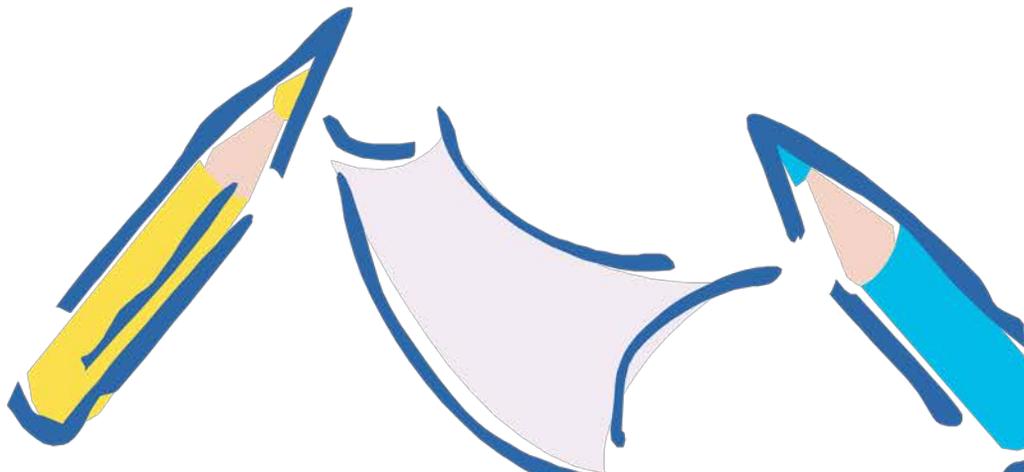
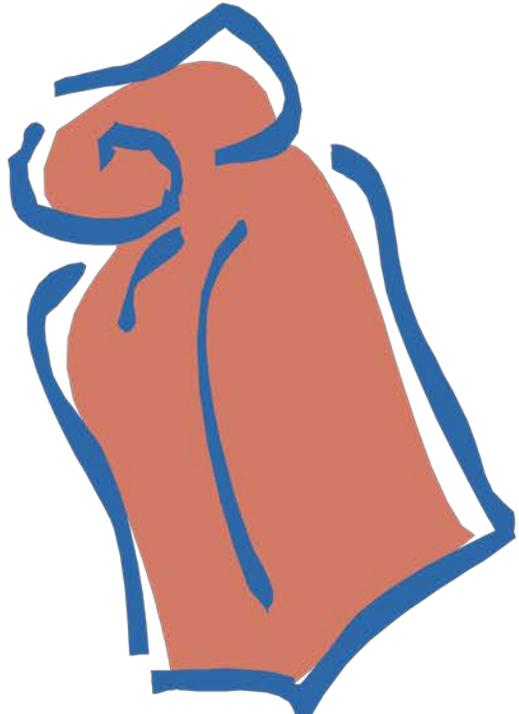


