recommend evaluation if the scholar is suspected of having a disability, but does not currently have a plan	- Attend team meeting - Actively participate in team meeting	- Create a plan with Mentor for completing missing assignments - Attend team meeting - Actively participate in team meeting
Seven in one month or Fifteen in one year	File a petition for civil action in juvenile court	Respond to any court mandated actions	Create a plan with Mentor for

RCW 28A.226.035			completing missing assignments • Respond to any court mandated actions.
<i>*For every absence, excused or unexcused, the family will receive a phone call home. *If the family is not fluent in English, the school will make reasonable efforts to provide attendance information in a language in which the family is fluent.</i>			

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/legal guardians are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents/legal guardians annually.

SCHOLAR PRIVACY RIGHTS

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

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 an alternative assignment without cheating, when applicable

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2. Researching cheating and the consequences and completing a plan of action to avoid cheating in the future

ARTIFICIAL INTELLIGENCE (AI) *(Guided by WA Office of Superintendent of Public Instruction)*

Generative Artificial Intelligence (also abbreviated as Gen AI) refers to software tools modeled on large amounts of data to produce text, images, videos, or other digital artifacts. AI can be used as a means to augment teaching and learning and is already embedded into many technologies.

AI is not a replacement for scholar development, a source of unquestionable/factual information, a replacement for highly qualified educators.

Artificial Intelligence tools provide opportunities, benefits, and potential risks. It is the responsibility of every parent/guardian, policymaker, teacher, administrator, and support staff member to ensure that the use of this transformative new technology and its future is regularly reviewed to ensure equity of access, data privacy, and safe and ethical usage are maintained at all levels. Educators may teach scholars to engage with AI in the following ways:

- Co-create and share an AI decision-making rubric
- Teach scholars to use AI as a feedback tool on original works
- Use AI platforms to increase access to learning
- Use AI for differentiation and assessment

AI users should review and critically assess outputs from AI tools before sharing or publicizing results, including in the classroom. Scholars should not rely exclusively on AI-generated content without fact-checking and evaluating results. Ultimately, it is up to human users to determine how AI information is shared and used.

- **Bias and Misinformation:** AI-generated content is based on datasets or data models that may contain biases, false information, or other inaccuracies. AI systems do not have the ability to think or verify accuracy. Therefore, verifying AI results to ensure the source is credible must occur before considering an AI output in academic work.
- **Safety and Respect:** Scholars must never use AI tools to create misleading or inappropriate content, take someone's likeness without permission, or harm humans or the community at large.

- **Plagiarism:** AI-generated content is considered plagiarism, unless appropriately cited in assignments or publications; any use must be referenced. Using AI tools to generate answers, stories, essays, or other publications, and/or complete assignments without proper citation, is plagiarism.

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GRADING SCALE

Academic grades are a reflection of scholar mastery of the standards being taught (Mastery Based Learning). Grading a scholar's work solely on the standards taught allows teachers to have a true indicator of the proficiency level of the scholar, since grades are not skewed by non-academically related aspects. Scholars are given ample opportunity to practice what is taught in order to demonstrate what they have learned both in class and through home learning assignments.

Please note that it is the parent/legal guardian's and the scholar's responsibility to monitor grades and work to improve scholar performance.

RVLA Grading Agreements:

- No extra credit is available or awarded
- A zero and "M" (Missing) are entered for missing work to accurately reflect the grade if the missing work is not completed and turned in by the missing work deadline. Missing grades will remain a "0" zero if not completed, to reflect lack of mastery on a standard.
- Scholar will be awarded full credit if they show mastery of the standard by the end of the quarter.
- Retakes are available to any scholar upon request, after completing a plan of success.
- All assignments in a grade book are linked to a standard.
- Non-academic performance ("soft skills, timeliness of work, etc.) is not included in the grade. Instead scholars are given feedback verbally, with written notes, or through an online feedback program, which scholars and caregivers can access.

Percentage GPA Scale Letter Grade

Percentage	Letter Grade Core	GPA	Performance
90-100%	A	4	Exceeds Mastery of Standards
80-89%	B	3	Mastery of Standards
70-79%	C	2	Approaching Grade Level Standards
60-69%	D	1	Below Grade Level Standards
0-66%	F	0	No Credit Received

Pillar Driven Grading Practice

- Uses mathematically sound calculations
- Avoids zeros (Used as place holder for missing assignments only)
- Indicates current level of academic performance
- Produces bias-resistant grades
- Motivates scholars to achieve academic success

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- 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

What if scholars have not submitted all assignments?

- All missing assignments will be graded as a zero (0.10) in the gradebook.
Scholars will have three opportunities to show mastery of a standard within a grade period. Late work submission deadlines will be announced quarterly.
- Late work submitted on time, will be graded and eligible for full credit ● After 30 days all High School scholars with incompletes will have to participate in credit recovery during after school hours or summer school to earn their credits back.

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 RVLA with 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 RVLA, RVLA will issue check-out grades based upon the current grade assigned in Skyward, and

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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 grades 6-12, 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.

Scholars who miss a certain number of days in a semester, per 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
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

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Each course is worth 1.0 credits per semester. Scholars must earn a total of 26 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 26 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:

Required credits to receive grade-level status

Grade Credits

10th grade—6 credits

11th grade—12 credits

12th grade—18 credits

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

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the spring or summer or online. In certain circumstances, scholars may be able to earn credit for one failed semester course by demonstrating strong performance in the other semester.

- Summer credit recovery classes: If a scholar fails one or more classes and has not earned credit through yearly averages, he or she may be required to take the class the summer following the school year. Only courses that meet graduation requirements will be eligible for summer credit recovery. Additionally, only two credits (up to two, 1-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 average 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.
 - 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

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to offer cost assistance for completion of proficiency assessments available through non-public programs or other means, scholars and families are primarily responsible for the costs of assessment.

Physical Education Waiver

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

- High School Graduation Requirements – delineates the minimum course credits
 - o Health education (.5 credit) and physical education (1.5 credits)
 - o Minimum requirements for graduation
- Assessments for Health and Fitness – formerly known as Classroom-Based Assessments (CBAs)
 - o Emphasizes alignment with state health and fitness learning standards and assessments
 - o Essential academic learning requirements and assessments
- Waivers in Physical Education – outlines parameters for excused physical education
 - o Physical education in grades 1–8
 - o Physical education in high schools
- Minutes in Physical Education – defines parameters for
 - o Grades 1-8, an average of 100 instructional minutes of physical education per week
 - o High schools, must offer one course in PE for each grade in high school ●
- Physical Education Requirements – outlines physical education and equivalency credits
 - o Excuse from physical education requirement
- Scholars Receiving Special Education Services – explains services available to PE scholars receiving FAPE

- o Special education/Physical education
- Nutrition and Physical Activity—emphasizes the goals for the RVLA wellness policy
 - 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

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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/legal 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/legal 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

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consent of the parent/legal 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/legal 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/legal 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 include:

NWEA MAP- Fall, Winter, Spring

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

WCAS (8th, 11th)- Spring

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

PSAT 8/9 & 10- TBD

SAT- TBD

HIGHLY CAPABLE PROGRAM

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

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

Definitions: *Highly capable scholars* are scholars who perform or show potential for performing at significantly advanced academic levels when compared with others of their age, experiences, or environments. Outstanding abilities are seen within scholars' general intellectual aptitudes, specific academic abilities, and/or creative productivities within a specific domain. These scholars are present not only in the general populace, but are

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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:

1. The number of scholars served by grade level
2. Plans to identify scholars
3. Program services
4. An instructional program description
5. Professional development
6. Program evaluation and fiscal report
7. Assurances that RVLA is legally compliant

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

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

1. **Referral:** anyone may refer a child to the program, including teachers, other staff, parent/legal 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/legal 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

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would receive the most benefit from participating in the program services.

RVLA will:

- Notify parent/legal guardians of scholars who have been selected as well as scholars who have not been selected.
- Provide parents/guardians with a full explanation of the procedures for identification, program options and the appeal process.
- Obtain parent/legal 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/legal 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.

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.

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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.

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

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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 corrective action. Appropriate action will be taken by school authorities depending upon the misconduct and circumstances.

Continuation of Educational Services

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

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.

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

Under state law, there are four categories of behavior that can be a basis for long-term suspension or expulsion (removals of more than 10 school days). They are:

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- A violation of [RCW 28A.600.420](#) (which says a scholar who brings or has a firearm at school, on school transportation or at facilities while they are being used by the school, shall be expelled)
- An offense in [RCW 13.04.155](#) (which includes certain violent offenses, sex offenses, inhaling toxic fumes, controlled substances offenses, liquor offenses, or certain crimes related to firearms, assault, kidnapping, harassment, and arson; this could include drugs or alcohol offenses, assault or harassment);
- Two or more violations of certain laws within a three-year period, including: criminal gang intimidation or other gang activity on school grounds, possessing dangerous weapons on school facilities, willfully disobeying school administrators or refusing to leave public property, or defacing or injuring school property; or
- Behavior that adversely impacts the health or safety of other scholars or educational staff.

For any other kinds of behavior, school districts may use other consequences, but not a long-term suspension or expulsion.

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 (up to 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.

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/legal guardian rights outlined in the detailed behavior intervention policy.

Grievance and Appeal Processes

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Behavior Intervention Other than Suspensions or Expulsions—Conditions, Limitations, Grievance Process

Grievance Process

1. Any scholar or parent/legal 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.

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.

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.

Re-admission Process

- Any scholar who has been suspended or expelled will be allowed to apply for readmission at any time.

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- If a scholar desires to be readmitted to 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.
- Upon admittance, the scholar with their guardian, must sit with the principal, dean of scholars, and MTSS coordinator to create a plan of entry and support.

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.

Meals

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

Behavior Intervention of Scholars who Qualify for Special Education Services ● Scholars who qualify for special education services can receive the same 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.

SCHOLAR CELLPHONE/ELECTRONICS POLICY

Scholars are encouraged to leave their phone and other electronics at home. The school is not responsible for lost, stolen, or damaged cell phones/electronics. If scholars must bring their cell phone to school, the phone must be turned off, sealed in their Yondr cell phone pouch, and stored in their backpacks during the course of the instructional day. For the purpose of this policy, the instructional day will be defined as the time scholars arrive on campus in the morning until the time they are officially dismissed for the day. Cellphones and other electronics will be confiscated if seen or heard and sent to the administrative office. Parents/legal guardians must go to the front office to retrieve the confiscated item. Please note that you may call the front office in case of emergency (*Refer to "Parent & Guardian" Policies*).

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Failure to surrender items will result in the use of corrective strategies and/or disciplinary measures.

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 and vape 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 (including toy weapons), 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 scholars 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 have been established:

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

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

b. 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.

c. 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](#).

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

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well-being of all scholars. Scholars' attire should not contribute to any hostile or intimidating atmosphere for students.

Scholars May Wear:

- Religious headwear
- Khakis, sweatpants, yoga pants, thick leggings, and "skinny jeans."
- Ripped or distressed jeans/shorts, skirts that do not expose underwear when standing or bending
- Tank tops, halter tops, one shouldered shirts, and spaghetti straps (with a sweater or jacket)
- Sunglasses (can be worn outside). Special approval is needed to wear sunglasses in the classroom setting for medical purposes.
- Hoods (on hoodies), caps, and knit hats must be removed upon entry to the school

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
- Slippers/house shoes
- 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.

ENROLLMENT

RVLA does not discriminate in any programs or activities, including enrollment, on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal and provides equal access to the Boy Scouts and other designated youth groups.

SCHOLAR ELIGIBILITY AND ENROLLMENT PROCESS

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RVLA operates as a free, 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 RVLA. Siblings must share at least one biological parent/legal 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 Kindergarten, 6th grade or 9th 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.
- Results will be updated in SchoolMint, emailed, and mailed to applicants to notify them of acceptance or waitlist status.

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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 ten (10) calendar days, the scholar's placement is forfeited and a scholar on the waitlist will be offered placement.

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

During the school year if vacancies become available, the school will notify parent/legal guardians of applicants on the waitlist. Multiple phone calls on different days will be made, with accompanying documentation made available to the parent/legal guardians. If parent/legal 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 documents to secure enrollment:

- **Completed New Scholar Enrollment Packet**
- **Photo ID of Parent/legal 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/legal 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 RVLA's 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/legal guardians or guardians.

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IMMUNIZATION REQUIREMENTS

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 (WIIIS) to assess scholar vaccination needs. WIIIS 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.

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-quarter. If a parent/legal 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

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

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

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

HEALTH & WELFARE POLICIES

MEDICATION ADMINISTRATION AT SCHOOL

RVLA may not furnish any medications. School personnel are prohibited by law from giving any medications (i.e., prescriptions, cold tablets, vitamins, inhalers, epinephrine, etc.) to a scholar unless a licensed healthcare professional has given written authorization and the scholar's parent/legal 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, sealed, 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 scholar. All medications will be administered by the registered nurse or specially trained staff members in accordance with Washington State law.

THE FREEDOM CLINIC

RVLA has partnered with The Freedom Clinic to provide a school-based health center where scholars can access clinical services such as sports physicals, primary care visits, preventative medicine, acupuncture, naturopathic/herbal medicine and more.

Services will be billed to insurance; however, The Freedom Clinic will cover services and coverage fees if they are not "in network" with your insurance company.

Services are limited to those who are enrolled in The Freedom Clinic. Enrollment information will be provided upon school registration at the beginning of each school year.

The Difference between School Based Health Centers and School Nurse services

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School Based Health Center–The Freedom Clinic (Must Enroll to Receive Services)	School Nursing Services (Available to ALL RVLA scholars)
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• Doctor Wellness/Sports Physicals • Sick Visits • Prescribing/re-filling medication when needed • Pre-existing injury or wound care • Joint or muscle pain • Treating stomach ache, headache, or cramps (with medication) • Mental Health • Reproductive Health • Acupuncture • Naturopathic and Herbal Medicine	• Band-aid • Pads/tampons or other hygiene items • Ice for injury • Determining if your scholar should go home to recover • First aid
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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 scholar 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/legal 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/legal guardian as soon as it is safe to do so. After an anaphylactic event, the nurse will debrief the situation with the parent/legal 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/legal guardian’s 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.

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 26 hours without the use of OTC medications
- Vomiting and/or diarrhea
 - Scholars should not return to school for 26 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 26 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 26 hours after their first antibiotic dose
- Any contagious illness or infection

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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/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal 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 scholar 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, RVLA will implement procedures that ensure all schools are in compliance with the State Board of Health rules and regulations regarding the spread of infectious diseases deemed dangerous to the public health. It is the principal's duty to report to the local health

office the presence or suspected presence of any communicable or infectious disease in

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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, staph infections and/or MRSA, 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/legal 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/legal 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.

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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 Skyward 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/legal 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 they are too ill to stay in school. No scholar will be allowed to leave the campus without parent/legal 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 scholar 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.

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/legal guardians will be notified. Scholars who are ill or injured will not be permitted to leave school without an accompanying parent/legal 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/legal guardian to provide the school with an emergency phone number so that parent/legal guardians may be notified immediately should such a need arise.

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In case of a 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/legal guardians or other adults listed on the emergency form. Parents/guardians are advised that if their scholar is hurt at school, there is no school insurance to cover medical costs.

If parents/guardians are unable to pick up their scholar, parents/guardians must provide an alternative means for pick-up. If the parent requests the use of public transportation, they must fill out a form providing permission for the alternative mode of transportation.

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 are authorized in advance by RVLA and likely to cause injury to the eyes.

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. Parents/legal guardians are highly encouraged to maintain insurance coverage on their scholar.

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

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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 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 the 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:

- 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
- Warning signs that may indicate suicidal intentions, including changes in scholars' appearance, personality or behavior
- School and community resources/services
- Annual training on reporting requirements regarded alleged sexual misconduct and reporting guidelines
- 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/legal 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/legal 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

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also required to report alleged sexual abuse to law enforcement, if he/she has reasonable cause to believe the abuse or misconduct occurred.

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/legal guardians as soon as possible, unless notification of the parent/legal 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/legal 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/legal 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
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 Scholar Protective Services to report allegations of sexual abuse and/or misconduct within 26 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/legal guardian and:

1. Ask the parent/legal guardian whether he or she is aware of the scholar's mental state
2. Ask the parent/legal 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

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4. Determine the parent/legal 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/legal 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/legal 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/legal 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.

