Rainier Valley Leadership Academy

Board Meeting

Date and Time

Saturday August 22, 2026 at 10:00 AM PDT

Location

In Person

Agenda

		Purpose	Presenter	Time
I.	**Opening Items**			**10:00 AM**
A.	Record Attendance		Jesse Rhodes Jr	5 m
B.	Call the Meeting to Order		Jesse Rhodes Jr	5 m
C.	Public Comment For Non Agenda Items: -3 minutes per speaker For Agenda Items: -5 minutes per speaker To last not more than 30 minutes of Public Comment. If it goes over there will be space made for those who would still like to provide public comment at another time.		Jesse Rhodes Jr	3 m

		Purpose	Presenter	Time
II.	**Consent Agenda**			**10:13 AM**
A.	July 2026 Board Meeting Minutes	Approve Minutes	Jesse Rhodes Jr	4 m
B.	25/26 Budget Amendment	Vote	Jesse Rhodes Jr	5 m
C.	26/27 SY Calendars	Vote	Jesse Rhodes Jr	3 m
D.	26/27 RVLA Handbooks	Vote	Jesse Rhodes Jr	5 m
III.	**Enrollment Update**			**10:30 AM**
A.	2026/27 Enrollment	Discuss	Lenny Emperado	10 m
IV.	**Executive Director Report Out**			**10:40 AM**
A.	Updates	Discuss	Ray Garcia Morales	15 m

-staffing/hiring
-enrollment: contingency timeline
What happens if we don't make enrollment projections by September?

V.	**Resolution 2026/27 Budget Vote**			**10:55 AM**
A.	2026/27 RVLA Budget	Vote	Jesse Rhodes Jr	20 m

Time to discuss if needed.
Vote to approve 26/27 budget.

VI.	**Board Groups Work Time**			**11:15 AM**
A.	Objective	Discuss	Ray Garcia Morales & Jesse Rhodes Jr	60 m

Groups will confirm the following by the end of the session:
1. Confirm monthly meeting time
2. Confirm group Chair
3. Identify group goals for the 26/27 SY

VII.	**Lunch**			**12:15 PM**

		Purpose	Presenter	Time
A.	Lunch Break	FYI		60 m
VIII.	**Board Groups Report Out**			**1:15 PM**
A.	Objective Share out meeting times & Group Chair. Align Board Groups goals. Plan for the year.	Discuss	Ray Garcia Morales & Jesse Rhodes Jr.	45 m
IX.	**Closing Items**			**2:00 PM**
A.	Adjourn Meeting	Vote		1 m

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
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: ray.garciamorales@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

Coversheet

July 2026 Board Meeting Minutes

Section: II. Consent Agenda
Item: A. July 2026 Board Meeting Minutes
Purpose: Approve Minutes
Submitted by:
Related Material: Minutes for Board Meeting on July 28, 2026
Resolution August 2026 - Minutes for July 2026 Mtgdocx.pdf

APPROVED

RAINIER VALLEY LEADERSHIP ACADEMY

Rainier Valley Leadership Academy

Minutes

Board Meeting

Date and Time
Tuesday July 28, 2026 at 4:30 PM

Location
RVLA Board Meeting-July
Tuesday, July 28 · 4:30 – 5:30pm
Time zone: America/Los_Angeles
Google Meet joining info
Video call link: https://meet.google.com/oyg-twrw-qru
Or dial: (US) +1 219-767-0095 PIN: 203 823 018#

Directors Present
D. Sullivan (remote), E. Forde (remote), J. Rhodes Jr (remote), S. Martinez (remote)

Directors Absent
T. Hayman, T. Moultrie

Guests Present
L. Emperado, R. Garcia Morales

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Rhodes Jr called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Jul 28, 2026 at 4:37 PM.

C. Public Comment

No public comment

II. Consent Agenda

A. June 2026 Board Meeting Minutes

E. Forde made a motion to approve the minutes from Board Meeting on 06-30-26.
S. Martinez seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

E. Forde	Aye
T. Hayman	Absent
T. Moultrie	Absent
J. Rhodes Jr	Aye
S. Martinez	Aye
D. Sullivan	Aye

B. June 2026 Payroll & Claim Vouchers

E. Forde made a motion to approve payroll & claim vouchers for June 2026.
S. Martinez seconded the motion.
Direct Deposit Numbers 9000004180 through 9000004207, totaling $135,013.12

AP ACH Numbers 9000004209 through 9000004211, totaling $52,884.13

Total by Payment Type: WIRE-PUBLIC Wire Transfer Payments 201900326 through 201900328, totaling $5,940.69

Total by Payment Type: ACH/Warrants - Public Check Numbers 102921 through 102929, totaling $33,533.55 AP ACH Numbers 9000004166 through 9000004179, totaling $61,275.73

Total by Payment Type: ACH/Warrants - Public Check Numbers 102916 through 102920, totaling $39,677.58 AP ACH Numbers 9000004145 through 9000004165, totaling $79,287.22
The board **VOTED** unanimously to approve the motion.

Roll Call

T. Hayman	Absent
E. Forde	Aye
T. Moultrie	Absent
D. Sullivan	Aye

Roll Call

J. Rhodes Jr Aye
S. Martinez Aye

C. 25/26 Budget Amendment

We did not vote on this item. We will discuss and vote on this at a special meeting.
S. Martinez made a motion to appointl Tai Moultri as Treasurer.
D. Sullivan seconded the motion.
The board **VOTED** unanimously to approve the motion.

Roll Call

J. Rhodes Jr Aye
T. Hayman Absent
E. Forde Aye
S. Martinez Aye
D. Sullivan Aye
T. Moultrie Absent

III. Executive Director Report Out

A. 2026/27 Budget & Finance and Review

There was discussion but no vote.

IV. Enrollment Update

A. 2026/27 Enrollment

Spending some time over the summer revising and revamping the website. This new website should be going live in the next few weeks and should help with our recruitment efforts. 90% of the staff is coming back for the upcoming school year. Monday 8/24 is the first day the teachers/staff are back in the building.

There are several families currently in the recruitment funnel. The target # of scholars is 130. The recruitment team is scheduled to be at several community events this summer as part of the recruitment efforts.

V. Resolution 2026/27 Budget Vote

A. 2026/27 RVLA Budget

No vote.

VI. Announcements

A.

Board Groups/Committees

We will discuss board groups and committees at the Board Retreat on August 22, 2026.

B. August Board Retreat

The Board retreat will be August 22, 2026 at RVLA 10-2.

VII. Closing Items

A. Adjourn Meeting

There being no further business to be transacted, and upon motion duly made, seconded and approved, the meeting was adjourned at 5:13 PM.

Respectfully Submitted,
J. Rhodes Jr

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Chief of Staff
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Email: leah.reisberg@myrvla.org

RESOLUTION BOARD MEETING MINUTES
For July 2026 Meeting
On This Day August 22nd, 2026

DIRECTORS OF
Rainier Valley Leadership Academy
A Washington State Nonprofit Corporation

Directors Present
D. Sullivan (remote), E. Forde (remote), J. Rhodes Jr (remote), S. Martinez (remote)

Directors Absent
T. Hayman, T. Moultrie

Guests Present
L. Emperado, R. Garcia Morales

I. Opening Items

A. Record Attendance

B. Call the Meeting to Order

J. Rhodes Jr called a meeting of the board of directors of Rainier Valley Leadership Academy to order on Tuesday Jul 28, 2026 at 4:37 PM.

C. Public Comment

No public comment

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A. June 2026 Board Meeting Minutes

E. Forde made a motion to approve the minutes from Board Meeting on 06-30-26.
S. Martinez seconded the motion.
The board VOTED unanimously to approve the motion.

Roll Call	
T. Moultrie	Absent
T. Hayman	Absent
D. Sullivan	Aye
E. Forde	Aye
J. Rhodes Jr	Aye
S. Martinez	Aye

B. June 2026 Payroll & Claim Vouchers

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The board VOTED unanimously to approve the motion.

Roll Call	
T. Moultrie	Absent
J. Rhodes Jr	Aye
T. Hayman	Absent
S. Martinez	Aye
E. Forde	Aye
D. Sullivan	Aye

C. 25/26 Budget Amendment

We did not vote on this item. We will discuss and vote on this at a special meeting.

S. Martinez made a motion to appointl Tai Moultri as Treasurer.
D. Sullivan seconded the motion.
The board VOTED unanimously to approve the motion.

Roll Call	
E. Forde	Aye
T. Hayman	Absent
S. Martinez	Aye
D. Sullivan	Aye
T. Moultrie	Absent
J. Rhodes Jr	Aye

III. Executive Director Report Out

A. 2026/27 Budget & Finance and Review

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There are several families currently in the recruitment funnel. The target # of scholars is 130. The recruitment team is scheduled to be at several community events this summer as part of the recruitment efforts.

V. Resolution 2026/27 Budget Vote

A. 2026/27 RVLA Budget

No vote.

VI. Announcements

A. Board Groups/Committees

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B. August Board Retreat

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Respectfully Submitted,
J. Rhodes Jr

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Address: 6020 Rainier Ave S, Seattle WA 98118
Telephone Number: 206-650-0956
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_____ _____

Board Secretary Date

ATTEST:

_____ _____

Board Chairperson Date

Coversheet

25/26 Budget Amendment

Section: II. Consent Agenda
Item: B. 25/26 Budget Amendment
Purpose: Vote
Submitted by:
Related Material: RVLA- 25.26 Amended Budget Board Resolution RVLA (6).pdf

RESOLUTION OF THE
BOARD OF DIRECTORS OF RAINIER VALLEY LEADERSHIP ACADEMY
WASHINGTON STATE REGARDING AN AMENDED 2025-2026 BUDGET

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 22nd, 2026.