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/legal 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.

Resources

RVLA will utilize school counselors, the crisis telephone hotline, physician/health care providers, mental health specialists, coaches and youth leaders, parent/legal 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, 206-297-5922
- a. Washington State Department of Health, www.doh.wa.gov/preventsuicide360-236-2800
- b. King County Health Department, <https://blue.kingcounty.gov/about/contact/> 206-296-0100

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- d. 211 System – This is an information referral service; it assists with providing resources in your community.

0. Crisis Response Resources:

- a. Emergency Response: 911
 - a. Local Crisis Hotline: 206-461-3222, www.crisisconnections.org
- b. National Lifeline: 1-800-273 and Talk (8265)
- c. Local Community Mental Health Center: 206-263-8997

PARENT & GUARDIAN POLICIES

COMMUNICATION

RVLA believes that the communication between parent/legal 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 scholar's progress. If you do not hear from one of your scholar's teachers, do not assume your scholar is doing satisfactory work. The only way to assure your scholar is on track is to communicate with your scholar's teachers by phone, email, or by scheduling an appointment.
- **AUTOMATED COMMUNICATION SYSTEM:** Staff members and/or parent/legal guardian volunteers call home on a regular basis to inform parent/legal 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/legal 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 scholar 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/legal

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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/legal guardian.

- **PARENTS/LEGAL 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. Please allow up to 48 hours for a response.
- **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, only urgent messages will be delivered to scholars during instructional periods.
Scholars are not allowed to use food delivery services (i.e., Door Dash, Grub Hub, Uber Eats, etc.) on campus. All food service deliveries for scholars will be turned away.

SKYWARD

Parents are encouraged to follow scholar progress through the Skyward system. Scholar homework, grades, and test scores can be reviewed on-line 26 hours a day through Skyward on the internet. Skyward assists parents/legal guardians to track scholars' progress and stay informed. Username and password information is distributed to parents/legal guardians during School Orientation, Back to School Night, and by contacting the main office.

TITLE I PARENTAL INVOLVEMENT POLICY

The board recognizes that parent and family engagement helps students participating in Title I programs achieve academic standards. To promote parent and family engagement, Rainier Valley Leadership Academy will involve parents and family members of Title I students in the development and implementation of Title I programs.

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.

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MANDATED SCHOLAR ABUSE REPORTING

When any professional school personnel have reasonable cause to believe that a scholar has suffered abuse or neglect, they 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. 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** may function as volunteers, visitors, or both, during their scholar'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. At each visit, present valid 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
4. Return ID badge to the front office upon departure.

The principal and/or designee may ask any parent/legal guardians, visitors, or volunteers who refuse to conform to visitor policy to exit the building. Parents/legal guardians, visitors, and volunteers are not permitted to make impromptu visits to classrooms during the school day without checking in at the front office.

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RVLA welcomes parent/legal 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/legal 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 school's 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, school is 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.**

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- **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, 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.

Emergency Notification	Definition	School	Home
Delayed Start	Start time is later than normally scheduled hours; school will dismiss at regularly scheduled times	Notification will be sent via email, phone call, and Skyward	● Check public transportation schedules ● Arrange alternative transportation if necessary
Schools Closed to Scholars	RVLA and all programming is closed to ALL scholars.	● Notifications will be sent via email, phone call, and Skyward	● No school for scholars ● Check online platforms for any assignments ● Catch up on missing assignments

School & Admin Offices Closed	RVLA and home office are closed	Notification will be sent via email, phone call, and Skyward	• No school for scholars • Catch up on missing assignments • Monitor school closure status
Early Dismissal	Early release due to weather or other hazards	Notification will be sent via email, phone call, and Skyward	• Check public transportation schedules • Arrange alternative transportation if necessary
After School Care Cancelled	After school programming cancelled due to weather or other hazard	Notification will be sent via email, phone call, and Skyward	• Arrange alternative transportation if necessary

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

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- 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/legal 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.

***Note: No person will be allowed to enter/exit and no scholar will be released during school lockdown status, for any reason. Please refer to the Safe School Plan for post-lockdown procedures.*

EMERGENCY CARDS

Every scholar must have a completed up-to-date Emergency Card and Dismissal Form, 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, 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 scholar'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.

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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.

PROHIBITION OF HARASSMENT, INTIMIDATION, AND BULLYING (HIB): RVLA is committed to a safe and civil educational environment for all scholars, employees, parent/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

HIB generally involves an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our 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.

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Parents/legal guardians who have a conflict with a scholar, other than their own, are requested to speak to administration. At no time may parents/legal guardians approach the scholar directly.

How can I make a report or complaint about HIB?

Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB ([Incident Form](#)) but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other scholars involved with the report. No disciplinary action will be taken against another scholar based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. RVLA also has a HIB Compliance Officer (Chastity Catchings, COO) that supports prevention and response to HIB.

What happens after I make a report about HIB?

If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation.

Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?

When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of the students involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within 5 school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within 2 school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

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For the student designated as the "targeted student" in a complaint:

If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal.

For the student designated as the "aggressor" in a complaint:

A scholar found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

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 is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a scholar's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a scholar is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on a sports team.

Sexual harassment can also occur 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
- 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 scholar abuse will be reported to law enforcement or Scholar 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.

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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/legal 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/legal guardians, volunteers and visitors. The policy will be reproduced in each scholar, staff, volunteer and parent/legal guardian handbook.

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

Training

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

Prevention

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

Interventions

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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.

GENDER INCLUSIVITY

RVLA fosters 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.

In Washington, all scholars have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity • Allow students to participate in sports, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

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

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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 9.14.260, 270, 280

DISCRIMINATION

Discrimination can happen when someone is treated differently or unfairly because they are part of a **protected class**, including their race, color, national origin, sex, gender identity, gender expression, sexual orientation, religion, creed, disability, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a scholar's protected class and is serious enough to create a **hostile environment**. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

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: Principal**
- **Title IX Officer: COO**
- **Civil Rights Compliance Coordinator: COO**

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If you believe that you or your scholar has experienced unlawful discrimination or discriminatory harassment at school based on any protected class, you have the right to file a formal complaint. Prior to filing a formal complaint, RVLA encourages the early, informal

resolution of complaints at the school site level whenever possible.

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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 to enable RVLA to reach appropriate resolution of allegations regarding violations of federal or state anti-discrimination laws.

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

If you believe that you or your scholar 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 scholar's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Step 1: Complaint to RVLA

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

Step 2: RVLA Investigates Your Complaint

When RVLA receives your written complaint, the Compliance Coordinator or Area Superintendent will give you a copy of the RVLA's discrimination complaint procedure. The Compliance Coordinator will then make sure that RVLA conducts a prompt and thorough investigation. You may also agree to resolve your complaint in lieu of an investigation. The Area Superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional

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circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: RVLA Responds to Your Complaint

When RVLA responds to your complaint, it will include:

1. A summary of the results of the investigation
2. A determination of whether or not RVLA failed to comply with civil rights requirements related to the complaint
3. Notice of your right to appeal, including where and to whom the appeal must be filed
4. Any corrective measures determined necessary to correct any noncompliance. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

Appeals to RVLA

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

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

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

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360- 726-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us.

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

Who else can help with HIB or Discrimination Concerns?

Office of Superintendent of Public Instruction (OSPI)

families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (For questions about harassment, intimidation, and bullying)

- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center • Email: schoolsafety@k12.wa.us
- Phone: 360-726-6068

OSPI Equity and Civil Rights Office (For questions about discrimination and sexual harassment)

- Website: ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-726-6162

Washington State Governor's Office of the Education Ombuds (OEO)

The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.

- Website: www.oeo.wa.gov
- Email: oeoinfo@gov.wa.gov
- Phone: 1-866-297-2697

U.S. Department of Education, Office for Civil Rights (OCR)

The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.

- Website: <https://www2.ed.gov/about/offices/list/ocr/index.html>
- Email: orc@ed.gov
- Phone: 800-421-3481

SCHOLAR INFORMATION GUIDELINES

FAMILY EDUCATIONAL RIGHTS AND POLICY ACT (FERPA)

The Family Educational Rights and Policy Act (FERPA) is a federal law passed in 1974. Among other provisions, FERPA requires schools to get permission from a parent/legal 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):

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- 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
- State and local authorities, within a juvenile justice system, pursuant to specific State law

PARENT ACCESS

Under FERPA, the parent/legal guardian has the right to inspect and review his or her scholar'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/legal guardian has the right to request the amendment of scholar's education records that the parent/legal 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/legal guardian's request, the school must inform the parent/legal 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/legal guardian has the right to insert a statement in the record setting forth their other views. That statement must remain with the contested part of the scholar's record for as long as the record is maintained.

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

DIRECTORY INFORMATION

FERPA defines certain information about your scholar as "directory information." The information may be released unless the parent/legal guardian notifies RVLA, in writing, of his/her refusal.

"Directory information" is scholar information that is generally not considered harmful or an invasion of privacy if released. The primary purpose of directory information is to allow

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RVLA to include this type of information from a scholar's education records in certain publications, which include, but are not limited to:

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

The following scholar information is considered "directory information:"

- name
- grade level
- address
- major field of study
- telephone listing
- dates of attendance
- electronic mail address
- participation in officially recognized activities
- photographs
- sports
- date and place of birth
- weight and height of members of athletic teams
- degrees and awards received
- 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 Scholar Left Behind Act of 2001) to provide military recruiters, upon request, with scholars' names, addresses and telephone listings, unless parent/legal guardians have advised RVLA that they do not want their scholar'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 12th-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.

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If parents/legal guardians do not want RVLA to disclose directory information from their scholar's education records without their prior written consent, they must notify their scholar'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 how project results will be used
8. Benefits to the school(s) or RVLA

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

1. Shows potential for improving instructional programs and strategies
2. Addresses a relevant educational problem, concern or issue
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

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

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

BUS TRANSPORTATION

Currently, scholars 18 years of age and younger have free access to public transportation. Older scholars, needing access to public transportation, are provided Orca cards during the school year (*upon request*).

SCHOLAR FEES

RVLA shall ensure that books, materials, equipment, supplies, and other resources necessary for scholars' participation in RVLA's educational program are made available to them at no

cost. No scholar shall be required to pay a fee, deposit, or other charge for his or her participation in an educational activity which constitutes an integral fundamental part of RVLA's educational program.

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This general prohibition against scholar fees, unless authorized by law, shall not restrict RVLA from soliciting for voluntary donations, participating in fundraising activities, and providing prizes or other recognition for participants in such activities and events. However, RVLA shall not offer or award to a scholar any course credit or privileges related to educational activities in exchange for voluntary donations or participation in fundraising activities by or on behalf of the scholar and shall not remove, or threaten to remove, from a scholar any course credit or privileges related to educational activities, or otherwise discriminate against the scholar, due to a lack of voluntary donations or participation in fundraising activities by or on behalf of the scholar.

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 are 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.

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- 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 their parents/legal 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 museums, businesses, universities, cultural exhibits, nature centers, and government agencies.

Sponsoring faculty members are expected to generate and collect waivers and inform staff about participating scholars. Sponsors shall verify that each scholar has submitted a permission form signed by the parent/legal guardian or guardian prior to leaving on the trip.

If the parent/legal 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,

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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)
- 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/legal 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

Schools receive certain federal and state funding (learning assistance programs, teacher incentives, etc.) based on the number of scholars from households that are at or below the federal poverty level. This Family Income Survey provides RVLA a way to collect household income information. This information makes sure RVLA receives the full amount of federal and state funding and makes sure your scholar receives services they are entitled to when free/reduced price applications are not collected. RVLA follows all Scholar Nutrition Services practices and scholars are provided free breakfast and lunch, daily.

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:

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

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. Scholars are required to keep textbooks covered and in good condition. Scholars may not write in or deface their textbooks.

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/legal guardians of scholars.

PHOTO RELEASE AND CONSENT AGREEMENT

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Permission is granted by the scholar and the scholar's parent/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.

a. Photographic materials incorporating a scholar's name and/or image. b. Printed materials incorporating scholar's name, likeness and/or image. c. Telephonic or other recorded, electronic or digital materials incorporating scholar's name, voice and/or spoken or written words.

d. 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/legal 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/legal 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/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

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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.

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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/legal 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 scholarren. If the department determines that the response to the allegation will be a family assessment response, the preferred practice is to request a parent/legal guardian, or custodian's permission to interview the scholar before conducting the scholar interview unless doing so would compromise the safety of the scholar or the integrity of the assessment. The interviews may be conducted on school premises, at day-care facilities, at the scholar's home, or at other suitable locations outside of the presence of parents/guardians. If the allegation is investigated, parent/legal 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 scholar or the course of the investigation. Prior to commencing the interview, the department or law enforcement agency shall determine whether the scholar wishes a third party to be present for the interview and, if so, shall make reasonable efforts to accommodate the scholar's wishes. Unless the scholar 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))

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

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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
2. Scholars who are English learners as an Annual Assessment. (For Washington public school scholars, this test is the ELPA21.)

ELPA21 has three purposes:

1. To identify eligibility for English Language Development services
2. To determine the level of English language proficiency of English learners
3. 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.

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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/legal 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/legal guardian. (WAC [392-160-010](#))
2. Not later than 30 calendar days after the beginning of the school year, each parent/legal 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 scholar'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 a.
The level of English proficiency
 - b. A description of the program for English language development instruction, including a description of all of the following:
 - .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
 - i.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

- ii. 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/legal 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/legal guardian in selecting among available programs, if more than one program is offered. Parent/legal 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 scholar in a structured English immersion program and shall be notified of an opportunity to apply for a parent/legal guardian exception waiver. (WAC [392-160-015\(2\)](#))
2. Parent/legal 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

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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/legal guardian(s) have the right to waive TBIP and Title III services for their scholar. However, an administrator knowledgeable about the program must communicate the benefits of program participation to parent/legal guardians or guardians in a language they can understand. Districts must document the parent/legal 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/legal guardians for this purpose.

2. 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.
3. 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/legal 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.
4. Scholars under a parent/legal 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/legal guardian waiver.

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

HOMELESS AND MIGRANT 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.

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

1. Sharing the housing of other persons due to loss of housing or economic hardship, or a similar reason
2. Living in motels, hotels, trailer parks or camping grounds due to the lack of alternative adequate accommodations
3. Living in emergency or transitional shelters
4. Abandoned in hospitals
5. Living in public or private places not designed for or ordinarily used as regular sleeping accommodation
6. Living in cars, parks, public spaces, abandoned buildings, substandard housing, transportation stations or similar settings
7. Migratory scholar's 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/legal 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/legal 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/legal 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

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records, proof of residency, mailing address or other documentation, or denied or delayed due to missed application deadlines or fees, fines or absences at a previous school.

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

Transportation

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 scholars 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 scholars 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/legal 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 scholars 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

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parent/legal 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:

- Waive specific courses required for graduation for scholars experiencing homelessness if similar coursework has been satisfactorily completed in another school district
- 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.

Informed Consent for Healthcare

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

a. Consent is necessary for non-emergency, outpatient, primary care services, including physical examinations, vision examinations and eyeglasses, dental examinations, hearing examinations and hearing aids, immunizations, treatments for illnesses and conditions, and routine follow-up care customarily provided by a health care provider in an outpatient setting, excluding elective surgeries

a. The scholar meets the definition of a “homeless scholar or youth” under the federal McKinney-Vento homeless education assistance improvements act of 2001 b. The scholar is not under the supervision or control of a parent/legal 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

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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 scholar 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 scholar 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 scholar 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 scholar, the scholar 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 scholar 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 scholar's educational history in order to meet the scholar's unique needs within two (2) school business days.

Records Transfer

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

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

Dispute Resolution

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

In the event that a dispute occurs between RVLA and a scholar 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/legal guardian, guardian and foster parent/legal guardians. The purpose of the review is to determine the cause of the absences, taking into account: unplanned school transitions, periods of running from care, in-patient treatment, incarceration, school adjustment, educational gaps, psychosocial issues and unavoidable appointments during the school day. The representative or employee will take proactive steps to support the scholar's school work so the scholar does not fall behind and to avoid suspension or expulsion based on truancy.

Facilitating on-time grade level progression RVLA will:

- waive specific courses required for graduation for scholars in foster care if similar coursework has been satisfactorily completed in another school district
- 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
- 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.

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

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

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

SPECIAL EDUCATION

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

RVLA Special Education Policies and Procedures

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

Animals in Schools

RVLA acknowledges its responsibility to permit scholars and/or adults with disabilities to be accompanied by a “service animal” as required by federal laws and Washington State’s law against discrimination. This policy governs the presence of service animals in the schools, on school property, including school buses and at school activities. A “service animal” means an animal that is trained for the purpose of assisting or accommodating a disabled person’s sensory, mental or physical disability. The parent/legal 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

Coversheet

Resolution 2025/6 Staff Hanbook

Section:	III. Consent Agenda
Item:	E. Resolution 2025/6 Staff Hanbook
Purpose:	
Submitted by:	
Related Material:	25-26 Staff Handbook Draft docx (1) (1).pdf 25_26 Updated Staff Handbook Resolution.docx.pdf



STAFF HANDBOOK POLICIES AND PROCEDURES

SY 2025-2026

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I. INTRODUCTION

I.A. Welcome

“It is easier to build strong children, than to repair broken men.”

--Frederick Douglass

“Tell me and I forget. Teach me and I remember. Involve me and I learn.”

--Benjamin Franklin

Welcome to a New School Year!!!

This year, we are adding Panther Cubs to our den and I am ecstatic to work with you in creating an Anti-Racist, Collaborative, Leadership based environment for our youngest scholars.

Here at RVLA we value what you bring to the team and want you to know that you are here for a purpose. Your purpose is to ensure each and every one of our scholars reaches their fullest potential. We do this by fully embracing the mission and vision of RVLA and consciously

disrupting colonial systems that fail to serve our scholars.

Whether this is your first year with RVLA or you are returning in a different capacity, we want you to know that we have created a culture of coaching, feedback, collaboration, friendship, and community. In other words, we will ensure that you feel supported in your role here and we welcome your “voice”.

This year will be full of transitions and learning curves, but by the end we will have created the framework for a full K-12 program that ensures post-secondary success for our scholars. We are determined to be the go-to for the nation as an example of Anti-Racist education.

I cannot wait to take this journey with you and look forward to building community with you! Again, as you continue reading the Employee Handbook, you might have questions. Please feel free to email hr@myrvla.org or speak with any member of the leadership team.

In Service of Our Scholars,

Angela M. Thomas
Principal

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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

Vision

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

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Mission

We fulfill our vision by ensuring scholars are college and career ready by providing an anti-racist education, opportunities for collaborative problem solving, and community leadership experiences.

Why do we exist?

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

We fulfill our vision by ensuring scholars are college and career ready by providing an anti-racist education, opportunities for collaborative problem solving, and community leadership experiences.

What are our pillars?

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.

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

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 future career choices.
- We celebrate neurodiversity

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How do we behave?

PERSEVERANCE - We set goals and do whatever it takes to accomplish them. We never give up.

RESPONSIBILITY - We take accountability for our actions, our words, our belongings and our community.

INTEGRITY - We do the right thing, even when no one is watching we acknowledge and honor ourselves and our ancestors.

DRIVE - We are assertive and proactive in the pursuit of our dreams.

EXCELLENCE - We bring our best to all we do by digging deep to learn more about ourselves, other and the world; we are excellence!

I.D. Summary of Rainier Valley Leadership Academy

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 recruitment and retention practices.

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

Embedding a DEI lens is a catalyst to fulfilling Rainier Valley Leadership Academy's 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

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background or ability, graduates prepared for success in college, career 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 scholars.

II. Our Commitments

We commit to closing the opportunity gap by explicitly being DEI focused in our organizational culture, our educational practices, and our recruitment and retention 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.
 - o Our mission drives our culture. Our organizational culture grows out of the contributions of every individual who believes in our mission.
 - o 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 scholar and family voice in our work.
 - o 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 scholars feel valued in our classrooms.
 - o In our schools, we commit to providing differentiated supports and building authentic connections to meet the needs of each

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scholar.

- o We commit to reflecting on our identities and beliefs and addressing our own biases in the context of the communities we serve.
- o We commit to better understanding scholars' 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.
 - o Acknowledging the broader social and historical context of the communities we serve, we commit to taking a purposeful approach to continuing to connect scholars 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.
 - o At the same time, we commit to helping scholars 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 9 of

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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, 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 at the beginning of the year to support the kick off of the new school year and throughout the year as needed. Additionally, Rainier Valley Leadership Academy provides ongoing professional development with on-site coaching, monthly staff professional development, and access to external workshops. 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/District Office content experts.

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 systems, routines and procedures. 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.

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

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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 (30)

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 scholars or Rainier Valley Leadership Academy employees), staffing firm employees may be required to perform a live scan 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 scholar 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.

AmeriCorps (or like) Interns: Rainier Valley Leadership Academy may enter into agreements with non-profit organizations that participate in the federal AmeriCorps 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 14 of

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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 scholars 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, volunteer, consultant, independent contractor and other individuals that performs work on behalf of Rainier Valley Leadership Academy.

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 scholars 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.

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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/or 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 Scholars

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, scholars, 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

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questions and complaints of alleged discrimination:

Title IX Coordinator: COO

Section 504/ADA Coordinator: Principal

Email contact: hr@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 scholar 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 scholars, parents, and employees about its discrimination complaint procedure (WAC [392-190-060](#)).

[English](#)

[Spanish](#)

[Arabic](#)

DISCRIMINATION

[Tagalog](#)

[Chinese](#)

[Punjabi](#) [Russian](#) [Somali](#)

[Ukrainian](#) [Vietnamese](#)

[Korean](#)

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

Title IX Officer: Chastity Catchings chastity.catchings@myrvla.org

Section 504 Coordinator: Angela M. Thomas angela.thomas@myrvla.org

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

Scholars 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.

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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

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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 | **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.

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 | [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.

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- 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**

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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 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 coworker, 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 Human Resources Department at 206-539-6250 or 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.

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

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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.

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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's 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 their immediate supervisor. If the issue is not resolved, or if the employee is uncomfortable discussing the issue with their immediate supervisor, the employee may present the problem to the Rainier Valley Leadership Academy Human Resources Department at 206-539-6250 or 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),

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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 scholar, the complaint must also include: 27 of 102
- The name and address of the scholar, or in the case of a homeless child or youth, contact information for the scholar; and
- The name of the school and school district, or public charter school, the scholar 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 scholars. 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 scholars 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.

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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 must also inform his/her supervisor prior to contacting the agency.

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, they 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,

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counselors, administrators, child care facility personnel, and school nurses.

When any person, in their 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, they 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 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>.

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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, scholar 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, scholars 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 time card, when applicable, of another employee or permitting or arranging 31

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for another employee to record your time card.

- Failure to accurately record time card entries and/or failure to submit accurate time card entries (sick, pto, pnl, etc.)
- Use of profane, abusive or threatening language in conversations with other employees, parents, scholars, or stakeholders and/or intimidating or interfering with other employees. ●
- Conducting personal business during business hours
- Unauthorized use of school resources including telephone lines or school assigned cell phones for personal calls.
- Excessive use of personal devices while on duty (cell phone, personal computer, etc.) ●
- 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, 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

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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. These policies apply to Rainier Valley Leadership Academy physical location and any other school sponsored site locations.

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. These policies apply to Rainier Valley Leadership Academy physical location and any other school sponsored site locations.

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

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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 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/Scholar Interaction Policy

Rainier Valley Leadership Academy recognizes its responsibility to make and enforce all rules and regulations governing scholar 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 scholars and to specify the boundaries between scholars and staff. Trespassing the boundaries of a scholar/staff relationship is deemed an abuse of power and a

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

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- Excessive attention toward a particular scholar.

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 scholars off school property for activities such as field trips or competitions.
- E-mails, text, phone and instant messages to scholars 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 scholar.
- Keeping reasonable space between you and your scholars.

- Stopping and correcting scholars if they cross your own personal boundaries.
- Keeping parents informed when a significant issue develops about a scholar.
- Keeping after-class discussions with a scholar 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 scholar.
- 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 scholars or coworkers. ● Asking another staff member to be present when you must be alone with a scholar. ● Giving scholars 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 scholar behavior that crosses boundaries or where a scholar appears to be at risk for sexual abuse.

Use of Electronic Media by Staff to Communicate with scholars

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

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subject at Rainier Valley Leadership Academy. Knowing participation by Rainier Valley Leadership Academy employees with scholars 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 scholars, 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 scholars' online profiles.

- Rainier Valley Leadership Academy employees shall not invite scholars to join social networks unless authorized by Rainier Valley Leadership Academy.
- When in doubt about contacting a Rainier Valley Leadership Academy scholar 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 scholar'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 scholars. 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 scholars, the scholars' 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

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working environment, nor should it offend scholars, 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 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 the 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 scholars, its staff, and their families. This includes, but is not limited to, information found in scholar lists, scholar cumulative files, scholar health files, scholar individualized education programs, personnel files, and computer records. In addition, federal law prohibits scholar 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

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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. Scholar Transportation Policy and Guidelines

Rainier Valley Leadership Academy is committed to supporting scholars' safety and recognizes that, based on scholar needs this may come in a multitude of formats. In general, busing of scholars by Rainier Valley Leadership Academy approved licensed bus drivers is on a case by cases. Majority of scholars receive transportation options by means of a public transit pass (Orca Card). Situations arise that require scholar transportation by the authorized staff of Rainier Valley Leadership Academy. Such situations include transportation of scholars 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 scholar 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 scholar's parent or guardian for permission to transport a Rainier Valley Leadership Academy scholar in his/her personal vehicle; and (2) receive permission from the school principal or designee to transport a Rainier Valley Leadership Academy scholar 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 scholars home after an extracurricular activity), or scholars being left on or near campus without transportation, elevate the risk of liability to Rainier Valley Leadership Academy.

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To help avoid such liability, employees of Rainier Valley Leadership Academy shall not transport scholars in their personal vehicles unless, prior to driving scholars, the:

- Scholar's parent has completed the [Transportation Permission and Release of Liability Form](#) and returned it to the scholar'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 scholar and adhere to all terms contained therein.)

To determine quickly whether a scholar 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 scholar, the completed Transportation Permission and Release of Liability Form, and the *Employee Driver Agreement* shall be kept on file at the scholar'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 scholars. 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. These policies apply to Rainier Valley Leadership Academy physical location and any other school sponsored site locations.

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, scholars, 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.

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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 20th 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 timesheets are late there will be progressive disciplinary action as follows:

1. Verbal warning from direct supervisor
2. Letter of direction (non-disciplinary; does not go on employee record but does go in file)
3. Letter of reprimand (disciplinary; goes on employee record)
4. Suspension
5. Termination of employment

All 10 month employees are on a 10 month pay period. This means for new staff first paychecks will be at the end of September. 10 month employees will need to ensure they budget for the July & August summer months.

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

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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

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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 18th. If the 18th 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 18th of each month. If the 18th 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 weekly but no later than the 18th of each month for the employee and by the 20th of each month for the approver. 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.

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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 45 of 102

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

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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 scholars 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 47 of

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organizations or scholars/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 scholars 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

scholars: To recognize scholar achievement, prizes and awards may be issued. Prizes and awards are gifts of tangible personal property presented to scholars 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.

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Gas Card Purchases Under the McKinney-Vento Program

When a scholar 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 scholar must complete and submit to Rainier Valley Leadership Academy’s Homeless Scholar Liaison a McKinney Vento Request for Scholar 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 Scholar 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 Scholar 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 Scholar Liaison within thirty (30) days of the last day of the month being requested or sooner.
- Rainier Valley Leadership Academy’s Homeless Scholar Liaison shall reconcile the Mileage and Attendance Monthly Form against attendance in Rainier Valley Leadership Academy’s electronic scholar 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 Scholar 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 Scholar 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

scholar 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 scholars, 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.

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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

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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 8th of the month. A personal check for personal charges or missing receipts are due on the 13th 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 13th of the month. • The supervisor must approve the credit card expense report by the 17th 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.

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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

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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 scholars (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 scholars 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

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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 scholar 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 scholars for which eligibility is determined through an objective and measurable test (e.g. "scholars 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 scholar).

Some examples of fundraisers that cannot be held using Rainier Valley Leadership Academy's tax exempt status include:

- Gift certificates for individuals;

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- Donations to charities (e.g. – you cannot fundraise to buy blankets that scholars 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. scholars 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 scholars 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

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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 scholars 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 scholars. 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 scholars who cannot qualify for college attendance financial aid from any Federal sources due to the scholar'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 scholars, 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.

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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 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.

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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.

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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

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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 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.

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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

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- 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.

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)

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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.

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

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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). 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.

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/>.

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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/ or the PERS website at 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

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terminates service with Rainier Valley Leadership Academy the day before a holiday, he/she will not be paid for that holiday.

Employer Paid Holidays

Sep 2	No School - Labor Day
Oct 14	No School-Indigenous Peoples Day
Nov 11	No School - Veterans Day
Nov 28-29	No School - November Break
Dec 23-Jan 3	No School - Winter Break**
Jan 1	No School-Holiday
Jan 20	No School - MLK Day
Feb 14	No School - February Break
Feb 17	No School - Presidents Day
Feb 14-18	No School- February Break
Apr 14 - Apr 18	No School - Spring Break
May 26	No School - Memorial Day
Jun 19	No School - Juneteenth Holiday

**Winter break is not paid for hourly employees. Pay is prorated over the course of the year to support staff members receiving reduced pay during non-working unpaid school breaks.

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

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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

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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 submitted to 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.

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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

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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

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

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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

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

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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 Chief Executive Officer (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 CEO or designee to the extent allowable under applicable law. RVLA reserves the right to require staff members to work remotely during emergency situations or weather shutdown if conditions and circumstances are reasonable to allow for safe remote work. All staff members should keep their electronic devices with them to and from school during inclement weather possible times.

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.).

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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.

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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;

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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

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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

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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

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**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
REGARDING THE ADOPTION OF 2025-2026 EMPLOYEE/STAFF 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 26, 2025.

WHEREAS, the Board deems it to be in RVLA’s best interest to update the existing version of the Employee/Staff Handbook of Policies and Procedures (“Staff Handbook”); and

WHEREAS, the Board has reviewed RVLA’s Employee/Staff Handbook that has been updated to the 2025-2026 to the version attached hereto;

Staff Handbook SY 25/26 (Link Below)

 25-26 Staff Handbook Draft docx (1) (1).pdf

NOW, THEREFORE, BE IT RESOLVED that the Board adopts RVLA’s 2025-2026 Employee/Staff Handbook.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 26, 2025, 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 2025/6 Finance & Accounting Handbook

Section:	III. Consent Agenda
Item:	F. Resolution 2025/6 Finance & Accounting Handbook
Purpose:	
Submitted by:	
Related Material:	25-26 Finance and Accounting Policies and Procedures.pdf Accounting Finance Handbook 2025_26 Resolution.docx.pdf



Finance & Accounting Policies and Procedures

SY 2025-26



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FINAL



I. Policies

A. Compliance with Laws

- a. Rainier Valley Leadership Academy (RVLA) will follow all the relevant laws and regulations that govern charter schools within the State of Washington. Additionally, U.S. laws and regulations that relate to grant funding will be complied with as the grant funding is received. The Office of Management and Budget's (OMB) Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (commonly called "Uniform Guidance") was officially implemented in December 2014. The Uniform Guidance – a "government-wide framework for grants management" – synthesizes and supersedes guidance from earlier OMB circulars. Sections of the Uniform Guidance will be referenced throughout this policy with the appropriate Code of Federal Regulations ("CFR").
- b. The State of Washington Accounting Manual for Public School Districts in the State of Washington provides a thorough information related to school district accounting and budgeting.
- c. [Accounting Manual for Public School Districts in the State of Washington](#)
The manual described above offers standardized accounting and financial reporting guidelines to ensure the meaningful use and comparison of financial data. It serves as a resource for local school districts and public charter schools, including Rainier Valley Leadership Academy, by providing comprehensive accounting instructions, facilitating effective budgetary control, and establishing a consistent framework for financial reporting. Published September 2023.
- d. It should be noted that any items that or processes that are not explicitly captured in this manual shall be implemented according to the guidance of the [State of Washington Accounting Manual for Public School Districts](#).