WHEREAS, on August 26th, 2025, the Board duly approved and adopted RVLA's 2025-2026 fiscal year budget for Rainier Valley Leadership Academy ("RVLA");

WHEREAS, on August 22nd, 2026, due to adjustments of RVLA's expenses running higher than originally budgeted for 25-26. The school is required to submit a revised budget to OSPI and raise the approved budget spending limit for the 25-26 year with an additional $550,000. This is a compliance issue only. **The board has continued oversight of all spending and the school is <u>not</u> asking approval to spend an additional $550k.**

WHEREAS, any Board approval of the proposed amended RVLA 2025-2026 fiscal year budget for RVLA must be consistent with the Board's fiduciary duty under Washington 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 amended RVLA 2025-2026 fiscal year budget.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 22nd, 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

26/27 SY Calendars

Section: II. Consent Agenda
Item: C. 26/27 SY Calendars
Purpose: Vote
Submitted by:
Related Material:
RVLA - Board Resolution (2026-2027 School Year Calendars) .docx (1).pdf
Annual School Calendars 26_27 - Sheet1 (6).pdf

RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
TO APPROVE THE 2026-2027 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 22nd, 2026.

WHEREAS, the INFORMATION requires that the Board to approve RVLA's 2026-2027 school year calendar; and

WHEREAS, the Board has received and reviewed the SY26/27 Calendar in the form as attached hereto.

NOW, THEREFORE, BE IT RESOLVED that the Board hereby approves and adopts the SY26/27 Calendar in the form as attached hereto.

Annual School Calendars 26_27 - Sheet1 (6).pdf

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy, during a regular meeting duly held on August 22nd, 2026, 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

Powered by BoardOnTrack

School Year 2026-2027

Annual School Calendar

K-8

Notable Dates

Aug 21	New Staff Onboarding
Aug 24	All Staff Kick Off
Aug 24-28	Summer Professional Development
?	Family Conference (Afterschool)
Aug 31	First Day of School
September 7	No School - Labor Day
September 14	Fall MAP Testing
September 25	Staff Professional Development
Oct 8-9	Fall Conferences
Oct 12	Indigenous People
Oct TBD (1-31-	PSAT/NMSQT (18) SAT (26)
Oct 30	Staff Professional Developr
Nov 11	No School - Veteran's Day
Nov 26-27	No School - November Break
Nov 20	Staff Professional Developr
Dec 21-Jan 1	No School - Winter Break
Jan 19	No School - MLK Day
Jan 29	Staff Professional Development
Jan 22	Last day of Semest
Jan 25	1st day of Semester 2
Jan 29-30 ?	WInter MAP Testing
Feb 24 -25 or M	WIDA Testing (Jan 30-Marc
Feb 12-15	No School - February Break
Feb 26	Staff Professional Developr

No School for Scholars - Offices Open

No School for Scholars & Staff - Offices Closed

Testing Dates

Summer Program

Notes last day of semester

1 Notes week of school

Staff Business Meetng 3:45-4:45

SCHOOL YEAR 2026-2027

August

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September

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	27	28	29	30				19

October

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November

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December

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January

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	24	25	26	27	28	29	30	19

March 18-19	Spring Conferences (After School)
March 26	Staff Professional Development
To be Announc	SAT Testing
April 12-April 1	No School - Spring Break
April 30	Staff Professional Development
May 10-14 (hal	State Testing (SBA, WA-AIM) HALF DAYS
To be Announc	AP Testing (English and Sta
May 28	Staff Professional Developr
May 31	No School - Memorial Day
June 2 - 4 ?	Spring MAP Testing
June 21	12th Grade Graduation
June 22	Kindergarten Prom
June 17	Juneteenth
June 23	Last day of Semester 2/Las
June 24-25	Inclement Weather Make U
June 30	School Year Staff- Contracts
July 5-9	School Offices Closed
July 7-August 1	Summer Program

0 | 17

February

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March

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April

31

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5 | 14

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June

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27	28	29	30				38

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July

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6 | 23 | 29

Key

- Early Dismissal (Ha
- No School for Scho
- No School for Scho
- Testing Dates
- Summer Program
- Notes last day of s
- Inclement Weathe

Semesters

Term	Start of Semester	1st Half Submission Deadline	2nd Half Submission Deadline	End of Semester
Semester 1	August 27	November 7	January 19	January 22
Semester 2	January 25		June 21	June 18
12th Grade Only Semester 2	January 25		June 11	June 23

School Year 2026-2027

Annual School Calendar

HS

Notable Dates

Aug 21	New Staff Onboarding
Aug 24	All Staff Kick Off
Aug 24-28	Summer Professional Development
?	Family Conference (Afterschool)
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	Notes last day of semester
1	Notes week of school
	Staff Business Meetng 3:45-4:45

SCHOOL YEAR 2026-2027

August

	S	M	T	W	T	F	S	
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	14	15	16	17	18	19	20	2
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	28	29	30					

September

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	19	20	21	22	23	24	25	
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October

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	18	19	20	21	22	23	24	
	25	26	27	28	29	30	31	

November

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	8	9	10	11	12	13	14	
	15	16	17	18	19	20	21	
	22	23	24	25	26	27	28	
	29	30						

December

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

January

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	17	18	19	20	21	22	23	
	24	25	26	27	28	29	30	
	31							

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22	23	24	25	26	27	28	12
29	30						13

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27	28	29	30	31		

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31							

February (0, 17)

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14	15	16	17	18	19	20	21
21	22	23	24	25	26	27	22
28							23

March (2, 20)

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

April (0, 16) (2, 53) 55

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4	5	6	7	8	9	10	28
11	12	13	14	15	16	17	29
18	19	20	21	22	23	24	30
25	26	27	28	29	30		31

May (5, 14)

S	M	T	W	T	F	S	
						1	
2	3	4	5	6	7	8	31
9	10	11	12	13	14	15	32
16	17	18	19	20	21	22	33
23	24	25	26	27	28	29	34
30	31						35

June (1, 15)

S	M	T	W	T	F	S	
		1	2	3	4	5	
6	7	8	9	10	11	12	35
13	14	15	16	17	18	19	36
20	21	22	23	24	25	26	37
27	28	29	30				38

July (0, 0) (6, 23) 29

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

Key

(yellow)	Early Dismissal (Ha
(dark orange)	No School for Scho
(pink)	No School for Scho
(green)	Testing Dates
(cyan)	Summer Program
(bold outline)	Notes last day of s
(blue)	Inclement Weathe

Semesters

Term	Start of Semester	1st Half Submission Deadline	2nd Half Submission Deadline	End of Semester
Semester 1	August 27	**November 7**	**January 19**	January 22
Semester 2	January 25		**June 21**	June 18
12th Grade Only Semester 2	January 25		**June 11**	June 23

Coversheet

26/27 RVLA Handbooks

Section: II. Consent Agenda
Item: D. 26/27 RVLA Handbooks
Purpose: Vote
Submitted by:
Related Material: Scholar Handbook 6-12.pdf
RVLA Staff Handbook 2026-2027 (Revised Draft).docx.pdf
Draft Elem 26 27 Scholar Handbook.docx (1) (2).pdf
26_27 Handbooks Resolution.docx (2).pdf

Rainier Valley Leadership Academy

6-12 Scholar Handbook

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

RAINIER VALLEY LEADERSHIP ACADEMY

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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

	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.