B. Signing Authority

Only specific employees are authorized to financially encumber and make representations on behalf of RVLA. Those employees are responsible for making authorizations in accordance to policies applicable to the specific item being authorized. Categories of



financial encumbrances include:

1. Purchase Orders/Invoices;
2. Expense Reimbursements;
3. RVLA Credit Card Transactions;
4. Service Contracts (require legal and procurement review prior to execution);
5. Loans (require legal and finance department review prior to execution); and
6. Lease Agreements (require legal and finance department review prior to execution).

Other types of documents requiring a signature may indirectly encumber the organization financially and should be reviewed by the legal and finance departments if there is any uncertainty. The limits in the chart below refer to amounts for each encumbrance and align with RVLA's board-approved procurement policy. For example, if a contract encumbers the organization over 5 years for \$12,000/year, the total amount is above \$50,000, thus requiring a signature from the CEO.

Position	Limits: Purchase Orders/Invoices, Expense Reimbursements, RVLA Credit Card Transactions	Limits: Service Contracts, Lease Agreements
Board of Directors-Chair(s)	\$100,00 and above	\$100,00 and above
CEO	Less than \$100,000**	Less than \$100,000**
COO/CFOO	Less than \$50,000*	Less than \$50,000*
Principal/CAO	Less than \$5,000	Less than \$5,000

*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.



Checks

Accounts Payable checks shall be authorized by the CEO/Board Co-Chair

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 Accounts Payable/Payroll can initiate an ACH payment or bank transfer. The CFO is the second authorization and approval that allows these transactions to be completed by the bank. All ACH payments and bank transfer require dual authorization with the initiator counting as first authorization.

The general checking account shall be reconciled monthly by the Educational Service District, reviewed by the CFOO and approved by the CEO or board chair who does not have the ability to approve expenses or disburse funds from the account. The monthly bank transactions shall be reviewed and approved by the board or a representative of the board who is not an authorized approver of expenses or signer on the account. Authorized signatories to the savings account shall be the Board Chair and Chief Executive Officer.

Employment Contracts

All employment contracts can only be signed by the CEO/CFO/Board Chair/Principal (as a designee when the CEO/CFO are unavailable.) 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.

C. Security of Financial Data and Documents

RVLA accounting software (Skyward Qmlativ) should be reviewed to ensure that general and application controls to unauthorized access to data is precluded (i.e., proper password protection and authorizations for inquiry or browse-only functions.).



The system's accounting data must be backed up daily to ensure the recoverability of financial information in case of hardware failure. The back-up is automatically performed off-site and is the responsibility of Northwest Educational Service District (ESD 101.)

All other financial data, collected cash and checks, unused checks, and unclaimed checks must be secured by the school-site Dean of Operations from unauthorized access.

Originals of the following corporate documents are maintained and their presence is verified on a periodic basis:

1. Charters and all related amendments
2. RVLA bylaws
3. Minutes of Board of Directors and Subcommittee Meetings
4. Banking agreements
5. Leases or rental agreements
6. Insurance policies
7. Vendor invoices
8. Grant and contract agreements
9. Fixed asset inventory list
10. Contract and grant billings
11. Financing agreements and debt payment schedules

D. Due Diligence

Rainier Valley Leadership Academy, in recognition of its fiduciary responsibilities, will periodically perform audits and reviews of its processes and departments'/schools'/employees' compliance with these policies.

E. Periodic audits can be expected for:

- Accounts Payable
- Accounts Receivable
- Attendance Reporting
- Construction Expenditures
- Consulting Services
- Corporate Credit Card Charges



- Deposits
- Expense Reports Reimbursements
- Fundraising
- Meal Reporting
- Mileage Reimbursement Claim
- Payroll
- Purchasing
- Restriction of Funds Usage Compliance
 - Federal Restricted Funds
 - State Restricted Funds
 - Private Contract and Grants Funds
- Tax Compliance
- Use of Preferred Vendors

F. Use of Assets

RVLA employees should not use any of the organization's assets for personal use without the prior written approval of the employee's manager, as appropriate.

G. Credit Cards

Credit cards will be issued only with the formal approval of the employee's manager and RVLA's Chief Financial Officer, with proper justification. The issuance of a credit card and the justification thereof should be based on functional considerations of transactional frequency. The cost/benefit to RVLA 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 RVLA 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 Finance and Accounting Department will review the list of cardholders to re-evaluate the need for each cardholder in the coming year. When the employee transfers to a different company or position, the cardholder will surrender his or her card.

Request for temporary credit limit increase may be approved at the discretion of the Chief Financial Officer, with appropriate justification for the increase. Request



will be in writing with the cardholder's supervisor's approval.

The cardholder is responsible for all charges on their card, including charges made by others allowed to use the card. Therefore, RVLA strongly discourages cardholders from allowing others to use their card.

All RVLA credit card charges must be supported by itemized receipts which detail the items purchased and reflect the amount of sales/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 must be provided. Additionally, employees are required to reconcile their credit card statements to receipts by the 5th of the month. The supervisor must approve credit card expense reports by the 10th 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 a cardholder's credit privileges.

If a cardholder is unable to provide receipts to support every charge, the expense will be considered personal and the cardholder must submit payment with the credit card reconciliation. Unpaid personal expenses will result in suspension of card privileges until the personal balance is paid in full. If the cardholder fails to produce receipts in three (3) or more instances, the cardholder's credit privileges will be revoked permanently.

Cardholders shall avoid using their RVLA credit card for personal purchases. Improper use of a RVLA-issued credit card will result in disciplinary action, up to and including termination.

Refer to the Credit Card Program Reference Manual for detailed information on credit card procedures.

H. Invoicing

Any invoice sent to an individual or business on behalf of RVLA must be prepared and sent from the Finance and Accounting Department in order to ensure accuracy of billing and the most up-to-date invoice template is used.

Invoices must be reviewed by the CFO before being sent.
Invoices must be saved in the form of a PDF document only.



I. Password Protocol and File Access

While protecting files serves a valuable purpose, in a sudden or prolonged absence (e.g., illness or emergency), RVLA needs to ensure work can continue for the remaining team members.

Therefore, Finance & Accounting employees who have password-protected files (such as Excel) or have passwords for systems for which they are the sole administrator (such as PayPal, Dropbox, or Bank of America account) must provide their manager with the passwords, file names, and login information. Before updating an existing password, employees must inform their manager of the proposed change as well as the new password to be used.

This policy shall also apply to login information for government reporting purposes or website that you have created on behalf of RVLA.

The policy does not apply to login information for the computer/network or Skyward Qmlativ.

J. 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 local/state law, whichever is deemed lesser. If an employee is unsure if a gift will violate this policy, please consult a supervisor or CFO.

The term "gift" does not include:

- Meals provided to RVLA 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 RVLA is a member.

II. Financial Management

A. Basis of Accounting

Rainier Valley Leadership Academy will maintain its accounting records and related financial reports on the modified accrual basis of accounting. The consolidated financial statements will be prepared in accordance with accounting principles generally accepted in the United States of America (“GAAP”).

B. Revenues

Under the accrual basis of accounting, revenues are recognized when earned, consistent with GAAP applicable to special purpose governmental units. Note that cash basis accounting may be deemed appropriate in accordance with GAAP.

C. Expenses

Under the accrual basis of accounting, expenses are recognized when services are performed or goods are received.

D. Record Keeping

To provide an accurate and auditable record of all financial transactions, Rainier Valley Leadership Academy books, records and accounts are maintained in conformity with GAAP as required by State statutes applicable to charter schools.

Further, Rainier Valley Leadership Academy specifically requires that:

- No funds or accounts may be established or maintained for purposes that are not fully and accurately described within the books and records of the school.



- Receipts and disbursements must be fully and accurately described in the books and records of the subject school.
- No false entries may be made on the books or records nor any false or misleading reports issued.
- Payments may be made only to the contracting party and only for the actual services rendered or products delivered. No false or fictitious invoices may be paid.

E. Timekeeping Policy

When allocating salaries to Federal, State, and Private grants or awards, Rainier Valley Leadership Academy will use the employee's monthly percentage of effort as a reasonable allocation base and follow the Federal Uniform Guidance ("OMB Circular") as well as any other guidance required to be followed by each individual grant or award. The monthly time certification will be signed off on a monthly (but no more than a semester) basis by both the employee and their direct supervisor. In the event of employee termination, leave of absence, or other event that prevents the employee from executing their effort certification, the certification will be signed by the employee's supervisor or grant manager.

If an employee's salary is allocated one-hundred percent to a single award or Rainier Valley Leadership Academy cost objective, that employee only needs to complete a semi-annual certification confirming that they spent one-hundred percent of their time on the specified award or Rainier Valley Leadership Academy cost objective. The use of semi-annual certification will be optional depending on the grant or award and its objectives; otherwise, a monthly certification will be completed.

Employees allocated to restricted funds are trained on how to complete an Effort Certification and the purpose of Effort Certifications. Employees are also trained on how to complete the paper form Personnel Activity Report ("PAR"), as needed. Employee(s) are trained as soon as official notices of award and/or approved budget(s) are received by Rainier Valley Leadership Academy.

Any corrections to certified and submitted Effort Certifications needed after the payroll period and/or accounting period have been closed will be made through the use of PAR forms. The PAR



will be signed in the same manner as Effort Certifications processed. In compliance with the Fair Labor Standards Act (FLSA), hourly employees must complete a report indicating the total number of hours worked each day.

F. Chart of Accounts

Rainier Valley Leadership Academy's Chart of Accounts was developed to conform to the Accounting Manual for Public Schools Districts in the State of Washington and the Washington Commission.

G. Budget

School-level and Home Office/District department-level budgeting is a collaborative effort between Home Office/District and schools. Rainier Valley Leadership Academy prepares an annual operating budget of revenues and expenses, five year projections, and cash flow projections. These budgets and projections are reviewed and approved by the Board of Directors on an annual basis in June (final approved no later than August annually) and modified in October after the first reporting cycle of the academic school year in order to adjust for actual student enrollment.

As part of the budgeting process, Rainier Valley Leadership Academy considers the training needs of classified school employees whenever funds are budgeted for the professional development of any school site staff. This is to ensure the appropriate scaling of support and growth of our classified staff alongside the teaching staff.

The management team, the Finance Group of the Board of Directors, and the Board of Directors review financial statements on a quarterly basis, typically within 45 days after the end of the quarter.

H. Type, Sources, and Uses of Funds

Rainier Valley Leadership Academy maintains a firm commitment to ensure that funds are used only for their intended purpose in accordance with all applicable laws, regulations, and donor requirements. Furthermore, Rainier Valley Leadership Academy will ensure that funds are sufficiently segregated to provide for an appropriate level of visibility and internal control.



For example:

Funds received from Federal, State, and local sources will be used only as specified in the applicable directives.

Funds received from donors will only be used in strict accordance with the donor's wishes.

Funds raised by school-sites either through activities or student events will only be used in fulfillment of the commitment(s) made as to the purpose of these fundraising activities.

Federal Awards – Allowable Costs

Except where otherwise authorized by statute, costs related to federal awards must meet the following general criteria in order to be allowable under Federal awards (2 CFR §200.403):

Be necessary and reasonable for the performance of the Federal award and be allowable thereto under these principles.

Conform to any limitations or exclusions set forth in these principles or in the Federal award as to types or amount of cost items.

Be consistent with policies and procedures that apply uniformly to both federally-financed and other activities of the non-Federal entity.

Be accorded consistent treatment. A cost may not be assigned to a Federal award as a direct cost if any other cost incurred for the same purpose in like circumstances has been allocated to the Federal award as an indirect cost.

Be determined in accordance with GAAP, except, for state and local governments and Indian tribes only, as otherwise provided for in this part.

Not be included as a cost or used to meet cost sharing or matching requirements of any other federally-financed program in either the current or a prior period.

Be adequately documented.



Payments made for costs determined to be unallowable by either the Federal awarding agency, cognizant agency for indirect costs, or pass-through entity, either as direct or indirect costs, must be refunded (including interest) to the Federal

Government in accordance with instructions from the Federal agency that determined the costs are unallowable unless Federal statute or regulation directs otherwise (2 CFR §200.410).

Grant Expense Tracking

In order to ensure efficiency in Rainier Valley Leadership Academy's accountability and internal control procedures that meet the requirements of funding agents such as federal, state, local, and private agencies; a minimum award amount of \$100,000 will be required in order for the Accounting team to "tag" and track revenue and expenses within Rainier Valley Leadership Academy's general ledger. The "tagging" process is one in which expenses incurred and paid with grant funds are coded with the respective general ledger codes. Other criteria will also be considered to determine adequate tagging and tracking of grants. These criteria include funding agent imposed restrictions, reporting of grant expenses to funding agents based on budget versus actual, and fiscal monitoring by funding agent.

Grants that are less than \$50,000 and that do not meet the criteria mentioned above will be informally tracked by the respective Rainier Valley Leadership Academy department and/or Program Manager, if assigned, that is the beneficiary of the award. The Finance and Accounting Team may provide support to said department or Program Manager to develop an informal tracking process but will not track the expense.

From time to time exceptions to the \$100,000 grant minimum may be made based on the specific grant requirements from the funding agent. Exceptions will also be considered if multiple individual grants that support a single or common purpose sum to \$100,000 or more in aggregate and meet the criteria mentioned in the previous paragraph.

Exceptions to grant expense tagging and tracking will also be made for grants that are \$100,000 or more but have no specified requirements. Revenue and expense for these grants that are void of specific requirements will not be tagged or tracked using general ledger coding.



I. Scholar Fees

RVLA is not authorized to charge a general tuition fee for attendance at its publicly maintained elementary or secondary schools (kindergarten through twelfth grade) and may not charge any special fees for attendance at particular courses offered within such publicly maintained K-12 programs.

RVLA may provide free use of textbooks or other materials and supplies to all of its students. If it does not provide free use of textbooks or other materials and supplies it may require these items be purchased by, or for, the students at bookstores or other commercial retail outlets; however, it cannot require students to purchase such textbooks or other materials and supplies from RVLA itself.

If RVLA loans free textbooks or other materials and supplies to its students, it may charge a refundable deposit fee to cover possible loss or damage.

RVLA is authorized to operate lunchrooms and to charge for lunches sold therein.

RVLA may request voluntary field trip fees to help subsidize the transportation, admission or general costs of a field trip. However, to the extent that the student's participation in the educational activity or project is legally required, parents/students must be notified the payment is voluntary and students shall not be denied participation based on his or her inability to pay the voluntary fee.

A fine may be imposed for the cost of replacing materials or property which are lost or damaged due to negligence.

Students desiring to participate in an optional graduation ceremony or to obtain an optional class picture or acquire an optional yearbook may be required to rent a cap and gown to be worn in such ceremony or to pay for these other items.

Schools may establish and collect a reasonable fee from students and nonstudents as a condition to their attendance at optional noncredit extracurricular events that are of a cultural, social, recreational or athletic nature. However, the school must waive or reduce said fees in the case of



students whose families, by reason of their low income, would have difficulty in paying the entire amount of such fees.

J. 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, 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 laws regarding the use of public funds. Private funds comingled 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 by Rainier Valley Leadership Academy employees. Gift certificates or 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 Act. 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 policy.

Staff appreciation meals are 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 a 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 bank 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 charity and funds cannot flow through Rainier Valley Leadership Academy.

K. Audit Group

The Audit Group is a subgroup of the Board of Directors and is charged with overseeing the audit process, recommending the approval of the audited financials to the Board of Directors and screening and selecting Rainier Valley Leadership Academy's auditors.

L. External Auditors

Rainier Valley Leadership Academy's external auditors from a public accounting firm must be approved by the Audit Group of the Board of Directors and hold appropriate certifications. The external auditor's contract can be either annual or multi year but at a minimum, must be reviewed annually.



M. Audit Requirements

An annual fiscal audit shall be performed by an independent CPA firm, and shall include, but not be limited to:

1. An audit of the accuracy of Rainier Valley Leadership Academy 's financial statements;
2. An audit of Rainier Valley Leadership Academy 's attendance accounting and revenue claims practices;
3. An audit of Rainier Valley Leadership Academy 's internal controls practices; and
4. Rainier Valley Leadership Academy is also subject to a single or program specific audit conducted for the fiscal year if federal award expenditures exceed \$750,000 in a fiscal year.

Prior to submission, the completed audit report shall be reviewed by Rainier Valley Leadership Academy 's Audit Group and Board of Directors. The approved audit report will be submitted to the charter-granting agencies, and the Washington State Office of Superintendent of Public Instruction (OSPI) prior to the last day of February following the close of the fiscal year.

III. Policies Related to Assets, Liabilities, and Net Assets

A. Bank Accounts

All bank accounts will be established in strict accordance with RVLA bylaws and the terms and conditions agreed to with the hosting financial institution.

At a minimum, RVLA will maintain the following:

- A **Non-Public Funds** Checking Account into which all non-payroll related deposits



and disbursements will be made. Note that fundraising derived by the Home Office/District Office Departments are deposited into this account.

- A **Public Funds** Checking Account which all payroll and accounts payables for public funds use

B. Deposits

School site staff will receive cash or checks from teachers, fundraising, parents, and other sources (i.e., cheerleading, soccer, class trips, uniforms, lunches, yearbooks, and donations). Checks collected must specify purpose, date, and amount of the payment. Payments must be evidenced by a receipt. A log of payments is acceptable under certain circumstance when giving an individual a receipt is not feasible (i.e., small dollar amounts for snack items). Verification as to the accuracy of funds received and recorded must be evidenced by the Dean of Operations and the person responsible for accepting the funds (i.e., program manager, teacher or office assistant) by making an entry in the Receipt Log. Funds must be kept in a secure location at the school site until the scheduled pick-up/drop-off occurs. Deposit records must be emailed to the ESD Business Manager immediately after completion of the deposit. Unless there was no money collected, there should be at least one deposit per week. If a deposit does not occur during the week, then this fact should be communicated to Chief Finance and Operations Officer via email. Back-up documentation must be kept at the school site.

All money should be deposited weekly on a regular drop off and predictable day unless arrangements for an armored transport service are in effect. Home Office/District and school sites must deposit all money before spring, summer and winter breaks. Requests to cancel or change regular deposit pick-ups should be communicated and approved by the CFOO prior to the pickup being changed. Checks must be deposited within one week of the receipt of the check.

C. Outstanding Check Policy

RVLA writes approximately 1,000 checks per year. For one reason or another, some checks do not clear the bank. The check may be lost, stolen, destroyed, or just not presented by the payee for payment. Checks that have been written but have not cleared the bank are called outstanding checks.

Each month, RVLA obtains a printout of outstanding checks on the payroll and Accounts



Payable accounts. The printout lists each outstanding check in check number order and will include the date the check was issued, the amount of the check and the payee.

RVLA makes a concerted effort to resolve all checks outstanding for at least 90 days. A form letter will be sent to the vendor or payee asking if they have received the check and what further action will be taken. A re-issuing of the check may occur if the check is reported lost or stale-dated; otherwise, the payee is encouraged to cash the active check within 90 days of the check-issuance date. If no response is received within 30 days of the initial notification, a stop payment will be placed on the outstanding check and the payment will be written off.

D. Donations and Fundraising

In keeping with RVLA's tax-exempt status, RVLA's Development Department focuses on grant writing and fundraising for RVLA and its schools. However, RVLA 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 RVLA internal policies. Prospective donations from large organizations or individuals should be coordinated with RVLA's Development Department prior to pursuing the donation.

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 RVLA' mission.

If a potential donor wishes to make a financial gift to RVLA, please check with your school principal and/or direct the donor to the RVLA's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate RVLA entity should be listed as the recipient of the funds rather than the individual school, if applicable. RVLA will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s).

Rainier Valley Leadership Academy (FEIN: 46-4128856);

All payments should be made payable to Rainier Valley Leadership Academy. 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).

E. Donation of Assets

RVLA 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 must be approved by the Principal or RVLA Department Head.

Acceptance of Goods:

- A description of the goods, including the value and contact information for the donor must be provided to RVLA's Finance and Accounting Department upon acceptance.
- Technology equipment must meet the standards comparable to those already established by RVLA. Please contact the RVLA 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 RVLA 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 RVLA.
- RVLA 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 the property of RVLA. Employees who receive donated goods must leave those items with the school if they leave RVLA, unless otherwise stated, in writing, by the donor. Such instructions must be provided at the time of donation.

RVLA 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 their own appraisals for tax purposes, along with any fees or other expenses that may be related to such an appraisal.

RVLA may decline an offer for goods if it is deemed not to be in the best interest of RVLA. Such a decline may include, but is not limited to:

- Technology or other goods that do not meet the RVLA required minimum standards; An offer that would initiate an additional expense for service or ongoing maintenance; or
- An offer that would create unreasonable inequity to a specific segment of the student population.

Any uncertainty as to whether a donated good falls under the acceptable RVLA policy should be directed toward the applicable RVLA department head or the RVLA Finance and Accounting Department.

F. Petty Cash

Since the Principals at each school site have a credit card for school supplies, expenses, and unforeseen costs, petty cash funds are no longer necessary at the school sites.

G. Liability for Compensated Absences

Compensated absences arise from employees' vacation leave or other designated circumstances. While RVLA expects to pay an employee for such compensated absences, a liability for the estimated probable future payments is accrued if all of the following conditions are met:

- The employee's right to receive compensation for the future absences is attributable to services already performed by the employee;



- The employee's right to receive the compensation for the future absences is vested or accumulated;
- It is probable that the compensation will be paid; and
- The amount of compensation is reasonably estimable.
- Compensated absences not required to be paid upon employee termination are only recorded

when paid.

- This policy does not apply to year round Classified or Certificated employees who accrue for paid time-off ("PTO") which is to be used for vacation. Year round Certificated and Classified employees accrue sick time off leave. Unused PTO balances are accrued in the general ledger. Refer to the Employee Handbook for the restriction concerning the limit of accrued PTO hours allowed.

H. Unused Sick Time Policy

Please refer to the Employee Handbook for sick leave charts. Sick leave can be accumulated without limit, and is not paid out upon separation from employment. Pay stubs shall display the total balance of an employee's accumulated sick leave hours.

Employees who are eligible to participate in a state-sponsored pension with RVLA 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 RVLA's Human Resources Department for the "Transfer of Accumulated Sick Leave" form.

Per Government Accounting Standards Board ("GASB") Statement 16 and Accounting Standards Codification ("ASC") 710-10-25-1, unused sick time is not a recordable liability, particularly due to the fact that there will be no payment at any time. Therefore, RVLA will not record unused sick time accrued by certificated staff in the general ledger. The tracking of these hours by the Human Resources Department will be considered sufficient.

I. Prepaid Expenses

RVLA has adopted a \$5,000 threshold for prepaid expenses that occur within the same fiscal year. This means if an expense is under \$5,000 and it is for an event that will occur in



the future months but within the same fiscal year as the closing period, it will be booked to an expense account, not a prepaid expense account, which is an asset account. Note that this threshold does not apply to year-end accrual procedures.

This accounting treatment applies to prepaid journal entry, credit card entry, bank entry, and accounts payable.

Exception:

The threshold does not apply to the prepaid expense items where expenses will take place in the next fiscal year. Therefore, it is critical to include in the entry description when the event will take place to ensure appropriate booking to the correct fiscal period.

J. Accounts Payable Monthly Expense Accrual Policy

RVLA has adopted a \$5,000 threshold for accounts payable monthly expense accruals. On a monthly basis, the Accounting Department will accrue accounts payable invoices received or paid after the month-end closing date whose services have been rendered or goods have been received by RVLA in the closing period.

K. 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 RVLA or its schools. Staff is expected to emphasize the fact that donations are always voluntary.

RVLA 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. RVLA 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 RVLA sponsored raffle, please contact RVLA's Finance and Accounting Department in advance for more information to comply with applicable laws.



L. 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, RVLA 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 RVLA.

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.

M. 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, Donors Choose, etc.,) will need to be communicated to RVLA's developmental department prior to going live.

One way to fundraise is by using RVLA's tax exempt status. In order to do this, all donor checks must be made payable to the RVLA regional entity in which the school operates or the fundraising campaign must be posted using RVLA's crowdfunding platform or another crowdfunding platform with which RVLA has registered. In order to fundraise using RVLA'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 minimum 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 one particular student).

Some examples of fundraisers that cannot be held using RVLA'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 RVLA's tax exempt status for a fundraiser, schools should contact RVLA's Development Department. Schools planning fundraisers that involve raffles and/or auctions must contact RVLA's Finance and Accounting Department to ensure compliance with state and federal regulations. Fundraising proceeds will only be disbursed in accordance with RVLA'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 RVLA'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 (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 state and federal regulations.



N. State Sales and Use Tax Compliance

School must pay sales tax at the time of purchase on all taxable goods sold in the student stores, such as uniforms, student supplies, and yearbooks. Therefore, the school does not report and pay the sales tax from the student store sales as these sales are not taxable.

IV. Cost Accounting Policies

A. Cost Accounting Period

RVLA's fiscal year begins on September 1st and runs through August 31st. The same accounting period is used for all adjusting entries and accruals.

B. Year Zero Organizational and Start-up Costs

Organizational Costs

The term Year Zero refers to expenses occurring before a new school or region commences its first year of operations. RVLA will incur organizational expenses on its books necessary to set up new regions and new schools. Examples of organizational expenses include travel, legal, curriculum development, back-office set-up, etc. RVLA may bill schools for these reimbursable expenses and services. Board approval or Authorizer approval of a new school will trigger RVLA to bill a region for such organizational costs.

Other Start-up Costs

New regions and schools will obtain financing to fund start-up costs such as furniture, equipment, leasehold improvements, textbooks and computers. These costs and related funding will be recorded on schools' books.



V. Property Management

A. Capital Expenditures

Purpose

The purpose of this Policy is to establish guidelines for the control of capital assets owned by RVLA. Such controls protect capital assets, preserve the life expectancy of capital assets, and avoid unnecessary duplication of assets.

Definition

A capital asset, for the purposes of these policies, is defined as tangible property owned by the organization and property leased from others that qualifies as a capital lease or leasehold improvement with a useful life that extends beyond the year it is placed in service and meets the definition and capitalization threshold for the particular classification of the asset.

Capital Expense Purchasing

Prior to acquisition of a capital asset, a Project Expense Request (“PER”) form must be filled out and approved as per the PER procedures. PERs will be quickly approved based on inclusion of projects in the Capital Asset Budget. Projects or purchases not included in the Capital Asset Budget must be supported by high need to gain approval; otherwise, the project/purchase should be included in the Capital Asset Budget in a future fiscal year.

Classification & Thresholds

Assets purchased, constructed or donated that meet or exceed RVLA’s established capitalization thresholds must be uniformly classified. Standard capitalization thresholds for capitalizing assets have been established for each asset category. RVLA has invested in a broad range of capital assets that are used in operations, which include:



Classification & Thresholds

Assets purchased, constructed or donated that meet or exceed RVLA's established capitalization thresholds must be uniformly classified. Standard capitalization thresholds for capitalizing assets have been established for each asset category. RVLA has invested in a broad range of capital assets that are used in operations, which include:

Description	Threshold
Land - AS OF 6/30/17, RVLA does not own any real property. Real property that is purchased or acquired by gift or bequest for operating purposes regardless of value.	Capitalize All
Land Improvements - AS OF 6/30/17 RVLA does not own any real property. Gifts acquired or costs incurred to prepare land for its intended business use in excess of \$5,000, such as landscaping shrubbery, roads, sidewalks, fences, bridges, lighting, sewers, and athletic fields, tracks and courts.	\$5000
Buildings and improvements/betterments – AS OF 6/30/17 RVLA does not own any real property. All structures used for operating purposes including all permanently attached fixtures, machinery, and other components that cannot be removed without damage, such as boilers, furnaces, air conditioners, elevators, wiring,	\$5000



and lighting fixtures. All additions, alterations, remodeling or renovations to structures in excess of \$5,000 that increase the value of the property, that make it more useful or that lengthen its life. Betterments consist of the replacement of a unit of an existing asset by an improved or superior unit resulting in a more productive, efficient or longer useful life. Betterments in excess of \$5,000 are considered as fixed assets and should be added to the value of the structure that is improved. Replacement of a part of an existing asset by another of like quality is not betterment, even though the useful life is maintained or extended.	
Leasehold improvements/betterments – Expenses incurred to increase the service capacity of a leased asset, such as additions, alterations, remodeling or renovations in excess of \$5,000. Betterments consist of the replacement of a unit of a leased asset with an improved or superior unit, resulting in a more productive, efficient or longer useful life. Replacement of a part of an existing asset by another of like quality is not betterment, even though the useful life is maintained or extended.	\$5000
Capitalize	• Fencing/gates, signage, landscaping, parking lots, lighting systems and



	• Athletic fields • Conversion of unusable space to usable space • Structures attached to the building • Installation or upgrade of HVAC systems • Original installation or upgrade of wall coverings or floor coverings • Installation or upgrade of plumbing and electrical wiring • Installation or upgrade of phone systems, security systems, networks, fiber • optic cable, wiring required in the installation of equipment that will remain • in the building • Installation of partitions to allow better use of space • Installation of built-in cabinets.
Expense	• Adding, removing and/or moving of walls relating to renovation projects that are not considered major rehabilitation projects and do not increase the value of the building • Improvement projects of minimal or no added life expectancy and/or value to the building • Plumbing or electrical repairs • Cleaning, pest extermination or other periodic maintenance • Interior decorations, such as draperies, blinds, wallpaper. • Maintenance-type interior renovation, such as repainting, touch-up plastering, replacement of carpet, tile,



	or panel sections, and sink and fixture refinishing • Exterior decoration, such as detachable awnings, uncovered porches and decorative fences • Maintenance-type exterior renovation, such as repainting, replacement of deteriorated siding and roof or masonry sections • Replacement of a part or component of a building with a new part of the same type and performance capabilities, such as replacement of an old boiler with a new of the same type and performance capabilities and replacement of a roof
Furniture and Fixtures – Tangible personal property purchased or acquired by gift to be used for operating purposes in excess of \$5,000, such as automobiles, musical instruments, laboratory equipment, and office furniture.	\$5000
Computer Equipment – All information technology equipment, including high-end mainframes, minicomputers, personal computers (microcomputers used by a single user such as desktops, laptops, PDAs, iPads or other communication devices). Computers include the hardware and software components needed for operation.	\$5000
Construction in Progress – Used as a holding account for expenses related	\$5000



to any construction project before the project is complete.	
Projects in Progress – Used as a holding account for all non- construction related capital expenses.	\$5000
Capital Leases Payable – Property leased from others under capital leases. A capital lease is treated in a manner similar to an asset purchase. If the lease is non-cancelable and has at least one of the following characteristics, the leased asset is recorded on the books as a capital asset of the institution: a. The lease transfers ownership of property to the lessee by the end of the lease term. b. The lease contains a bargain purchase price. c. The lease term is equal to 75% or more of the estimated economic life of the leased property. d. The present value of the minimum lease payments at inception of the lease, excluding executory costs, equals at least 90% of the fair value of the leased property.	Threshold of classification of the leased property

Exception to the above definition of capital assets: If assets are purchased with Federal or state funds, the organization will need to follow the applicable capitalization threshold as specified per the grant agreement.

Capitalization Policy – Multiple units of Assets on a single invoice

In addition to the RVLA-established capitalization threshold of \$5,000, when multiple



units of assets are on a single invoice, such that the total invoice meets the capitalization threshold, the assets will not be capitalized unless each unit equals or exceeds \$5,000. This does not apply to assets that are constructed such as building improvements and leasehold improvements.

Multiple Locations/Schools

If two or more schools split an invoice on a purchase of capital assets, the capitalization threshold of \$5,000 must be met by each location. Therefore, if an invoice of \$5,000 is split between two schools; neither school will capitalize the asset as the split cost will fall below the \$5,000 threshold.

Capital Asset Acquisition Cost

Capital assets should be recorded and reported at their historical costs, which include the vendor's invoices (plus the value of any trade-in), plus sales tax, initial installation cost (excluding in-house labor), modifications, attachments, accessories or apparatus necessary to make the asset usable and render it serviceable. Historical costs also include ancillary charges such as freight and transportation charges, site preparation costs and professional fees.

Assets donated should be reported at their fair market value on the date the donation is made.

Calculation of Leased Asset and Liability Amounts

RVLA treats the capital lease as if an asset were being purchased over time; i.e., it is a financing transaction in which an asset is acquired and a corresponding obligation (liability) is created.