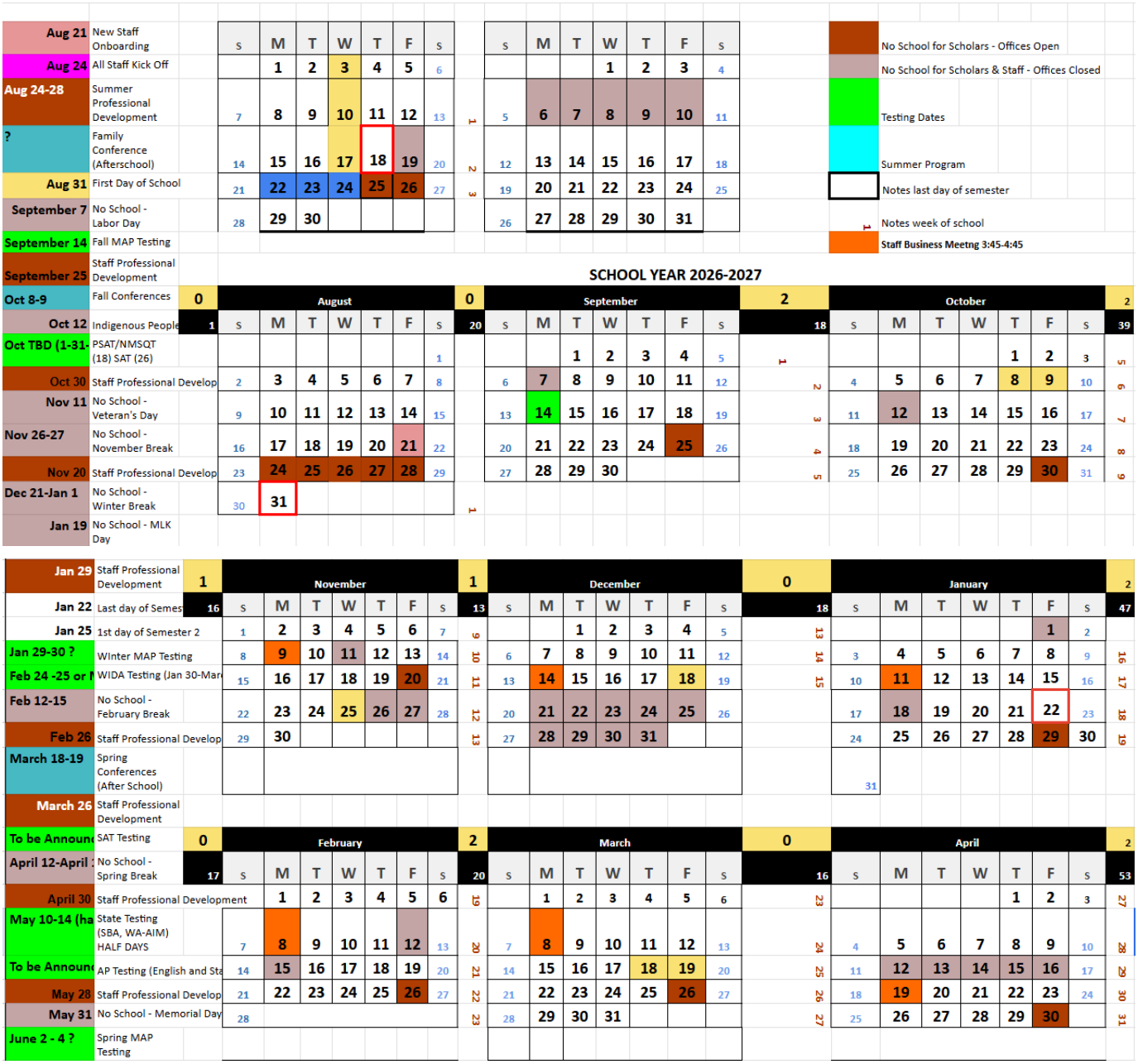
Responsibility	I am accountable for my actions, my words, my belongings, and my community.	We will hold our scholar accountable for their actions, words, belongings, and community. We will also hold them accountable for their participation in daily learning and their academic careers.
Integrity	I do 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.

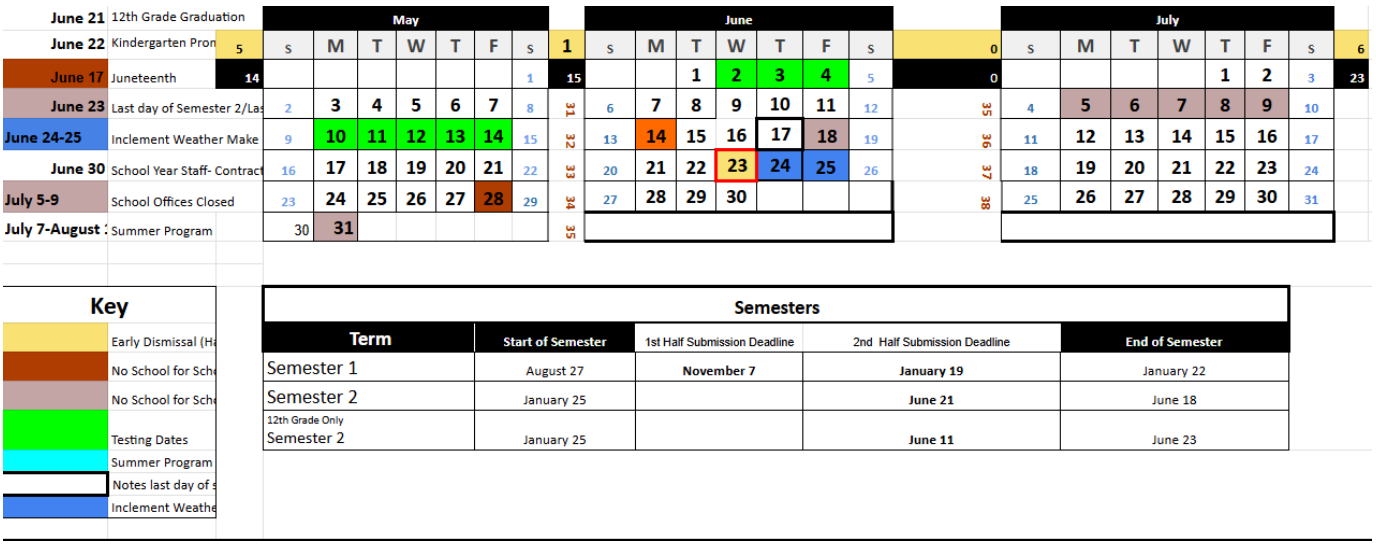
PURPOSE OF THIS HANDBOOK

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


Aug 21 New Staff Onboarding
Aug 24 All Staff Kick Off
Aug 24-28 Summer Professional Development
? Family Conference (Afterschool)
Aug 31 First Day of School
September 7 No School - Labor Day
September 14 Fall MAP Testing
September 25 Staff Professional Development
Oct 8-9 Fall Conferences
Oct 12 Indigenous People
Oct TBD (1-31- PSAT/NMSQT (18) SAT (26)
Oct 30 Staff Professional Develop
Nov 11 No School - Veteran's Day
Nov 26-27 No School - November Break
Nov 20 Staff Professional Develop
Dec 21-Jan 1 No School - Winter Break
Jan 19 No School - MLK Day
Jan 29 Staff Professional Development
Jan 22 Last day of Semes
Jan 25 1st day of Semester 2
Jan 29-30 ? WInter MAP Testing
Feb 24 -25 or M WIDA Testing (Jan 30-Mar
Feb 12-15 No School - February Break
Feb 26 Staff Professional Develop
March 18-19 Spring Conferences (After School)
March 26 Staff Professional Development
To be Announ SAT Testing
April 12-April No School - Spring Break
April 30 Staff Professional Development
May 10-14 (ha State Testing (SBA, WA-AIM) HALF DAYS
To be Announ AP Testing (English and Sta
May 28 Staff Professional Develop
May 31 No School - Memorial Day
June 2 - 4 ? Spring MAP Testing
No School for Scholars - Offices Open
No School for Scholars & Staff - Offices Closed
Testing Dates
Summer Program
Notes last day of semester
Notes week of school
Staff Business Meetng 3:45-4:45
SCHOOL YEAR 2026-2027
August
September
October
November
December
January
February
March
April



		May							June							July							
June 21	12th Grade Graduation																						
June 22	Kindergarten Pron	5	S	M	T	W	T	F	S	1	S	M	T	W	T	F	S	0	S	M	T	W	T	F	S	6
June 17	Juneteenth	14							1	15			1	2	3	4	5	0					1	2	3	23
June 23	Last day of Semester 2/Las		2	3	4	5	6	7	8	31	6	7	8	9	10	11	12	35	4	5	6	7	8	9	10	
June 24-25	Inclement Weather Make		9	10	11	12	13	14	15	32	13	14	15	16	17	18	19	36	11	12	13	14	15	16	17	
June 30	School Year Staff- Contract		16	17	18	19	20	21	22	33	20	21	22	23	24	25	26	37	18	19	20	21	22	23	24	
July 5-9	School Offices Closed		23	24	25	26	27	28	29	34	27	28	29	30				38	25	26	27	28	29	30	31	
July 7-August	Summer Program		30	31						35																

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Inclement Weathe

Semesters				
Term	**Start of Semester**	**1st Half Submission Deadline**	**2nd Half Submission Deadline**	**End of Semester**
Semester 1	August 27	**November 7**	**January 19**	January 22
Semester 2	January 25		**June 21**	June 18
12th Grade Only Semester 2	January 25		**June 11**	June 23

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

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
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.		
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.
**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.*			

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

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.

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

- 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

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 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

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

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

Physical Education Waiver

Physical education is a central component of a school's overall environment. RVLA has

adopted and implemented a physical education waiver policy to meet Washington State statutes related to health and physical education requirements:

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

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.

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

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.

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/alcoho**l 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.

- 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)*.

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

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

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)***:**
    - 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

By law, all scholars must be up to date on required immunizations in order to attend school. At RVLA, we use the Washington State Immunization Information System (WAIIS) to assess scholar vaccination needs. WIIS 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

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

School Based Health Center–The Freedom Clinic (Must Enroll to Receive Services)	School Nursing Services (Available to ALL RVLA scholars)
● 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

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

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 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

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 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

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/preventsuicide 360-236-2800

b. 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.

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

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.

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
    0. 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.

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.

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?

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.

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.

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

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**

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

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)

All reports must start locally at the school or district level. However, OSPI can assist students, 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):

- 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.

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

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, 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

State Law (Washington Administrative Code392-160-015) 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 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.

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

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

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

RAINIER VALLEY LEADERSHIP ACADEMY

STAFF HANDBOOK:
POLICIES AND PROCEDURES

2026-2027

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I. INTRODUCTION

a. Welcome

Rainier Valley Leadership Academy was founded by the community and for the community, and we are honored to carry forward the work that began in the Fall of 2019. As the Southend continues to evolve, RVLA remains steadfast in its commitment to anti-racism, honoring our past and present by amplifying community voice and empowering our scholars to grow into the next generation of local and global leaders. Together, our collective strength moves us forward.

RVLA has experienced substantial change in recent years, and these shifts have had a profound impact on our community. Scholar and staff attrition have posed challenges, while frequent leadership transitions and Board instability have made it difficult to maintain consistent momentum. At present, 75% of our staff are in their first two years at RVLA, and the average teacher brings less than one year of classroom experience. Even so, these realities also present an opportunity, one that positions RVLA for a new chapter of growth and stability.

b. Purpose of Staff Handbook

i. This Staff Handbook (Handbook) is provided to all Rainier Valley Leadership Academy (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.

ii. Considerations for what this Handbook does and does not do:

1. 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.
2. 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 on an annual basis.
3. The benefits described in this Handbook 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 benefit plan documents govern.

4. 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.

c. I.C. Rainier Valley Leadership Academy Mission and Values

i. Vision

1. We envision scholars empowered to lead, committed to justice, and equipped to thrive in college, career, and life.

ii. Mission

1. The mission of Rainier Valley Leadership Academy is to cultivate resilient scholars who strive for excellence in academics, character, and leadership. Through rigorous learning, outdoor education and a commitment to justice, scholars are prepared for success in college, career, and life. Empowered to lead. Driven to elevate. Destined to reshape the world.

d. Core Principles / P.R.I.D.E.:

i. Perseverance

1. **We believe growth is forged through persistence and resilience.** We set goals, embrace challenges, and learn from mistakes. We support one another so that no community member is left behind. We build the confidence and determination to navigate obstacles and chase our dreams.

ii. Responsibility

1. ***We own our impact and understand that being accountable means more than just showing up.*** From the words we speak to the actions we take, we are the architects of our community's safety and success. We ensure every voice is heard and every

action contributes to a stronger and equitable collective

iii. *Integrity*

1. **We carry the legacy of those who came before us with fierce respect and unwavering tenacity.** We stand firm against injustice and actively dismantle systemic barriers. We are an anti-racist learning community that moves beyond words, aligning every action with the pursuit of a more just and inclusive world.

iv. *Drive*

1. ***We fuel our goals with relentless ambition and an unwavering determination to succeed.*** We take command, lead with conviction, and turn initiative into results. We anchor our passion in strategic action and empower one another to convert aspirations into profound, lasting achievements.

v. *Excellence*

1. **Our best is the absolute baseline for everything we do.** Through curiosity, reflection, and dedication, we pursue distinction in learning, relationships, and leadership. By constantly growing in our understanding of ourselves, and the world around us, we cultivate a community rooted in dignity, care, and high expectations.

e. Summary of Rainier Valley Leadership Academy Diversity Equity & Inclusion (DEI) Commitment

f. Rainier Valley Leadership Academy is committed to fostering a learning community where every scholar and staff member is valued, supported, and empowered. As an organization dedicated to educational justice, we actively work to identify and address inequities, challenge systems of oppression, and cultivate practices that promote belonging and opportunity for all.

We recognize that inequitable mindsets, language, and subconscious biases can harm scholars. Our responsibility is to confront these issues with honesty, urgency, and care. We engage in difficult conversations, reflect on our own beliefs, and make decisions that prioritize scholar well-being. We understand that equity is distinct from equality, and we strive to ensure that each scholar receives the support they need to thrive.

Our commitment is to embed a diversity, equity, and inclusion lens across our organizational culture, educational practices, and recruitment and

retention strategies.

g. Why is DEI important to Rainier Valley Leadership Academy?

i. DEI is essential to fulfilling RVLA's mission. A diverse, equitable, and inclusive environment strengthens our ability to understand the complexity of scholars' experiences, celebrate each individual's potential, and ensure all scholars have access to rigorous, meaningful learning.

ii. To achieve this:

1. **High expectations** — We set ambitious academic and personal growth goals for every scholar.
2. **Rigorous instruction** — We deliver high-quality teaching that challenges and supports each learner.
3. **Tailored support** — We provide differentiated resources to ensure all scholars graduate prepared for college, career, leadership, and life.

iii. We believe education is a powerful tool for disrupting historical inequities. Therefore, we collaborate with families, community partners, and stakeholders to strengthen public education in the communities we serve.

h. Continually learning and expanding our perspectives

i. 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

a. ***DEI in Our Organizational Culture***

i. We commit to cultivating a workplace where staff, scholars, families, and partners experience safety, respect, and belonging.

1. **Open dialogue** — We create space for ongoing, honest conversations about DEI.
2. **Shared responsibility** — Every staff member contributes to a culture aligned with our mission and values.
3. **Community partnership** — We honor and uplift the strengths of the communities we serve, integrating scholar and family voice into our work.
4. **Equitable decision making** — We commit to transparency, reflection, and continuous improvement as we examine systems, structures,

and practices.

b. DEI in Our Educational Practices

i. We commit to culturally responsive teaching and learning environments where scholars see themselves reflected, valued, and supported.

1. **Culturally responsive curriculum** — Our curricular choices, policies, and programming honor scholars' identities and experiences.
2. **Differentiated supports** — We build authentic relationships and provide individualized supports to meet each scholar's needs.
3. **Bias reflection** — We examine our own identities and biases to better serve our community.
4. **Meaningful learning** — We connect content to scholars' lived experiences, family contexts, community histories, and global perspectives.

c. For DEI in Our Talent Practices

i. Hiring

1. We commit to recruiting and hiring a talented, diverse team that reflects and enriches the communities we serve.

2. Representative staffing — We intentionally seek educators whose backgrounds and experiences resonate with our scholars.

3. Growing local talent — We invest in developing educators from within our community.

4. Diverse perspectives — We ensure scholars engage with staff representing a wide range of identities and viewpoints.

ii. Retention & Growth

1. We commit to supporting all employees so they feel empowered, valued, and equipped to succeed in advancing our mission.

d. Continuously Learning

i. We acknowledge that there is a gap between our aspirations and our current reality. We approach this work with humility, recognizing that progress requires reflection, courage, and a willingness to learn from mistakes. Our DEI commitments will evolve as we grow, listen, and deepen our understanding.

III. I.E. Professional Development

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

participates in ongoing professional development throughout the year.

b. 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.

c. Classroom Teachers and Counselors

d. 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.

e. School Site Classified Employees

f. 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.

g. School Administrators

h. 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.

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

II. EMPLOYMENT CATEGORIES,

CLASSIFICATIONS, AND REQUIREMENTS

II.A. Categories of Employment

Employees are classified as Regular Full-Time, Regular Part-Time, Temporary, Seasonal, or Independent Contractor for benefits and payroll purposes; exempt and non-exempt status is determined under applicable wage and hour law.

For detailed FLSA exemption tests, overtime examples, and classification guidance, see Wage & Hour and Overtime on the staff intranet (link).

Volunteers, independent contractors, temporary staffing personnel, and interns who work with RVLA are subject to separate classification, screening, and fingerprinting requirements before they may have contact with scholars.

For independent contractor tests, internship qualification standards, and screening requirements for non-employees, see Volunteer and Contractor Screening on the staff intranet (link).

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

Employees must provide documentation of identity and work authorization as required by

law; RVLA complies with I-9 and immigration statutes.

For I-9 instructions, acceptable documents, and agency links, see Immigration Compliance on the staff intranet (link).

II.D. Criminal Background Checks (Acknowledgement required)

Purpose: To ensure scholar safety by verifying the suitability of employees, volunteers, and contractors. Scope: All prospective and current employees, volunteers, contractors, and vendors with scholar contact.

i. Employment and campus access are contingent on successful background clearance.
ii. Certain convictions may disqualify an individual from working with scholars.
iii. Background checks and fingerprinting follow state law and agency guidance.
iv. Complete fingerprinting and background check steps before beginning on-site duties.
v. Notify HR immediately of any arrest or conviction that may affect clearance.
vi. Comply with renewal or re-screening requests from HR.

See online policy: Criminal Background Checks and Fingerprinting — includes RCW 43.43.830 citations and OSPI/WSP guidance, on the staff intranet (link).

II.F. Credentialing and Other Employment Requirements

Employees in credentialed roles must maintain required state credentials and keep renewals current; employees are responsible for renewal costs unless otherwise stated.

For credential renewal steps, timelines, and documentation submission, see Credentialing Requirements on the staff intranet (link).

POLICIES AND PROCEDURES RELATED TO THE FAIR TREATMENT OF EMPLOYEES AND SCHOLARS

III.A–B. Equal Employment Opportunity; Anti-Discrimination and Harassment (Acknowledgement required)

Purpose: To prohibit unlawful discrimination, harassment, sexual harassment, and retaliation. Scope: All employees, applicants, volunteers, contractors, scholars, and third parties.

i. RVLA prohibits discrimination and harassment on protected bases and will investigate complaints promptly.
ii. Sexual harassment and hostile work environment conduct are prohibited.
iii. Retaliation against reporters or participants in investigations is prohibited.
iv. Report incidents to HR, the Title IX coordinator (if applicable), or via the internal complaint channels.

v. Cooperate with investigations and maintain confidentiality as appropriate.
vi. Complete required anti-harassment training.

See online policy: Anti-Discrimination and Harassment — includes EEOC and WLAD links and complaint procedures, on the staff intranet (link).

III.C–D. Whistleblower Policy and Internal Complaint Procedures

Purpose: To protect employees who report suspected wrongdoing and to outline complaint channels. Scope: All employees, volunteers, contractors, and third parties.

i. RVLA protects good-faith reporters from retaliation and will investigate allegations of fraud, legal violations, or serious misconduct.
ii. Malicious or knowingly false reports may result in discipline.
iii. Report concerns via the internal complaint form, HR, the Compliance Officer, or the anonymous hotline.
iv. Cooperate with investigations and follow escalation steps if concerns are unresolved.