The asset and liability should be recorded at the lesser of:

- Fair market value of the asset at the inception of the lease, or
- Present value of the minimum lease payments, using RVLA's incremental borrowing rate as the interest rate.
 - o Note: The lessor's implicit rate of interest may be used if lower than the lessee's incremental rate.



This should include all payments that RVLA is required to make, such as required payments, bargain purchase options, and guaranteed residual value. It should exclude executory costs such as insurance, maintenance and taxes that are paid by the lessor. If RVLA pays these costs directly, there is no adjustment to the periodic lease payments.

Depreciation Guidelines

Depreciation is a system of accounting which aims to distribute the cost or gift value of a capital asset, less salvage value, over the estimated useful life of the asset in a systematic and rational manner. All depreciable assets will be depreciated using the straight-line method of allocation (historical cost less residual value, divided by useful life). The straight-line method allocates an equal amount of the net cost of an asset to each accounting period in its useful life.

The useful life of depreciable assets is based on their usefulness to the institution. The following table displays the estimated useful life that will be used to allocate depreciation:

Property Category	Life in Years
Building Improvements:	
Electrical, heating, air conditioning	Remaining life of asset or term of lease whichever is shorter
Telephone systems, bell systems, security systems, IT cabling	5
Roofing and equipment	Remaining life of asset or term of lease whichever is shorter
Furniture and equipment	3
Computer hardware/software	3
Computer networking equipment and spare parts that meet capitalizable threshold with	5



useful life of 5 years	
Construction in Progress	N/a
Projects in progress	N/a

To calculate depreciation for an asset, the estimated residual value must be declared and deducted before depreciation can be calculated. Residual value will be 0% of historical cost.

B. Disposition of Capital Assets

Capital assets that are obsolete, worn out, or no longer meet the requirements of a department may be sold as surplus, transferred to another department, traded-in, or discarded.

Disposition of Capital Assets Acquired with Federal Funding

When original or replacement equipment acquired under a Federal award is no longer needed for the original project or program or for other activities currently or previously supported by a Federal awarding agency, except as otherwise provided in Federal statutes, regulations, or Federal awarding agency disposition instructions, the non-Federal entity must request disposition instructions from the Federal awarding agency if required by the terms and conditions of the Federal award. (2 CFR §200.313(e)) Disposition of the equipment will be made as follows, in accordance with Federal awarding agency disposition instructions:

- Items of equipment with a current per unit fair market value of \$5,000 or less may be retained, sold or otherwise disposed of with no further obligation to the Federal awarding agency.
- Except as provided in CFR § 200.312 Federally-owned and exempt property, paragraph (b), or if the Federal awarding agency fails to provide requested disposition instructions within 120 days, items of equipment with a current per-unit fair-market value in excess of \$5,000 may be retained by the non-Federal entity or sold. The Federal awarding agency is entitled to an amount calculated by



multiplying the current market value or proceeds from sale by the Federal awarding agency's percentage of participation in the cost of the original purchase. If the equipment is sold, the Federal awarding agency may permit the non-Federal entity to deduct and retain from the Federal share \$500 or ten percent of the proceeds, whichever is less, for its selling and handling expenses.

- The non-Federal entity may transfer title to the property to the Federal Government or to an eligible third party provided that, in such cases, the non-Federal entity must be entitled to compensation for its attributable percentage of the current fair market value of the property.
- In cases where a non-Federal entity fails to take appropriate disposition actions, the Federal awarding agency may direct the non-Federal entity to take disposition actions.

VI. Procurement

A. Centralized Purchasing and Preferred Vendor List

Purchasing refers to the process of acquiring goods and services best suited for the specific needs of RVLA. By creating purchase orders in Schools can purchase items/services to support the needs of students, staff, and class instruction. Textbooks, technology equipment, and furniture must be purchased centrally in order to adhere to required specifications and maintain appropriate asset tagging.

To maximize RVLA's purchasing power for discounts, a "preferred vendor" list for commonly purchased items are available. Prior to purchasing an item, this list should be consulted to determine if an existing vendor offers the desired item. Using this list allows RVLA to leverage its purchasing power for future discounts.

New vendors will not be set up for products/services offered by existing preferred vendors.

C. Nutrition Programs

A Food Service Management Company ("FSMC") is an entity that performs one or more



activities of the food service operation on behalf of a school nutrition program sponsor.

These activities may include any or all of the following services: bookkeeping, menu development, preparation of reimbursement claims, organization and maintenance of program documents (such as daily meal counts, menus, and menu production records), meal preparation and service, consulting services, and purchasing services.

FSMC contracts may be valid for up to one year from the date that they are signed by all parties and may be renewed for up to four additional one-year terms. Federal regulations require that districts annually submit all new contracts, corresponding bid documents, and/or annual contract extensions to the Office of Superintendent of Public Instruction, Nutrition Services ("OSPI"), for prior approval.

Federal regulations require that all purchases of goods and services using food service revenues follow Federal procurement regulations. Specifically, sponsors must adhere to a competitive bidding process, and FSMC contracts must include Federally required clauses. In addition, the sponsor is responsible for preparing all bid documents and the agreed upon contract. Following is a brief description of these requirements as they apply to FSMC contracts.

Bidding Process

Sponsors electing to contract with an FSMC must conduct a competitive bidding process using either informal or formal bid procedures.

Competitive Procurement

Federal regulations at Title 7, Code of Federal Regulations (7 CFR Section 3016.36(c)) require all procurement transactions to be conducted in a manner providing full and open competition consistent with the standards of Section 3016.36. Some of the situations considered to be restrictive of competition include but are not limited to: (i) Placing unreasonable requirements on firms in order for them to qualify to do business; (ii) Requiring unnecessary experience and excessive bonding; (iii) Noncompetitive pricing practices between firms or between affiliated companies; (iv) Noncompetitive awards to consultants that are on retainer contracts; (v) Organizational conflicts of interest; (vi) Specifying only a "brand name" product instead of allowing "an equal" product to be offered



and describing the performance of other relevant requirements of the procurement; and (vii) Any arbitrary action in the procurement process.

Informal Bid Process

An informal bid process allows sponsors to contact a minimum of three agencies to obtain price quotes for specific services. Sponsors must write a description of the services they are seeking and provide the same information to each agency contacted. The sponsor must document and retain the following information from each of the contacted agencies:

The name of the agency;

The name of the contact person;

The phone number;

The quoted price; and

For the selected agency, a rationale for the selection and accepted bid price.

Formal Bid Process

The formal bid process is a much more detailed process and may include, but is not limited to, the following activities:

- Advertising in a public manner, typically a newspaper of general circulation;
- Providing a Request for Proposal (“RFP”) or Invitation for Bid (“IFB”) to agencies known to provide the desired services;
- Offering facility review visits; and
- Establishing a date and time for opening bids.

As in the informal bid process, the formal bid process requires the sponsor to document the bid process and include a rationale for the selection of the bidder and the awarded contract amount. The sponsor must maintain the bid documentation for the duration of the contract, or in the event of a contract and/or procurement process audit finding, three years beyond the final resolution of the findings. Regardless of the bid process used, sponsors must award the contract to the lowest bidder that best meets their needs.

Bid Threshold

The total annual (i.e., 12 consecutive months) value of the contract determines whether to use an informal or formal bid process. If the annual value of an FSMC contract is less than



the applicable bid threshold, an informal bid process can be used. Likewise, a formal bid process must be used for contracts that are equal to or exceed the applicable bid threshold. Sponsors must follow a bid threshold established by their governing body, which differs among agencies as follows:

- The Federal bid threshold is \$100,000 and applies to private, nonprofit agencies and charter schools.
- Public schools and county offices of education use the small purchase threshold as established in the Washington State Revised Code of Washington. This amount may change from year to year.
- Local governments, such as those administered by county government offices, shall use the small purchase threshold established by their governing body. If no such local threshold exists, they must use the Federal threshold of \$100,000.

Agencies may contact Child Nutrition Services for assistance with their bid process. Remember, regardless of the bid process used, it must be competitively procured.

Contractor Involvement

Sponsors are responsible for preparing the contract and all accompanying bid documents. Sponsors are prohibited from awarding a contract to any vendor that prepared or had a significant role in developing the contract and related bid documents; e.g., a price quote, request for proposal, invitation to bid, and bid specifications. While schools have broad discretion in gathering information for use in connection with procurements, information from potential bidders, including contracts developed or provided by a vendor, must be appropriately modified to develop tailored specifications; otherwise, these bidders must be excluded from competing for such procurements. Any action that diminishes open and free competition seriously undermines the integrity of the procurement process and may subject the sponsor to bid protests. Sponsors must have protest procedures in place to handle and resolve disputes relating to their procurements and must, in all instances, disclose information regarding a protest.

All FSMC contracts must include Federally required language as specified in 7 CFR 3019.48, 3016.36(i), 210.16(a) and 250.12(d). The highlighted components of the attached prototype contract meet this requirement and must not be deleted or modified. All other contract



language may be modified to meet the agreed upon responsibilities of the food service consultant.

Any modifications to the contract must be submitted for approval prior to its execution.

State Requirements

Please contact the School Food Service Contracts Unit for additional information and guidance

[Child Nutrition Services](#)

360-725-6200

TTY:360-664-3631

FAX:360-664-9397

[Assigned RVLA Program Specialists](#) (May change based on OSPI)

[Sadaf Ijaz](#)

[360-701-4561](#)

Recordkeeping Requirements

Sponsors are required to maintain appropriate records for procurement transactions occurring in connection with the Child Nutrition Programs. Title 7 CFR parts 3016, 3019, 210.9(b)(17), and the terms of the child nutrition program agreements require both the OSPI and the sponsor to retain program-related records for a period of three years from the day a sponsor's final allowable payment under the contract has been recorded. This is true regardless of whether the final payment is recorded prior to the expiration of the contract or subsequent to the expiration date.

When a procurement contract is continued or renewed at annual or other intervals, the retention period for the records of each contract period starts on the day the final payment is recorded in connection with the final renewal.

Actions such as bid protests, litigation, and audits may result in an extension of this three-



year period. In all such cases, the records must be retained until: (1) three years beyond the completion of the action and resolution of all issues arising from it; or (2) the expiration of the regular three-year period, whichever occurs later.

Adequate procurement methods are a prerequisite for receiving funds. If records generated during the performance of the award do not demonstrate compliance with applicable procurement requirements, several possible penalties may follow such as disallowance of costs, annulment or termination of award, issuance of a stop work order, debarment or suspension, or other appropriate remedies. Examples of records include:

- A written rationale for the method of procurement
- A copy of the RFP or the IFB
- The basis for selection of the contract type (fixed price or cost reimbursable)
- The bidding and negotiation history
- The basis for contractor selection
- Approval from the State agency to support a lack of competition when competitive bids or offers are not obtained
- The basis for award cost or price
- The terms and conditions of the contract
- Any changes to the contract and negotiation history
- Billing and payment records
- A history of any contractor claims
- A history of any contractor breaches
- Lack of prior OSPI approval for all contracts and supporting documents

D. General Procurement Policies & Procedures

Purpose of procurement policies and procedures

The purpose of this document is to establish policies and procedure for RVLA's procurement of supplies and other expendable property, equipment, real property and other services from all sources, including those that are Federal and those that are Non-Federal, except where Federal or State procurement guidelines may differ.



Conflict of Interest

No RVLA employee, officer, or agent shall participate in the selection, award, or administration of an acquisition or contract if a real or apparent conflict of interest would be involved. Such a conflict would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award. The officers, employees, and agents of RVLA shall neither solicit nor accept gratuities, favors, or anything of monetary value from contractors, or parties to sub agreements except for where the financial interest is not substantial or the gift is an unsolicited item of insignificant value. Members of the RVLA's national and regional boards of directors shall comply with all relevant fiduciary duties, including those governing conflicts of interest, when they vote upon matters related to procurement contracts in which they have a direct or indirect financial or personal interest. Officers, employees, directors, and agents of RVLA shall be subject to disciplinary actions for violations of these standards.

Competition

All procurement transactions shall be conducted in a manner to provide, to the maximum extent practical, open and free competition. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, and invitations for bids and/or requests for proposals shall be excluded from competing for such procurements. Awards shall be made to the bidder or offerer whose bid or offer is responsive to the solicitation and is most advantageous to RVLA, price, quality and other factors considered. Solicitations shall clearly set forth all requirements that the bidder or offerer shall fulfill in order for the bid or offer to be evaluated by RVLA. Any and all bids or offers may be rejected when it is in RVLA's interest to do so. In all procurement, RVLA shall avoid practices that are restrictive of competition.

Suspension and Debarment

As a federal award recipient, RVLA is required to check all potential contractors for suspension and debarment on the United States Government's System for Award Management (SAM) Website for all contracts expected to equal or exceed \$25,000.00 (2 CFR §1532.220). The companies listed in SAM have been prohibited from conducting business with the US government for a specified length of time, and any bid from



a contractor found to be on this list shall be immediately rejected. There are three milestones that require checking SAM:

1. At opening bids or receipt of proposals;
2. Before letting out the work; and
3. Before awarding any new work to make sure nothing changed since the bid opened.

Methods of Procurement

The procurement methods detailed below are established except for where the procurement guidelines specific to Federal or State funding differ from them. RVLA will ensure that current code is consulted to determine the instance of such situations.

1. Purchases of Goods and Services.

- a. Value less than \$10,000: No quote nor proposal is necessary if RVLA considers the price reasonable, although fair and equitable standards apply to the vendor selection process.
- b. Value from \$10,000 - \$50,000: A minimum of two (2) quotes or proposals must be obtained from qualified sources.
- c. Value greater than \$50,000 and less than \$150,000: A minimum of three (3) quotes or proposals must be obtained from qualified sources.
- d. Value of \$150,000 or greater: Comprehensive requests for proposals that include clear, accurate descriptions of goods and/or services solicited and are publicized. A formal method for their evaluation and selection must be followed.

2. Construction Projects.

- a. Architectural / Engineering Professional Services: Recognized competitors are identified and a qualifications-based selection process is used, subject to the negotiation of fair and reasonable compensation.
- b. All other Construction procurement: Comprehensive requests for proposals are publicized and solicited, and a formal method for their evaluation and selection must be followed.

3. Non-Competitive Procurement.

Solicitation of a proposal from a single source can only be used when one or more of the following factors apply:



- a. The item is available only from a single source;
- b. The exigency or emergency requiring the procurement will not permit the delay caused by the competitive procurement process;
- c. RVLA determines, following solicitation from a number of sources, that competition is inadequate.
- d. RVLA Management determines, based on quantitative and/or qualitative analysis, that competition is not practical or cost-effective.

4. Federal Program Guidelines.

- a. Procurement generated from Federal awards, such as grants, shall adhere to Office of Management and Budget (OMB) guidance regarding uniform administration requirements, cost principles, and audit requirements.
- b. Procurement generated by the National School Lunch Program shall adhere to guidance noted in Title 7 of the Code of Federal Regulations.

5. State Program Guidelines.

- a. Procurement related to state programs such as public school construction, shall adhere to relevant guidance from the appropriate state agency, the Washington State Office of the Superintendent of Public Instruction.

6. Academic and Information Technology (IT) Procurement.

- a. RVLA places considerable significance to the procurement of Academic and Information Technology because of the essential role that both play in the education of our students. Moreover, comprehensive processes grounded in community consensus have been developed to select textbooks and similar academic resources as well as to determine a system-wide IT framework.
- b. The selection processes for these two unique instances are fair, unbiased, and highly competitive. The criteria for the evaluation of potential sources will be detailed in a attached addendum: RVLA Guidelines for Academic and Information Technology Selection.
- c. Once a selection is confirmed (e.g., a textbook, other instructional item such as a novel, or an IT computing classification), the method of procurement detailed above in subsection (a) Purchases of Goods and Services applies.



7. Guideline for Academic and Information Technology Selection

a. Academic Technology Selection

Textbook Selection

Choosing a textbook should be a collective process where the various members of the community that are to be engaged with the text should be part of the selection process. Each school chooses a committee whose responsibility is to research available textbooks and choose a textbook to be used at the school. This Textbook Adoption Committee (TAC) should be comprised of teachers in the content area and individuals that have some specific relationship to the material (curriculum director, department heads, etc.).

As an initial task, the TAC should create and/or adopt a rubric/checklist by which to judge the various textbooks. This rubric should include consideration of a) clear alignment with state standards and Common Core standards, b) clear alignment with school and RVLA standards, c) cultural, gender, SES and ethnic differences, d) differing learning modalities, e) local budget constraints, and f) content accessibility.

Math Curriculum Adoption Process

- Top two vendors invited to presentation for all Math Teachers
- Math teachers invited to provide feedback via form
- Committee used feedback for final decision

Pre-Approval Requirements

Other areas to consider when selecting new curriculum or textbooks

- Common Core Aligned
- Online component with student log in
- Textbook component
- Cost Effectiveness

b. Information Technology Selection



Procurement of technology at RVLA is contingent on available federal subsidies through the FCC's E-Rate Program.

The following summarizes guidelines for procuring technology both through E-Rate and outside of E-Rate regulations.

Subsidized (E-Rate)

Each year, E-Rate provides RVLA with millions of dollars of savings in relation to communications (e.g., phone service), connectivity (dedicated Internet access and WAN), and infrastructure related to these services (e.g., wireless access points, wireless controllers, cabling, etc.).

For each service provided, RVLA participates in a competitive RFP bidding, as managed by RVLA's E-Rate vendor.

Each bid is scored according to a standard rubric approved by the FCC. Rates and products included in each bid cannot be modified, per the RFP process and E-Rate regulations.

Non-Subsidized

Non-subsidized technology is procured through contracts with core IT vendors. As it's of vast importance for RVLA to maintain an interoperable technology environment that can be serviced by all internal stakeholders RVLA seeks to maintain the same vendors on a yearly basis – provided that the technology remains high quality and competitively priced.

Accordingly, RVLA engages in negotiations annually with core IT vendors, aiming to maintain or decrease price as RVLA grows in size.



VII. Payroll and Travel Policies

A. Payroll

RVLA's pay periods run from the 16th to the 15th of each month for hourly employees. Paychecks are issued monthly on the last day of each 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 individual's personnel file. Any changes to pay rates or benefits must be properly initiated and authorized using the designated process in RVLA's human resources information system ("HRIS", e.g., BambooHR, Skyward).

If for any reason, an employee receives the incorrect amount of pay, RVLA 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 or ACH transaction will be issued as soon as possible.

If an employee is materially underpaid (i.e., employee didn't submit accurate timesheets in time for manager approval, unable to verify inaccurate time submissions etc., employee error or absence of entry) due to any situation resulting from the employee not completing and submitting timesheets according to payroll processing, payment will be made during the next standard and regular payroll processing window and no special exceptions will be made due to the error on the employee.

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 RVLA. The employee will agree, in writing (email is acceptable), that deductions from future pay checks meet with their approval.

Repayments to RVLA should be completed by the end of the fiscal year. An employee's refusal to comply with this policy will result in disciplinary action up to and including termination.



Direct Deposit

All RVLA employees are encouraged to sign up for direct deposit and can do so by completing an updated direct deposit form.

Pay Deductions

All RVLA employees are subject to normal state and federal pay deductions (e.g., taxes, Social Security and Medicare) per applicable law. Please see Payroll and Benefit Parameters set by the United State 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.

In the event an employee has a scheduled deduction, but does not receive a pay check to cover the deduction, the deduction will accumulate and be reflected in RVLA’s HRIS. Twenty-five percent (25%) of the accumulated balance will be deducted per pay period until the full amount has been deducted. All normal deductions will also occur in addition to the deductions of the accumulated balance. Upon an employee’s termination from employment with RVLA, 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 RVLA. Additionally, deductions for health benefits that result in the employee earning less than minimum wage are allowable as long as the employee has voluntarily elected such benefits.

Time Entry for Hourly Employees

Hourly employees will log their worked time by using the check in and check out feature in Skyward Qmlativ. Hourly employees will attest that the hours logged through the check in/check out process are accurate and complete by using the submission process. Submission of time is due according to the schedule below.

Payroll Processing Timeline



Process	Due Date	Person Responsible
Hourly/Period Coverage and Time Off transaction must be logged daily and submitted weekly	Friday by 5pm	Employees
Coaches/Supervisors must approve/reject timesheets weekly	Monday by 12pm	Coaches/Supervisors
Timesheet revisions must be reviewed and approved	Wednesday at 5pm weekly	Coaches/Supervisors Employees
Time must be logged and submitted through the 15th of each month		Employees
Employee submitted timesheets of any kind Period Coverage, Hourly Timesheets, Special Assignment Pay including After school Program For the 16th of the prior month through the 15th of the current month	20th of each month by 5pm	Supervisors
Supervisor required approval	22nd of each month by 5pm	
ACH file ready for review	25th	Payroll
CFOO to review ACH file	27th	
Final ACH release by 5pm	27th 2 days prior to pay date	
Payday \$\$\$	See calendar	

Request Time Off

Each employee is responsible for reporting their 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 accurately. If an employee does not enter their time off in Skyward, the supervisor may enter the employee's time off in Skyward. Time off will be submitted and approved no later than the 22nd of each month. Please refer to the "Sick Leave and Paid Time Off" policy in the Employee Handbook. Failure to report time off in Skyward may result in disciplinary action up to and including termination of employment.



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 treated as regular income and are thus subject to all standard taxes and other deductions.

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 workday or work week can apply in calculating overtime for non-exempt employees. All overtime work must be previously authorized by the employee's supervisor. RVLA provides compensation for all overtime hours worked by non-exempt employees in accordance with state and federal laws.

For purposes of calculating hours worked and overtime pay, the RVLA work week begins each Monday at 12:01 a.m. and ends on Sunday at midnight. The RVLA work day begins at 12:01 a.m. and ends at midnight 24 hours later.

For employees subject to overtime, all hours worked in excess 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 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 supervisors for review. The data is reviewed for reasonableness and discussed with appropriate administrators and department heads as necessary.

Meal and Rest Breaks

It is important to RVLA that all employees take daily rest time away from their work area. RVLA offers a fully functional break room to allow a place for employees to rest and eat during their breaks.



Washington Rest and 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. They 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. They must clock out for their meal period. They will be permitted a reasonable opportunity to take this meal period, and they will be relieved of all duty. During the meal period, the employee is free to come and go and is free to leave the premises. The employee is expected to return to work promptly at the end of any meal period.

Recording Meal Periods

All nonexempt 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, any such employee is not provided a meal period in accordance with this “Meal and Rest Breaks” policy, or if any such employee is in any way discouraged or impeded from taking their meal period or from taking the full amount of time allotted, the employee must immediately notify their immediate supervisor or RVLA’s Human Resources Department. Anytime that a meal period was missed that should have been provided (or any portion of a provided meal period is worked), the employee must report to their immediate supervisor and document the reason for the missed meal period or time worked. Refusal of an employee to take a lunch break can result in disciplinary action up to and including termination.

Lactation Accommodation

RVLA 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. RVLA 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.

B. Expense and Travel Reimbursement

RVLA may authorize payment for actual and necessary expenses, including travel incurred by an employee performing pre-approved, authorized services. However, 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 RVLA-approved vendors using the requisition process or corporate credit cards. 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 the RVLA invoicing process.

The reimbursement requests require approval by the assigned approver (Department Head, Principal or direct supervisor). Therefore, employees must receive approval from their school's Principal, Supervisor, or Department Head prior to incurring expenses.

In general:

- Expenses can be reimbursed up to 45 calendar days from the date of the transaction
- Itemized receipts and/or proof of payment must accompany all expenses
- All expenses must be pre-approved by the appropriate Department Head, School-Site Administrator or direct supervisor
- Employees must use their corporate credit card if one has been issued to them

Failure to comply with the above will result in non-reimbursement of the expense.

Employee Reimbursement



Employees with pre-authorization following the RVLA purchasing process are allowed to make school related purchases with their personal funds and request reimbursement. Staff should aim to have all reimbursements submitted to invoices@myrvla.org within 30 days of purchase. Otherwise, the final deadline for reimbursement each year is marked by the last business day of the fiscal year (August 31st). The reimbursement must include proof of pre-authorization from an authorized staff member, including the RVLA reimbursement form and printed itemized receipts in order according to how they are listed on the reimbursement form. Failure to submit all components of the reimbursement will result in the reimbursement being rejected for edits. Payment of reimbursements is done on a rolling basis to ensure timely processing.

Business meals are reimbursed using standard applicable IRS guidelines. Under no circumstances shall alcohol be reimbursed. No board member or employee may authorize a reimbursement request made payable to themselves. Reimbursements payable to the Chief Executive Officer are approved by the COO and/or Board Co-Chairs or Treasurer.

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 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 miles were traveled (5+5+10) but only 5 are eligible for reimbursement, since I normally travel 15 miles.

The current reimbursable rate per mile is determined using the IRS' standard mileage reimbursement rate for the use of a car. 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 requirements, per applicable state and federal law, (e.g., ensure valid driver's license, minimum insurance, etc.), when driving is part of, or is incidental to, his/her job duties (e.g., traveling between school sites).

Meals and Entertainment

For U.S. tax reporting purposes, meal expenses are defined as the costs incurred for food and



beverages in the conduct of business. Entertainment expenditures, whether client or firm related, require pre-approval. Entertainment expenses include, but are not limited to, the cost of amusement or recreational facilities or attendance at the theater and sporting events. Meals made necessary by travel are reimbursable through a standard rate per diem by geographic location of the event. The rate will be standardized based on the location of travel for each full day of travel. Staff should utilize the GSA website to identify the calculated per diem rate for their location. Link to website: <https://www.gsa.gov/travel/plan-book/per-diem-rates>

RVLA does not reimburse an employee for alcohol.

Hotels

Reasonable lodging costs incurred in the course of business travel will be covered by RVLA whenever a day trip is not appropriate, if approved in advance. Staff should utilize the [US General Services Administration](#) current per diem rates for the area traveling to establish reasonable lodging costs thresholds. All hotel bookings require approval by the department head in which the travel expense will be incurred. Additionally:

- RVLA employees are expected to stay in standard business class lodgings that charge a reasonable rate not to exceed US General Services Administration per diem costs
- RVLA 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 costlier 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

RVLA employees are expected to travel using the lowest available logical fare in economy class. 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 their 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.
- RVLA 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 RVLA if they are business related and reasonable (if you miss your flight unrelated to a business purpose change fees are at the expense of the employee)

Car rentals

Car rentals should be used only when needed and alternate forms of road transportation (i.e., taxis, public transit, and personal vehicles) are not more feasible or available.

RVLA 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.

Loss Damage Waiver (“LDW”) insurance is included in the corporate contract. If renting outside of the corporate contract, LDW should be accepted.



RVLA will not be responsible for vehicle damage that occurs during business use of either a personal or rented car. Parking or traffic fines are not reimbursable.

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 refill option is more economical).

Employee vehicles that are damaged or stolen on work 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 work property shall rest with 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 the direct supervisor for review and approval prior to occurrence.

Advances

In specific circumstances in which a staff member has limited funds to pay RVLA expenses, RVLA may issue an advance. Every effort should be made to process as much of the projected out-of-pocket expenses through Accounts Payable 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 RVLA 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 RVLA'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 RVLA's Accounts Payable Department. The employee must follow all reimbursement guidelines as stated in the Travel and Expense Reimbursement Policy. The employee will need to submit an expense report with receipts within 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 RVLA.

Non-Reimbursable Expenses

RVLA must adhere to certain guidelines as set forth by the 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-for-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 and/or a TB clearance in order to secure employment with RVLA. These fees may be reimbursed for unpaid RVLA volunteers.



VIII. Consultants and Independent Contractors

A. Independent Contractors

An individual not employed by RVLA 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, consultant/independent contractors should:

- be free from RVLA's control and direction in performing the service, both under contract and in fact;
- provide a service that is outside RVLA'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 RVLA 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 RVLA provides to its employees, including, but not limited to, workers' compensation, disability insurance, leaves of absence, vacation, or sick pay. Independent contractors and consultants 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 RVLA be considered or interpreted to be an independent contractor's or consultant's employer, partner, agent, or principal for any purpose. Prior to services being rendered, RVLA's Human Resources Department must be contacted to develop a written engagement agreement. The use of independent contractors is



closely monitored so as not to vary from the rules of the Internal Revenue Code. The drafting of all contracts for independent contractors should be based on the standard contract template jointly developed by RVLA's Human Resources and Legal. Any significant changes to the standard template should be reviewed by RVLA's appropriate administrators and the Legal Department before the execution of the contract to limit RVLA's exposure to liability or legal action.

Additionally, independent contractors are required to follow the Criminal Background Checks as outlined in the Employee 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 RVLA's Accounts Payable Department.

[Prior Year Policies for Reference if not addressed in this updated version.](#)

**RESOLUTION OF THE BOARD OF DIRECTORS
OF RAINIER VALLEY LEADERSHIP ACADEMY [RVLA]
REGARDING APPROVAL OF
RAINIER VALLEY LEADERSHIP ACADEMY'S
ACCOUNTING & FINANCE POLICIES & PROCEDURES HANDBOOK**

This Resolution is presented to the Executive Committee of the Board of Directors ("Board") of **RAINIER VALLEY LEADERSHIP ACADEMY** ("RVLA"), a Washington State nonprofit public benefit corporation, at a regular meeting on August 26, 2025.

WHEREAS, the Board supports and is committed to the practice of reviewing and approving RVLA policies prior to their implementation;

WHEREAS, RVLA can be required to provide evidence of Board-approved policies for purposes of submitting charter petitions and renewal petitions;

WHEREAS, RVLA's legal counsel has reviewed the policies set forth in RVLA's Accounting & Finance Policies & Procedures Handbook; and

WHEREAS, the Board has received and reviewed RVLA's Accounting & Finance Policies & Procedures Handbook attached below:

 25-26 Staff Handbook Draft docx (1) (1).pdf

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and authorizes the implementation of the policies set forth in RVLA's Accounting & Finance Policies & Procedures Handbook.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 26, 2025, at which a quorum was present.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: _____
Chairman, Board of Directors

Date

ATTEST:

Board Secretary

Date

Coversheet

Resolution Out of Endorsement Teachers

Section: III. Consent Agenda
Item: G. Resolution Out of Endorsement Teachers
Purpose:
Submitted by:
Related Material:
Board Resolution (Out of Endorsement Placement) - January 2025.docx.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO APPROVE TEACHER OUT-OF-ENDORSEMENT ASSIGNMENTS
FOR THE 2025/26 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 26, 2026**.

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:¹

- 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.

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 2025-2026 school year:

¹ 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.

Name	Subject/Grade(s) Taught	Certification(s)/Endorsement(s)
Levon White	HS Social Studies 6-8	Emergency Sub
Parvin Eskandari	MLL Teacher	K-12 BILINGUAL EDUCATION, 4-12 ENGLISH, K-12 ENGLISH AS A SECOND LANGUAGE
Robert Doss III	CTE Teacher	CTE Business and Marketing Education & Business Management
Linda Shareghi	HS Science Teacher	Science
Nati Hardin	MS English Teacher	English Language Arts
Danielle Mann	Music Teacher	Music/Theater
Jiaao Shen	HS Math	PRERES - PRE-RES CERT CLEARANCE
Benet Morgan	MS Science	Conditional - Rush Request
Anqi Chen	Special Education	Conditional - SpEd/ELA/Science
Wendy Pascoe	Special Education	T310600 - RESIDENCY TCHR (FI)
Suvanna Ponjun	HS ELA	T310600 - RESIDENCY TCHR (FI)
Jalil Potter	Kindergarten/1st	T310600 - RESIDENCY TCHR (FI)
Juan Ochoa	MS Social Studies	Conditional-Social Studies Pending
Keith Clark	Dean of Scholars	T310600 - RESIDENCY TCHR (FI)

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 26 28th, 2026 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 2025/6 School Specific Goals

Section:	III. Consent Agenda
Item:	H. Resolution 2025/6 School Specific Goals
Purpose:	
Submitted by:	
Related Material:	School Specific Goals SY 25_26 Resolution.docx.pdf SY 25-26 School Specific Goals 8.26 Draft (1).docx

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO ADOPT SY 25/26 SCHOOL SPECIFIC GOALS**

This Resolution is presented to the Board of Directors ("Board") of **RAINIER VALLEY LEADERSHIP ACADEMY** ("RVLA"), a Washington State nonprofit public benefit corporation, at a regular meeting on August 26th, 2025 .