See online policy: Whistleblower and Internal Complaints — includes reporting forms and external agency contacts, on the staff intranet (link).

III.E. Child Abuse Reporting (Mandated Reporting) (Acknowledgement required)

Purpose: To ensure immediate, lawful reporting of suspected child abuse or neglect and to protect scholars. Scope: All employees, volunteers, contractors, and anyone with regular scholar contact.

i. Mandated reporters must report immediately to local Child Protective Services or law enforcement when there is reasonable cause to believe a child has been abused or neglected.
ii. Reports may be oral initially and followed by written documentation as required by law.
iii. Failure to report may result in criminal penalties and employment discipline.
iv. RVLA will support reporters and prohibits retaliation for good-faith reports.
v. Report immediately by phone to CPS or 911 if a child is in danger, then notify HR.
vi. Document facts promptly and factually; do not conduct independent investigations.
vii. Complete mandated reporter training as required by HR.

See online policy: Mandated Child Abuse Reporting — includes RCW 26.44.030, reporting forms, and county CPS contacts, on the staff intranet (link).

BUSINESS ETHICS AND STANDARDS OF CONDUCT

IV.A. Code of Conduct

RVLA expects professional, ethical conduct that protects scholars and the organization; violations may result in discipline.

For detailed examples, reporting steps, and the acknowledgement form, see Code of Conduct on the staff intranet (link).

IV.B. Alcohol, Smoking and Drug Use Policy

Smoke-Free Workplace

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

Staff must maintain professional boundaries with scholars at all times and follow reporting procedures for boundary concerns.

For scenario guidance, training modules, and reporting forms, see Professional Boundaries on the staff intranet (link).

IV.D. Dress Code

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

Employees must use good judgment in determining what types of clothing are considered appropriate attire. Clothing should be professional, clean and neat in appearance at all times. Hairstyles, make-up, grooming, and personal hygiene should be reasonable and in accordance with customary business practices. An employee's personal grooming, hygiene, hair style and clothing should not distract from the learning or working environment, nor should it offend 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

RVLA protects the private information of its scholars, staff, and their families, including scholar records, health files, IEPs, and personnel files. Federal law (FERPA, 20 U.S.C. §1232g, 34 CFR Part 99) prohibits disclosure of scholar information except under limited conditions. Employee personal information is confidential and may be discussed only with the employee's supervisor or the Human Resources Department. Employees who are unsure whether information is proprietary should consult their supervisor or HR; violations may result in discipline up to and including termination.

RVLA may share documents, policies, and best practices with other charter organizations and school districts in the interest of educational reform, consistent with its responsibilities as a not-for-profit organization.

Outside Employment

Employees may hold a second job as long as it does not interfere with their performance, schedule, or availability at RVLA. If outside work causes job-related problems, it must be discontinued or the employee may face disciplinary action.

IV.G. Teaching Expectations

Classroom teachers are expected to maintain the following in support of instructional continuity and family communication:

i. Two emergency (substitute) lesson plans on file for each class taught, kept current and ready for immediate use.
ii. Class topics and agendas prepared and posted at least two weeks in advance, family-facing, on Google Classroom.
iii. Lesson plans provided for any day the teacher is absent, so a substitute can continue instruction without interruption.

IV.H. Scholar Transportation Policy and Guidelines

Only authorized, cleared staff may transport scholars; drivers must meet licensing and screening requirements.

For driver qualification checklists, permission forms, and vehicle use procedures, see Scholar Transportation on the staff intranet (link).

IV.I. Violence Prevention Policy

RVLA prohibits violent or threatening behavior by anyone on RVLA premises or at RVLA-related activities, and maintains safety procedures such as visitor sign-in at schools. Employees who witness or experience violence or threats must notify their supervisor or HR immediately, or call 911 in an emergency. Good-faith reports are protected from retaliation; RVLA will investigate promptly and comply with any external reporting obligations.

For full reporting procedures and prevention training, see Workplace Safety and Emergency

Preparedness on the staff intranet (link).

V. FINANCE AND ACCOUNTING POLICIES

V.A. Payroll (Acknowledgement required)

Purpose: To summarize pay, timekeeping, and overtime rules under federal and state law.

Scope: All employees.

i. Employees are classified as exempt or non-exempt; non-exempt employees are eligible for overtime pay per law.
ii. Accurate timekeeping is required; falsifying time records is prohibited.
iii. Misclassification or pay disputes should be reported to HR immediately.
iv. Record all hours worked accurately in the timekeeping system (Skyward).
v. Obtain supervisor approval for overtime when required.
vi. Report payroll or classification concerns to HR or Payroll.

See online policy: Wage & Hour and Overtime — includes FLSA and WA L&I links, on the staff intranet (link).

V.B–D. Consultants and Independent Contractors; Acceptable Use of Public Funds; Purchasing

Consultants and contractors must meet contracting standards; public funds must be used lawfully; purchasing requires approved workflows.

For contracting checklists, procurement workflows, and purchase-order forms, see Purchasing and Public Funds on the staff intranet (link).

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.

i. Donations exceeding $25 must be acknowledged, in writing, and will be done so with RVLA's Development Department.
ii. Under rare, applicable circumstances, separate restricted accounts will be required to ensure that donor funds are handled appropriately.
iii. 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.
iv. Once a restriction has been fulfilled, any remaining funds will be returned to the donor(s), if required, or transferred to unrestricted funds for use in the support of Rainier Valley Leadership Academy's mission.

If a potential donor wishes to make a financial gift to Rainier Valley Leadership Academy, please check with your school principal and/or direct the donor to Rainier Valley Leadership Academy's Development Department. Donors should be reminded that to protect the deductibility of their contributions, the appropriate Rainier Valley Leadership Academy entity should be listed as the recipient of the funds rather than the individual school, if applicable. Rainier Valley Leadership Academy will ensure that all donations earmarked for an individual school will be restricted to the specified use by the named school(s). Below are all entities (with each corresponding federal employer identification number ("FEIN") operating under Rainier Valley Leadership Academy's control or using Rainier Valley Leadership Academy's academic and professional models:

i. Delta Properties, Inc. (FEIN: 82-0212806);
ii. Rainier Valley Leadership Academy Public Schools California (FEIN: 95-4679811);
iii. Rainier Valley Leadership Academy Public Schools National (FEIN: 46-5740783);
iv. 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 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:

i. Educational in nature;
ii. 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
iii. 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:

i. Gift certificates for individuals;
ii. Donations to charities (e.g. – you cannot fundraise to buy blankets that scholars will give out to the homeless); or
iii. 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–H. Scholarships; Acceptance of Personal Gifts; Expense and Travel Reimbursement

Gifts and scholarships are governed by acceptance rules; travel and expense reimbursements require pre-approval and receipts.

For per-diem tables, expense forms, and approval routing, see Expense and Travel Reimbursement on the staff intranet (link).

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.

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:

i. Medical
ii. Dental
iii. Vision
iv. Basic Life and Voluntary Life
v. Disability
vi. Health Care Flexible Spending Account ● Dependent Care Flexible Spending Account
vii. Employee Assistance Program
viii. 457B Deferred Compensation Plan
ix. 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. EMPLOYEE BENEFITS AND TIME OFF

VI.A–B. Health Benefits; Retirement

Eligibility, enrollment windows, and basic plan summaries are provided by Human Resources; detailed plan documents and vendor portals are on the intranet.

For plan summary documents (SPDs), enrollment links, and vendor contacts, see Benefits and Retirement on the staff intranet (link).

VI.C. Holidays

All regular full-time active employees will be paid for the following holidays (when observed). Regular part- time employees will be paid the average daily hours they have worked during the previous full quarter (first day of each quarter is July 1, October 1, January 1, and April 1) or predicted average daily hours upon hire for each holiday. Temporary employees, seasonal employees, independent contractors, employees on leave, and inactive employees do not qualify for holiday pay. Employees will only receive holiday pay while in active, paid status. Specifically, an employee must either work or be on approved PTO/sick leave the day before or the day after a holiday. If an employee terminates service with Rainier Valley Leadership Academy the day before a holiday, he/she will not be paid for that holiday.

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 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.

i. Absence requests must be submitted in Skyward (or UTO, as applicable) no later than one week after the absence.

VI.E. Sick Leave and Paid Time Off ("PTO")

Rainier Valley Leadership Academy recognizes the importance of time off from work related to illness/injury or to relax, spend time with family, and enjoy leisure activities. As such, Rainier Valley Leadership Academy offers sick leave and/or PTO to all of its regular and temporary full-time and part-time active employees. Rainier Valley Leadership Academy does not offer sick leave and/or PTO to seasonal, consultant, or independent contractor status unless required by applicable law. All PTO, or planned sick leave (e.g., scheduled surgery), must be requested through the employee's supervisor as far in advance as possible and submitted via skyward.
Non-exempt (typically hourly) employees who take PTO or sick leave must account for the hours they are absent from work by applying accrued PTO or sick time. In the event a non-exempt employee takes time off that is not considered PTO or sick leave, they will not be paid for that time.
Exempt (typically salaried) employees must report to their supervisor any days they are away from work during the normally scheduled workweek, so Rainier Valley Leadership Academy can track PTO and sick leave usage (as applicable). Rainier Valley Leadership Academy will not make deductions from an exempt employee's salary, except as otherwise expressly permitted by applicable law. Specifically, in any workweek in which an exempt employee performed any work, their salary will not be reduced for any of the following reasons:

i. Partial day absences for personal reasons, sickness or disability.
ii. Absences for jury duty, attendance as a witness, or military leave in any workweek in which the employee has performed any work.
iii. 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.

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 of 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. These hours are accrued over time, as well, based on the hours you have worked. All PNL must be requested through the employee's supervisor, as far in advance as possible. Any unused

PNL at end of an annual accrual cycle does not roll over from year to year and at the end of the year will convert into sick time hours.

Employees who are eligible to participate in a state-sponsored pension with Rainier Valley Leadership Academy shall be entitled to transfer sick leave accrued from previous employment in a school district, charter school or public school within the same state while participating in a state pension so long as the sick leave is verified appropriately by the prior employer. Please see Rainier Valley Leadership Academy's Human Resources Department for the "Transfer of Accumulated Sick Leave" form.

An employee is required to call his or her supervisor as soon as the need to be absent is known, but in no event less than ninety (90) minutes (i.e., 1 1⁄2 hours) prior to the start of the work day, unless in the case of an emergency, to permit the employee's supervisor to plan adequately for the absence.

Ten month staff get a total of 24 hrs PNL and 56 hours of sick leave per year. These days accrue over the 10 months they work.

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.

RVLA PTO and Sick Leave Chart

Employee Group	Tenure with Rainier Valley Leadership Academy	Annual Total	PTO / PNL	Sick Leave	Part-Time / Temporary Notes
10-month staff	All tenure	10 days total	24 hours PNL	56 hours sick leave	Accrues over the 10 months worked.
12-month full-time employees	0–36 months	5 days	3.33 days PTO	6.66 days sick leave	
12-month full-time employees	36–72 months	10 days	3.66 days PTO	6.66 days sick leave	Part-time based on PT status.
12-month full-time employees	72+ months	15 days	9.99 days PTO	6.66 days sick leave	Part-time based on PT status.
Temporary employees	As applicable	Not specified	Not specified	May accrue sick leave	Accrual depends on eligibility and hours worked.

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

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.

VII.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.).

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.

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:

i. Family/Medical Leave
ii. Pregnancy Disability Leave
iii. Military/Reserve Duty

Personal unpaid leaves may also be granted. Please contact Human Resources for information on available leaves.

Unless specified in the individual policies outlined below, the following addresses various issues related to leaves of absence:

Request for Leave

Requests for a LOA should be provided thirty (30) days in advance, or as far in advance as practically possible. All leave requests must be submitted, in writing, to Rainier Valley Leadership Academy's Human Resources Department using the appropriate Request for Leave of Absence form available on Connect.

Compensation

Compensation during a LOA is not provided by Rainier Valley Leadership Academy unless required by applicable law. An employee may be eligible for wage replacement through Rainier Valley Leadership Academy's Supplemental Disability Insurance Administrator and/or state programs. Employees may also elect to replace lost wages with accrued sick leave or PTO while on leave. Payout of any sick leave or PTO will be pro-rated and coordinated with disability payments and/or state provided payments so not to exceed an employee's base rate of pay.

Employment Status

While an employee is on an approved LOA, the employee will be placed on inactive status. During inactive status, employees do not continue to accrue benefits based on hours worked including paid holidays, PTO, sick, and retirement benefits.

Health Benefits

Rainier Valley Leadership Academy will continue an employee's health insurance policies while on an approved leave in accordance with applicable law or up to 30 days while on a non-job protected leave of absence not to exceed the applicable law maximum If an employee has exhausted a job protected leave but qualifies for another job protected leave within 30 days, Rainier Valley Leadership Academy will continue benefits coverage. Employees on leave are responsible for paying their employee benefit contributions that they would otherwise be deducted from their paycheck. Please refer to the arrears policy in the payroll section of the employee handbook. Rainier Valley Leadership Academy will offer employees COBRA benefits at their own cost (full premium plus administrative fee) who no longer qualify for continued benefits coverage as stated above. Employees who waive medical benefits during this period will continue to receive a waiver benefit reimbursement

to be paid upon return from a LOA. It is the employee's responsibility to make this request for reimbursement.

VII.A–B. Family and Medical Leave; Pregnancy and Parent Leave (Acknowledgement required)

Purpose: To summarize employee rights and the process for federal FMLA and Washington Paid Family & Medical Leave, including pregnancy and parent leave. Scope: Employees who meet eligibility criteria under federal or state law.

i. Eligible employees may take job-protected leave for qualifying medical and family reasons under FMLA and may apply for Washington Paid Family & Medical Leave benefits.
ii. Leave may be unpaid, paid, or a combination depending on accrued leave and state benefits.
iii. Timely notice and medical certification may be required.
iv. Submit a leave request to HR as soon as practicable and provide required documentation.
v. Coordinate use of accrued leave and state paid leave with HR.
vi. Follow return-to-work procedures and provide fitness-for-duty documentation if requested.

See online policy: Family and Medical Leave — includes DOL FMLA guidance and WA Paid Leave links, on the staff intranet (link).

VII.C. Military/Reserve Leave

Purpose: To summarize job-protected leave and reinstatement rights for employees in the uniformed services and their spouses. Scope: Employees serving in the uniformed services, and spouses of deployed service members.

i. Military leave is granted in accordance with USERRA; health benefits continue for leave of 30 days or fewer.
ii. Returning employees are reinstated to the same or a comparable position if they apply within the required timeframe.
iii. Spouses of deployed service members working 20+ hours/week may take 15 days of unpaid leave per deployment.
iv. Give advance written notice of leave when possible.
v. Apply for reinstatement within the required timeframe after release from active duty.
vi. Complete the Request for Leave form for Military Family Leave Act leave.

See online policy: Military/Reserve Leave — includes USERRA and RCW 49.77 citations, on the staff intranet (link).

VII.E. Domestic Violence Leave

Purpose: To summarize the right to reasonable unpaid leave for employees and immediate family members affected by domestic violence, sexual assault, or stalking. Scope: Employees who are victims, or whose immediate family member is a victim, of domestic violence, sexual assault, or stalking.

i. Reasonable leave is available for legal, medical, counseling, shelter, or safety/relocation needs related to domestic violence, sexual assault, or stalking.
ii. RVLA maintains confidentiality of leave requests under this policy to the extent allowed by law.
iii. Give advance notice when possible; for emergencies, notify by the end of the first day of leave.
iv. Provide written notice or certification verifying the need for leave, as requested.

See online policy: Domestic Violence, Sexual Assault, and Stalking Leave — includes RCW 49.76 and confidential support contacts, on the staff intranet (link).

VII.G. Emergency Services Leave

Purpose: To summarize unpaid leave available to employees who volunteer as firefighters, reserve officers, emergency rescue personnel, or Civil Air Patrol members. Scope: Employees serving in these volunteer emergency-services roles.

i. Unpaid leave is available for training or emergency duty, subject to annual day limits that vary by role (up to 10 days/year for Civil Air Patrol duty; up to 14 days/year for fire or law enforcement training).
ii. Notify your supervisor as soon as possible that leave may be needed.
iii. Provide advance notice when possible; notify by the end of the first day of leave for emergencies.

See online policy: Emergency Services Leave — includes RCW citations and day limits by role, on the staff intranet (link).

VII.H. Personal Leave

Purpose: To summarize the process and limits for discretionary, unpaid personal leave. Scope: All employees.

i. Personal leave is discretionary, evaluated case-by-case, and capped at 30 days absent an exception.
ii. PTO does not accrue during personal leave; reinstatement to the same position is not guaranteed.
iii. Submit a written request to your supervisor and HR as far in advance as possible.
iv. Use available PTO/sick leave first; understand leave is unpaid once that

balance is exhausted.

See online policy: Personal Leave — includes benefits-continuation and approval details, on the staff intranet (link).

VII.I. Short-Term and Long-Term Disability Plans

Purpose: To summarize the two tiers of employer-provided disability coverage. Scope: Full-time regular employees.

i. Short-Term Disability covers day 1 through day 90 of a certified disability; Long-Term Disability begins on day 91. Both pay roughly 60% of pre-disability earnings up to a plan-defined cap.
ii. Disability benefits run concurrently with FMLA and other protected leave, not in place of it.
iii. Notify HR of the need for medical leave and provide health care provider certification.
iv. Provide periodic status updates and a written return-to-work release before returning.

See online policy: Short-Term and Long-Term Disability Plans — includes current benefit caps and carrier contact, on the staff intranet (link).

VIII. OTHER EMPLOYMENT POLICIES AND PRACTICES

VIII.A. Safety and Emergency Preparedness (Acknowledgement required)

Purpose: To summarize workplace security, facilities safety, bloodborne pathogens response, emergency preparedness, and workers' compensation procedures. Scope: All employees and contractors.

i. RVLA maintains emergency plans, safety drills, and required bloodborne pathogens training.
ii. Work-related injuries are covered by Workers' Compensation; report immediately.
iii. Follow site security and facilities safety procedures; report hazards immediately.
iv. Complete required bloodborne pathogens and emergency-preparedness training on schedule.
v. Report work-related injuries to your supervisor and HR within 24 hours.

See online policy: Workplace Safety and Emergency Preparedness — includes WISHA, Workers' Compensation, and bloodborne pathogens procedures, on the staff intranet (link).