WHEREAS, the Board deems it to be in RVLA's best interest to approve; and

WHEREAS, the Board has reviewed School Specific Goals to the version _____ attached _____ hereto;

 SY 25-26 School Specific Goals 8.26 Draft

NOW, THEREFORE, BE IT RESOLVED that the Board adopts the Final School Specific Goals 2024-2025 ;

BE IT FURTHER RESOLVED that the Board hereby approves and adopts Final School Specific Goals 2024-2025.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 27th, 2024 at which a quorum was present.

AYES: _____
NOES: _____
ABSENT: _____
ABSTAIN: _____

CERTIFIED AS A TRUE AND CORRECT COPY:

CERTIFIED: _____
Board Chairperson

Date

School-Specific Goals (Updated July 2025)

This form is intended to document each school's individualized goals that are part of the Commission's Academic and Organizational Performance Frameworks. As part of the Commission's goal to develop Performance Frameworks that build upon the evaluation lens utilized by the state, school-specific goals are designed to contain measures that are representative of your school's individual program. Applicable Legislation: [WAC 108-30-030](#)

Please fill out all sections of this form to describe your school-specific goals (Results summary is not completed until the end of the year). Guidance for each section of the goals is available at [this link](#). If you have any questions, please contact Jess Saven Barton, Director of School Quality & Accountability at jess.savenbarton@k12.wa.us.

School Name	Rainier Valley Leadership Academy
Grades Served	K-1, 6-12
School Mission/Vision	We fulfill our vision by ensuring scholars are college and career ready by providing an anti-racist education, opportunities for collaborative problem solving, and community leadership experiences. Rainier Valley Leadership Academy is an anti-racist collaborative community of critical thinkers focused on dismantling systemic oppression through scholar leadership.

Student Profile: What makes a student who matriculates from your program unique? (Should be tied to your school's Education Program Terms)	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. • Scholars embrace multi-directional feedback opportunities • Scholars participate in collaborative decision making • Scholars know the power of their voice and ideas. Anti-racism: We continuously address racism with urgency and action, we decolonize and dismantle systems of oppression to <i>empower</i> our community. • Scholars are confident in who they are through a historical perspective • Scholars educate, speak up, and call out racism and microaggressions • Scholars recognize and address the power systems that have historically and currently been developed to marginalize specific groups • Scholars elevate their voice on equitable practices Leadership: We elevate the voice of our future local and global leaders; leadership goes beyond positions of power and comes in many forms. • Scholars are critical thinkers, advocating for self and
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	others, knowing when to step up and step back, speaking out, asking questions, and having integrity. • Scholars will participate in one or all by graduation; community partnerships, entrepreneurship opportunities and internships • Scholars will exhibit skills in emotional intelligence that can be translated to the future career choices. • Scholars celebrate neurodiversity How do we behave? PERSEVERANCE - We set goals and do whatever it takes to accomplish them. We never give up. RESPONSIBILITY - We are responsible for our actions, our words, our belongings and our community. INTEGRITY - We do the right thing, even when no one is watching we acknowledge and honor ourselves and our ancestors. DRIVE - We are assertive and proactive in the pursuit of our goals. EXCELLENCE - We bring our best to all we do by digging deep to learn more about ourselves, others and the world; we are excellence!
Elementary Academic School Specific Goal	
1. Academic area of need identified	Early literacy growth in Grades K–1, as measured by MAP Growth benchmarks.
2. What is the most recent baseline data for the area of need identified?	In SY 2024–25, 66.7% of Kindergarten scholars met their Fall-to-Spring projected growth target in Reading on the MAP Growth assessment.

3. Academic Goal: If you serve multiple grade bands (i.e., ES & MS or MS & HS) you need a goal for each.	At least 70% of K–1 scholars will meet or exceed their MAP Growth in reading.	Commented [1]: Should be higher than what we achieved in the 24-25SY
4. Goal Connection Describe how the goal captures the school mission/vision/student profile/educational program terms.	This goal aligns with RVLA's mission to prepare all scholars for academic success by ensuring foundational skills in literacy are built early. Establishing strong reading skills in the early grades is essential to long-term equity, access, and excellence for all students.	

5. Targets How will you know if you are successful?	Category	Targets: Set ranges for each category	Rationale for Meets and Exceeds Targets (based on prior year data if possible)
	Exceeds	≥80%	Reflects exceptional early academic growth and mastery in foundational skills.

	Meets	70%–79%	Achieves the core goal of strong foundational skill growth.
	Does Not Meet	60%–69%	Indicates moderate progress but below desired growth levels.
	Falls Far Below	<59%	Signals significant gaps requiring immediate intervention in Tier 1 instruction and supports.
6. Measurement Details: How often will the school collect data for this goal during the school year? What data source will you use?	We will collect data three times during the school year—after Fall, Winter, and Spring MAP testing windows. We will use MAP Growth assessment data, specifically the growth results from each testing window, to measure progress toward the goal.		
7. Results Summary: Provide a summary of results for your goal (not completed until the end of the school year). Additional attachments are welcome. <i>All data are verified by the Commission</i>			

MS Academic School Specific Goal (Indicator 4 of Academic Performance Framework – 15% of tiered rating)	
1. Academic area of need identified	Middle School scholars are showing moderate growth in Math, with 49% meeting their Fall-to-Spring projected growth target on the MAP assessment in 2024–25.

2. What is the most recent baseline data for the area of need identified?	49% of middle school scholars met projected growth in Math (MAP, SY 2024–25).
3. Academic Goal: If you serve multiple grade bands (i.e., ES & MS or MS & HS) you need a goal for each.	At least 52% of middle school scholars will meet or exceed their Fall-to-Spring projected growth target in Math on the MAP assessment
4. Goal Connection Describe how the goal captures the school mission/vision/student profile/educational program terms.	Improving math outcomes aligns with RVLA’s mission to equip scholars with the problem-solving, analytical, and quantitative reasoning skills necessary for success in post-secondary education, leadership roles, and community engagement.

5. Targets How will you know if you are successful?			Rationale for Meets and Exceeds Targets (based on prior year data if possible)
	Category	Targets: Set ranges for each category	
	Exceeds	≥62%	Demonstrates strong improvement across a majority of scholars.
	Meets	52%–61%	Achieves a modest gain over baseline while being realistically attainable

	Does Not Meet	42%–51%	Shows limited improvement over baseline
	Falls Far Below	<42%	Indicates no meaningful improvement, requiring targeted interventions.
6. Measurement Details: How often will the school collect data for this goal during the school year? What data source will you use?	We will collect data three times during the school year—after Fall, Winter, and Spring MAP testing windows. We will use MAP Growth assessment data, specifically the growth results from each testing window, to measure progress toward the goal.		
7. Results Summary: Provide a summary of results for your goal (not completed until the end of the school year). Additional attachments are welcome. <i>All data are verified by the Commission</i>			

HS Academic School Specific Goal (Indicator 4 of Academic Performance Framework – 15% of tiered rating)	
1. Academic area of need identified	High School scholars are showing moderate growth in Language Arts, with 48.5% meeting their Fall-to-Spring projected growth target on the MAP assessment in 2024–25.
2. What is the most recent baseline data for the area of need identified?	48.5% of high school scholars met projected growth in Language Arts (MAP, SY 2024–25).
3. Academic Goal: If you serve multiple grade bands (i.e., ES & MS or MS & HS) you need a goal for each.	At least 52% of high school scholars will meet or exceed their Fall-to-Spring projected growth target in Language Arts on the MAP assessment
4. Goal Connection Describe how the goal captures the school mission/vision/student profile/educational program terms.	Improving literacy outcomes aligns with RVLA's mission to equip scholars with the communication and critical thinking skills necessary for success in post-secondary education, leadership roles, and community engagement.

5. Targets How will you know if you are successful?	Category	Targets: Set ranges for each category	Rationale for Meets and Exceeds Targets (based on prior year data if possible)
	Exceeds	≥62%	Demonstrates strong improvement across a majority of scholars.
	Meets	52%–61%	Achieves a modest gain over baseline while being realistically attainable
	Does Not Meet	42%–51%	Shows limited improvement over baseline
	Falls Far Below	<42%	Indicates no meaningful improvement, requiring targeted interventions.
6. Measurement Details: How often will the school collect data for this goal during the school year? What data source will you use?	We will collect data three times during the school year—after Fall, Winter, and Spring MAP testing windows. We will use MAP Growth assessment data, specifically the growth results from each testing window, to measure progress toward the goal.		

7. Results Summary: Provide a summary of results for your goal (not completed until the end of the school year). Additional attachments are welcome. <i>All data are verified by the Commission</i>	
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Organizational School Specific Goal (Indicator 6 of Organizational Performance Framework)			
1. Organizational area of need identified	Families attending non-academic events to stay connected and be a part of the greater community		
2. What is the most recent baseline data for the area of need identified?	The most recent baseline data pulled for the area of need was of families visiting one or more non-academic event throughout		
3. Organizational Goal:	50% of families visit 1 or more non-academic events throughout the year.		
4. Goal Connection: Describe how the goal captures the school mission/vision/student profile/educational program terms.	As a collaborative community school we want to ensure all families feel welcome and invited to be in and around the school, we recognize this means that		
5. Targets How will you know if you are successful?	Category	Targets: Set ranges for each category	Rationale for Meets and Approaching Targets (base it on prior year data if possible)
	Meets	50% or more families attend a non academic event	If we have at least 50% of families attend a non-academic event we know community is invested in a collaborative community environment
	Approaching	45-49% or more families attend a non academic event	If we have less than 45-49% of families attending at least one non-academic event we have know we need to improve on collaboration with families, less than half of the school even with working schedules is to low

	Does Not Meet	Less than 50% of families attend a non-academic event	
6. Measurement Details: How often will the school collect data for this goal during the school year? What data source will you use?	The district uses an electronic sign in sheet, with paper sign-in sheets as a backup. Each non-academic event families will be signed in by school personnel for accuracy. There will at least be a monthly event that will be tracked using the electronic family sign in sheet. The data will be tracked monthly or more based on additional non-academic events being added to the school calendar.		

7. Results Summary: Provide a summary of results for your goal (not completed until the end of the school year). Additional attachments are welcome. All data are verified by the Commission.	
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Coversheet

Resolution 2025/26 Budget

Section:	III. Consent Agenda
Item:	I. Resolution 2025/26 Budget
Purpose:	Vote
Submitted by:	
Related Material:	RVLA Budget Resolution 2025.26.docx.pdf

**RESOLUTION OF THE OF THE
BOARD OF DIRECTORS OF RAINIER VALLEY LEADERSHIP ACADEMY THE
2025-2026 FISCAL YEAR BUDGET**

This Resolution is presented to the Board of Directors (“Board”) of **RAINIER VALLEY LEADERSHIP ACADEMY** (“RVLA”), a WASHINGTON STATE nonprofit corporation, at a regular meeting on August 26th 2025.

WHEREAS, Chastity Catchings, RVLA’s Chief Finance Officer, provided members of the Board with budget information for RVLA’s 2025-2026 fiscal year at a recent meeting;

WHEREAS, Ms. Catchings prepared a proposed budget for RVLA’s 2025-2026 fiscal year, which includes RVLA’s departmental budgets, in the form attached hereto; and

WHEREAS, any Board approval of the proposed budget for RVLA’s 2025-2026 fiscal year must be consistent with the Board’s fiduciary duty under Washington State nonprofit corporation law to serve with such care, including reasonable inquiry, as an ordinarily prudent person in a like position would use under similar circumstances.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and adopts the proposed budget for RVLA’s 2025-2026 fiscal year in the form attached hereto.

 Board102Budget.xlsx

ADOPTED by the Board of Directors of Rainier Valley Leadership during a regular meeting duly held on August 26th 2025, 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 25/26 Calendars

Section:	III. Consent Agenda
Item:	J. Resolution 25/26 Calendars
Purpose:	Vote
Submitted by:	
Related Material:	RVLA - Board Resolution (2025-2026 School Year Calendars) .docx.pdf

**RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO APPROVE THE 2025-2026 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 26th, 2025.

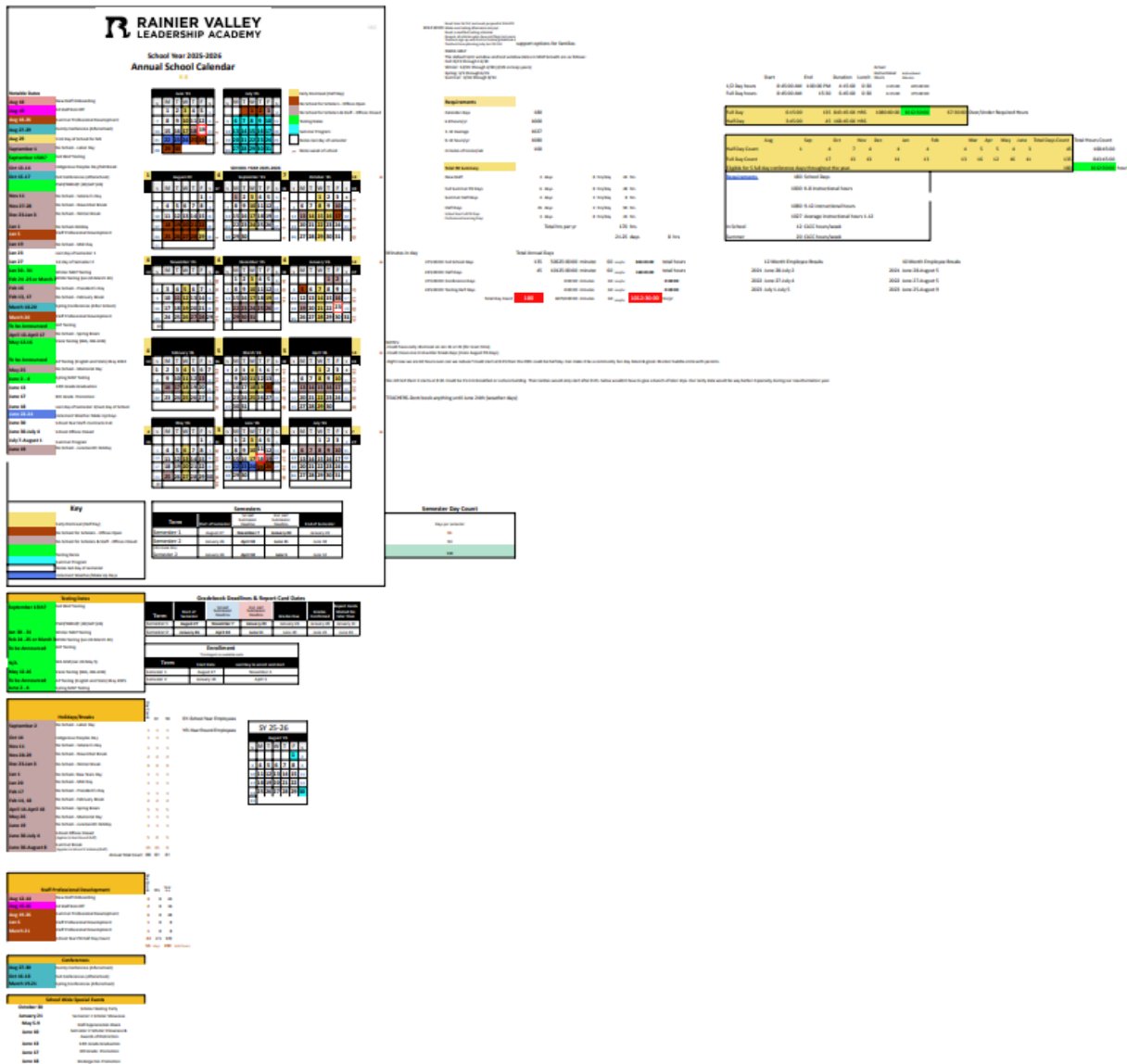
WHEREAS, the INFORMATION requires that the Board to approve RVLA’s 2025-2026 school year calendar (the “DRAFT 25-26 K-8 Calendar & DRAFT 25-26 HS Calendar”); and

WHEREAS, the Board has received and reviewed the SY24/25 Calendar in the form as attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and adopts the SY25/26 Calendar in the form as attached hereto.

Annual School Calendar

25-26 DRAFT K-8



ADOPTED by the Board of Directors of Rainier Valley Leadership Academy, during a regular meeting duly held on July 29th, 2025, 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