VIII.B. Technology Policies

Purpose: To summarize acceptable use of RVLA technology, password and data-security requirements, and electronic communication and social media rules. Scope: All employees, contractors, and volunteers using RVLA technology, accounts, or networks.

i. RVLA-issued devices, accounts, and network access are provided for business/educational purposes and may be monitored; there is no expectation of privacy.
ii. Password, device, and data-handling security requirements apply to all users.
iii. RVLA-affiliated social media accounts require written approval from Communications before creation.
iv. Follow password rules; never share credentials.
v. Use RVLA accounts/devices — not personal ones — for RVLA-related communication with scholars and families.
vi. Report lost/stolen devices or suspected security incidents to IT and your supervisor promptly.

See online policy: Technology Policies — includes password rules, device policies, and incident report procedures, on the staff intranet (link).

Legal Policies Online Index

The following policies are maintained on the staff intranet with current statutory citations, forms, and reporting portals: Mandated Child Abuse Reporting; Criminal Background Checks; Family and Medical Leave; Anti-Discrimination and Harassment; Wage & Hour and Overtime; Whistleblower and Internal Complaint Procedures; Workplace Safety and Emergency Preparedness; Volunteer and Contractor Screening; Military/Reserve Leave; Domestic Violence, Sexual Assault, and Stalking Leave; Emergency Services Leave; Personal Leave; Short-Term and Long-Term Disability Plans; Technology Policies. See the staff intranet for full details and required forms (link).

CHANGE LOG

Major statutory policies moved online on 2026-07-27; see Legal Policies Online Index for links and acknowledgement requirements.

Rainier Valley Leadership Academy

K-5 Scholar Handbook

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

RAINIER VALLEY LEADERSHIP ACADEMY

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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.

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 Excellence	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. 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 proactive in the pursuit of their dreams; no matter the enormity. We will encourage our scholar to be the best representation of themselves and celebrate the beauty in their differences.

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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

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(26-27)	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

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Powered by BoardOnTrack

K-2 Class Schedule
Wednesday, Early Release

Times	K (24-25)	1st(26-27)	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 :0 0	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 Attendance Policy

Washington law requires that scholarsn 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;

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        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;

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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**	● Conference with scholar & family ● Sign School/Scholar Attendance Contract ● May refer to Community Engagement Board or	● 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.

28A.225.018	file a petition to juvenile court.		
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

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RCW 28A.225.035	action in juvenile court	mandated actions	Mentor for completing missing assignments ● Respond to any court mandated actions.
**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.*			

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 17 8

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 Highs 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

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- Nutrition and Physical Activity—emphasizes the goals for the RVLA wellness policy o Access to nutritious foods and exercise

- 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

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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 (5^{th})- Spring
SBA (3^{rd}-5^{th}) -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.

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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.

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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.

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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 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.

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- 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.

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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/alcoho**l 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.

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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

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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

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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.

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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		

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● 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 30 8

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)***:**
    - o Birth Certificate

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    - 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 (WAIIS) to assess scholar vaccination needs. WIIS 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 does 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

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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

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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.

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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
    - o Scholar needs to be fever free for 24 hours without the use of OTC medications
- Vomiting and/or diarrhea
    - o 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
    - o 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
    - o 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

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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.

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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.

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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

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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.

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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

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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.

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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

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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., 44

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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.**

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- 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:

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- 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,

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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,

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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 49

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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.

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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

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- 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

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- 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 53

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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

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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***

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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

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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.

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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.

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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.

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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

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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

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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 62

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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

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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 Code392-160-015) 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

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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

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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.

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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 RVLA

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 RVLA SY 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.

RAINIER VALLEY LEADERSHIP ACADEMY

2026-27 Scholar Handbook Receipt & Acknowledgement

View the full handbook by visiting: myrvla.org
Or 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 pubic 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.

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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

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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 pubic 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.

RESOLUTION OF THE BOARD OF DIRECTORS OF
RAINIER VALLEY LEADERSHIP ACADEMY
REGARDING THE ADOPTION OF
2026-2027 EMPLOYEE/STAFF & SCHOLAR HANDBOOKS

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 22, 2026.

WHEREAS, the Board deems it to be in RVLA's best interest to update the existing version of the RVLA Staff/Employee Handbook of Policies and Procedures; the K-5 Scholar Handbook & 6-12 Scholar Handbook.

WHEREAS, the Board has reviewed RVLA's Handbooks that have been updated to the 2026-2027 to the version attached hereto;

(Links Below)

Staff Handbook SY 26/27

K-5 Scholar Handbook

6-12 Scholar Handbook

NOW, THEREFORE, BE IT RESOLVED that the Board adopts RVLA's 2026-2027 handbooks.

ADOPTED by the Board of Directors of Rainier Valley Leadership Academy during a regular meeting duly held on August 22, 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

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Coversheet

2026/27 RVLA Budget

Section: V. Resolution 2026/27 Budget Vote
Item: A. 2026/27 RVLA Budget
Purpose: Vote
Submitted by:
Related Material: budget 26.27 resolution.pdf

RESOLUTION OF THE OF THE BOARD OF DIRECTORS OF RAINIER VALLEY LEADERSHIP ACADEMY THE 2026-2027 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 22, 2026.

WHEREAS, Ray Garcia Morales, RVLA's Executive Director, provided members of the Board with budget information for RVLA's 2026-2027 year via email had it prepared to share at the most recent Board Finance Group meeting;

WHEREAS, Ms. Chastity Catchings, RVLA Chief Finance Officer, prepared a proposed budget for RVLA's 2026-2027 year, which includes RVLA's departmental budgets, in the form attached hereto; and

WHEREAS, any Board approval of the proposed budget for RVLA's
2026-2027 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 2026-2027 year in the form attached hereto.

SUMMARY					
Total Revenue	4,694,749	4,057,385	4,015,374	4,091,903	4,241,242
Total Expenses	4,387,167	4,024,833	4,002,131	4,025,825	4,205,745
Net Income	307,582	32,552	13,244	66,078	35,497
Revenue Per Pupil	41,182	31,211	27,692	25,574	24,236
Expenses Per Pupil	38,484	30,960	27,601	25,161	24,033

	YEAR 1 2026-27	YEAR 2 2027-28	YEAR 3 2028-29	YEAR 4 2029-30	YEAR 5 2030-31
REVENUE					
1000 - LOCAL TAXES					
1100 - Local Property Tax	-				
1900 - Other Local Taxes	-	-	-	-	-
Custom LOCAL TAXES	150,000	307,582	32,552	13,244	66,078
TOTAL LOCAL TAXES	**$ 150,000**	**$ 307,582**	**$ 32,552**	**$ 13,244**	**$ 66,078**
2000 - LOCAL SUPPORT - NON-TAX					
2200 - Sale Of Goods, Supplies, & Services - Unassigned	-	-	-	-	-
2500 - Gifts Grants, and Donations (Local)	-	-	-	-	-
Custom LOCAL SUPPORT - NON-TAX	-	-	-	-	-
TOTAL LOCAL SUPPORT - NON-TAX	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
3000 - STATE REVENUE - GENERAL PURPOSE					
3100 - Apportionment	3,030,989	2,701,000	3,004,000	3,034,040	3,064,380
3121 - Special Education - General Apportionment	47,543	48,019	48,499	48,984	49,474
Custom STATE REVENUE - GENERAL PURPOSE	-	-	-	-	-
TOTAL STATE REVENUE - GENERAL PURPOSE	**$ 3,078,533**	**$ 2,749,019**	**$ 3,052,499**	**$ 3,083,024**	**$ 3,113,854**
4000 - STATE REVENUE - SPECIAL PURPOSE					
4121 - Special Education - State	364,081	371,362	378,789	386,365	394,093
4155 - Learning Assistance	90,050	91,851	93,688	95,562	97,473
4165 - Transitional Bilingual	27,310	27,856	28,413	28,981	29,561
4174 - Highly Capable	4,719	4,814	4,910	5,008	5,108
4198 - School Food Service	4,452	4,452	4,452	4,452	4,452
4199 - Transportation - Operations	-	-	-	-	-
Mastery Based Grading	15,000	-	-	-	-
TOTAL STATE REVENUE - SPECIAL PURPOSE	**$ 505,612**	**$ 500,335**	**$ 510,253**	**$ 520,369**	**$ 530,687**
5000 - FEDERAL REVENUE - GENERAL PURPOSE					
5200 - General Purpose Direct Fed. Grants - Unassigned	-	-	-	-	-
Title I	147,699	149,176	150,668	152,175	153,697
Title II	7,438	7,512	7,587	7,663	7,740
Title III	-	-	-	-	-
IDEA Funding	81,840	82,658	83,485	84,319	85,163
CSP		-	-	-	-
Total 5200 - General Purpose Direct Fed. Grants - Unassigned	**$ 236,977**	**$ 239,346**	**$ 241,740**	**$ 244,157**	**$ 246,599**
Title IV, Part A	9,500	9,595	9,691	9,788	9,886
TOTAL FEDERAL REVENUE - GENERAL PURPOSE	**$ 246,477**	**$ 248,941**	**$ 251,431**	**$ 253,945**	**$ 256,484**
6000 - FEDERAL REVENUE - SPECIAL PURPOSE					
6100 - Special Purpose - OSPI Unassigned		-	-	-	-
6198 - School Food Services	48,653	51,086	53,640	56,322	59,138
Free Breakfast Reimbursement	-	-	-	-	-
Reduced Breakfast Reimbursement	-	-	-	-	-
Paid Breakfast Reimbursement	-	-	-	-	-
Free Lunch Reimbursement	-	-	-	-	-
Reduced Lunch Reimbursement	-	-	-	-	-
Paid Lunch Reimbursement	-	-	-	-	-
Snack Reimbursement	-	-	-	-	-
Total 6198 - School Food Services	**$ 48,653**	**$ 51,086**	**$ 53,640**	**$ 56,322**	**$ 59,138**
		-	-	-	-
TOTAL FEDERAL REVENUE - SPECIAL PURPOSE	**$ 48,653**	**$ 51,086**	**$ 53,640**	**$ 56,322**	**$ 59,138**
7000 - OTHER SCHOOL DISTRICTS					
7100 - Program Participation, Unassigned	-	-	-	-	-
Custom OTHER SCHOOL DISTRICTS	-	-	-	-	-

8000 - OTHER ENTITIES					
8100 - Governmental Entities	295,475	85,422	-	-	-
8200 - Private Foundations	350,000	100,000	100,000	150,000	200,000
8500 - Educational Service Districts	-		-	-	-
Facility Rentals	20,000	15,000	15,000	15,000	15,000
TOTAL OTHER ENTITIES	**$ 665,475**	**$ 200,422**	**$ 115,000**	**$ 165,000**	**$ 215,000**
9000 - OTHER FINANCING SOURCES					
9500 - Long-Term Financing		-	-	-	-
9900 - Transfers		-	-	-	-
Custom OTHER FINANCING SOURCES	-	-	-	-	-
TOTAL OTHER FINANCING SOURCES	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
TOTAL REVENUE	**$ 4,694,749**	**$ 4,057,385**	**$ 4,015,374**	**$ 4,091,903**	**$ 4,241,242**
EXPENSES					
ADMINISTRATIVE STAFF PERSONNEL COSTS					
Executive Management	-	-	-	-	-
Instructional Management	171,036	157,688	160,842	164,059	167,340
Deans, Directors & Coordinators	124,749	115,014	117,314	119,660	122,054
CFO / Director of Finance	-	-	-	-	-
Operation / Business Manager	123,021	113,421	115,689	118,003	120,363
Administrative Staff	157,432	105,908	81,631	83,263	84,928
Other - Administrative	85,103	78,461	80,031	81,631	83,264
TOTAL ADMINISTRATIVE STAFF PERSONNEL COSTS	**$ 661,341**	**$ 570,492**	**$ 555,506**	**$ 566,616**	**$ 577,949**
INSTRUCTIONAL PERSONNEL COSTS					
Teachers - Regular	769,382	784,770	884,948	816,474	1,001,770
Teachers - SPED	193,347	197,214	201,158	205,182	209,285
Substitute Teachers	-	-	-	-	-
Teaching Assistants	-	-	-	-	-
Specialty Teachers	169,001	172,381	175,828	179,345	182,932
Aides	45,478	90,975	47,316	137,435	49,227
Therapists & Counselors	-	-	-	-	-
Other - Instructional	-	-	-	-	-
TOTAL INSTRUCTIONAL PERSONNEL COSTS	**$ 1,177,208**	**$ 1,245,339**	**$ 1,309,250**	**$ 1,338,436**	**$ 1,443,214**
NON-INSTRUCTIONAL PERSONNEL COSTS					
Nurse	-	-	-	-	-
Librarian	-	-	-	-	-
Custodian	-	-	-	-	-
Security	-	-	-	-	-
Other - Non-Instructional	52,531	48,431	49,400	50,388	51,396
TOTAL NON-INSTRUCTIONAL PERSONNEL COSTS	**$ 52,531**	**$ 48,431**	**$ 49,400**	**$ 50,388**	**$ 51,396**
TOTAL PERSONNEL EXPENSES	**$ 1,891,080**	**$ 1,864,263**	**$ 1,914,157**	**$ 1,955,440**	**$ 2,072,558**
PAYROLL TAXES AND BENEFITS					
Social Security - % of Total Payroll	6.20%	6.20%	6.20%	6.20%	6.20%
Social Security	117,247	115,584	118,678	121,237	128,499
Medicare - % of Total Payroll	1.45%	1.45%	1.45%	1.45%	1.45%
Medicare	27,421	27,032	27,755	28,354	30,052
State Unemployment	33,460	33,795	34,133	34,474	34,819
Worker's Compensation Insurance	15,000	15,000	15,000	15,000	15,000

Custom Other Tax #1	-	-	-	-	-
Custom Other Tax #2	-	-	-	-	-
Health Insurance	346,248	346,248	346,248	346,248	346,248
Dental Insurance	-	-	-	-	-
Vision Insurance	-	-	-	-	-
Life Insurance	-	-	-	-	-
Retirement Contribution	167,203	168,875	170,564	172,269	173,992
Custom Fringe #1	-	-	-	-	-
Custom Fringe #2	-	-	-	-	-
TOTAL PAYROLL TAXES AND BENEFITS	**$ 706,579**	**$ 706,534**	**$ 712,377**	**$ 717,582**	**$ 728,609**
TOTAL PERSONNEL, TAX & BENEFIT EXPENSES	**$ 2,597,658**	**$ 2,570,797**	**$ 2,626,534**	**$ 2,673,023**	**$ 2,801,168**
CONTRACTED SERVICES					
Accounting / Audit	74,400	37,200	75,888	37,944	77,406
Legal	15,300	15,453	15,608	15,764	15,921
nce	107,524	97,481	106,883	108,102	109,336
Management Company Fee	-	-	-	-	-
Nurse Services	55,080	55,631	56,187	56,749	57,316
Food Service / School Lunch	125,000	126,250	127,513	128,788	130,076
Payroll Services	126,990	128,260	129,542	130,838	132,146
Special Ed Services	105,000	106,050	107,111	108,182	109,263
Titlement Services (i.e. Title I)	1,645	1,661	1,678	1,695	1,712
After School Program	75,000	25,000	-	-	-
Professional Development	10,000	5,000	5,500	6,050	6,655
Marketing and Recruitment	1,000	1,000	1,000	1,000	1,000
TOTAL CONTRACTED SERVICES	**$ 696,939**	**$ 598,986**	**$ 626,909**	**$ 595,110**	**$ 640,832**
SCHOOL OPERATIONS					
Board Expenses	17,340	17,513	17,689	17,865	18,044
Classroom / Teaching Supplies & Materials	1,500	1,500	1,500	1,500	1,500
Special Ed Supplies & Materials	500	500	500	500	500
Textbooks / Workbooks	10,000	10,000	10,000	10,000	10,000
Supplies & Materials other	2,000	2,000	2,000	2,000	2,000
Equipment / Furniture	500	500	500	500	500
Telephone	12,475	12,475	12,475	12,475	12,475
Technology	7,500	10,000	7,500	10,000	7,500
Student Testing & Assessment	1,500	1,500	1,500	1,500	1,500
Field Trips	20,000	5,000	5,000	5,000	5,000
Transportation (student)	60,000	60,000	60,000	60,000	60,000
Student Services - other	-	-	-	-	-
Office Expense	5,095	5,095	5,095	5,095	5,095
Staff Development	500	500	500	500	500
Staff Recruitment	6,984	7,000	7,000	7,000	7,000
Student Recruitment / Marketing	2,000	2,000	2,000	2,000	2,000
School Meals / Lunch	2,000	2,000	2,000	2,000	2,000
Travel (Staff)	500	500	500	500	500
Fundraising	2,000	2,000	2,000	2,000	2,000
Moving Expenses	100,000		-	-	-
Running Start Tuition Fees	40,000	40,000	40,000	40,000	40,000
After School Program Supplies	20,000	13,000	3,000	3,000	3,000
TOTAL SCHOOL OPERATIONS	**$ 312,394**	**$ 193,083**	**$ 180,759**	**$ 183,435**	**$ 181,114**
FACILITY OPERATION & MAINTENANCE					
Insurance	35,000	36,050	37,132	38,245	39,393
Janitorial Services	70,000	70,000	70,000	70,000	70,000
Building and Land Rent / Lease	602,800	482,240	385,792	389,650	395,495
Repairs & Maintenance	18,000	18,360	18,727	19,102	19,484
Equipment / Furniture	1,250	1,250	1,250	1,250	1,250
Security Services	-	-	-	-	-
Utilities	47,125	48,068	49,029	50,009	51,010
Landscaping	6,000	6,000	6,000	6,000	6,000
Custom Facilities Operations #2	-	-	-	-	-
Custom Facilities Operations #3	-	-	-	-	-
TOTAL FACILITY OPERATION & MAINTENANCE	**$ 780,175**	**$ 661,968**	**$ 567,930**	**$ 574,257**	**$ 582,631**
RESERVES / CONTIGENCY	-	-	-	-	-
TOTAL EXPENSES	**$ 4,387,167**	**$ 4,024,833**	**$ 4,002,131**	**$ 4,025,825**	**$ 4,205,745**
NET OPERATING INCOME (before Depreciation)	**$ 307,582**	**$ 32,552**	**$ 13,244**	**$ 66,078**	**$ 35,497**
DEPRECIATION & AMORTIZATION	-	-	-	-	-
NET OPERATING INCOME (including Depreciation)	**$ 307,582**	**$ 32,552**	**$ 13,244**	**$ 66,078**	**$ 35,497**

ADOPTED by the Board of Directors of Rainier Valley Leadership during a regular meeting duly held on August 22nd, 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