**Riverview Learning
Center
Student Handbook
2015-2016**



Riverview Learning Center Student Handbook

- **Riverview Learning Center Map** pg. 2

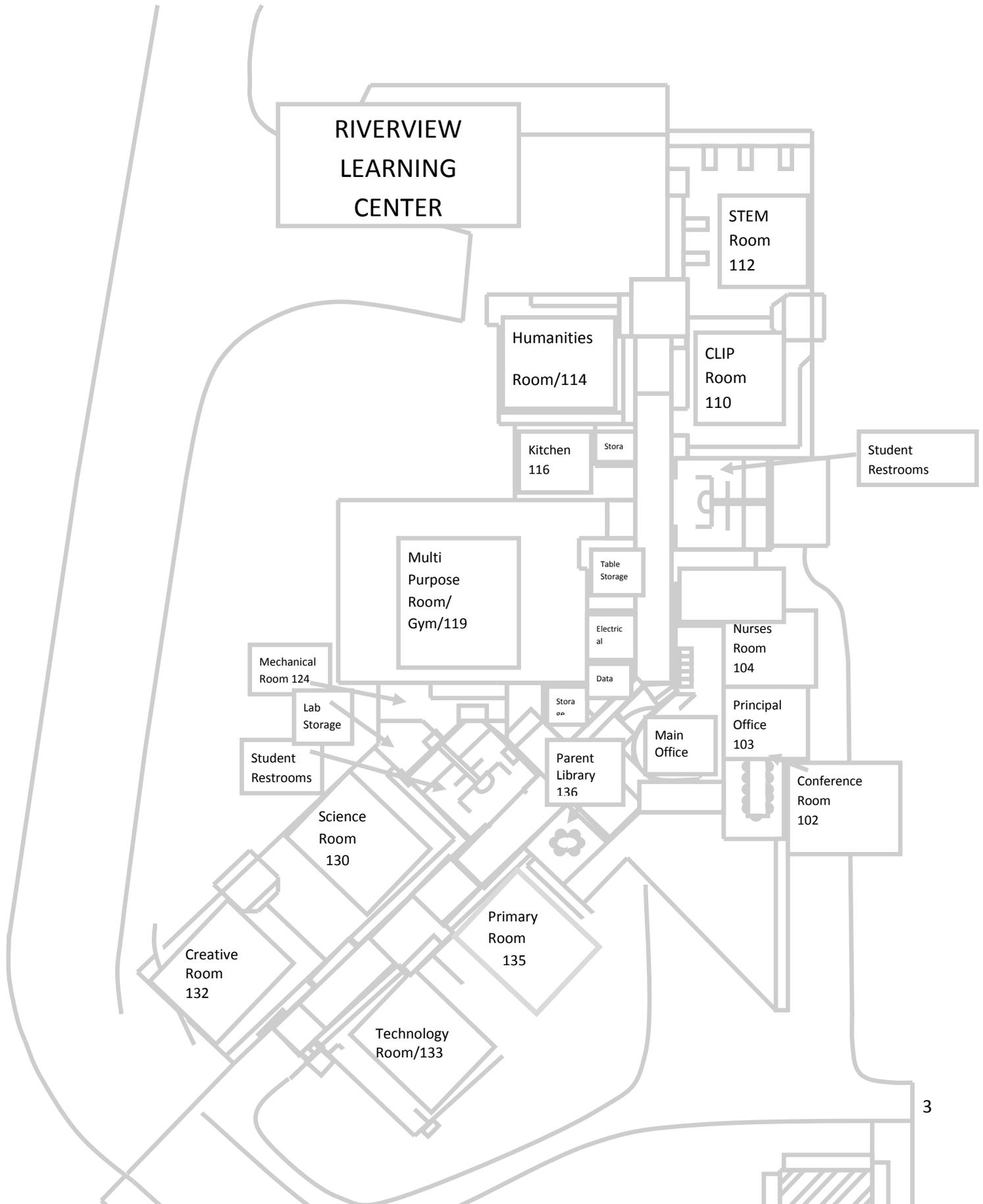
- **Student Programs at the RLC**
 - **Student Schedules and Programs at the RLC** pg. 3
 - **Student and Staff Interactions** pg. 4
 - **Campus and Visitor Information** pg. 5
 - **Attendance and Reporting Information** pg. 5
 - **Excused Absences** pg. 6
 - **Unexcused Absences** pg. 8
 - **Tardies** pg. 11
 - **Student Expectations and Consequences** pg. 12
 - **Dress Code** pg. 14
 - **Computer Use** pg. 15
 - **Cell Phone and Electronic Devices** pg. 16
 - **Classroom Discipline** pg. 16
 - **CHOICE Attendance and Expectations Contract** pg. 18
 - **CLIP Attendance and Expectations Contract** pg. 19

- **Riverview Learning Center**
 - **Contact Information** pg. 20
 - **Family Access and Grades** pg. 21
 - **Food Services Information** pg. 21
 - **Buses and Transportation** pg. 22
 - **Bicycles, Scooters and Skateboards** pg. 23
 - **Medications at School** pg. 23
 - **Balloons/Floral Deliveries/Food** pg. 24
 - **Use of Tobacco** pg. 24
 - **Emergency Information** pg. 24

- **District Information**
 - **District Contact Information** pg. 28
 - **Key School District Policies** pg. 29

- **Riverview Learning Center Sanction Chart** pg. 35

Riverview Learning Center Map



Student Schedules and Programs at the Riverview Learning Center

RLC Program Schedules * Campus Hours, 7:30 am-5:30 pm *

CHOICE Program Schedule (M-F) 8:15 am-2:25 pm

8:15-9:10	First Period	English / Language Arts
9:15-10:00	Second Period	Elective
10:10-11:00	Third Period	Elective
11:05-11:55	Fourth Period	Social Studies
11:55-12:25	Lunch	Lunch
12:25-1:20	Fifth Period	Math
1:25-2:25	Sixth Period	Science

PARADE Program Schedule (M-Th) 9:15 am-3:20 pm

9:15-10:30	Block 1
10:30-10:45	Recess
10:45-12:00	Block 2
12:00-12:40	Lunch/Recess
12:40-1:50	Block 3
1:50-2:05	Recess
2:05-3:20	Block 4

CLIP Program Schedule (M-F) 11:00 am-5:30 pm

CHOICE

The CHOICE program is designed for students to improve their school commitment through increased academic, personal, social, and career growth. CHOICE provides 9th and 10th grade students with an educational alternative that is focused on real-life, hands-on, career-based learning within a smaller classroom setting. CHOICE staff members aim to be character builders and excellent role models for students to become responsible, productive members of society.

PARADE

PARADE is an Alternative Learning Experience (ALE), Parent Partnership Program committed to creating rich learning environment, which encourages the development of strong academic and social skills. The PARADE Program works in tandem with families to support the education of students in grades K-12 to become passionate life-long learners and caring, respectful citizens.

CLIP/CLEAR

The CLIP/CLEAR program is an Alternative Learning Experience (ALE) program designed for high school students who find that the traditional high school environment does not meet their needs. CLIP students are self-starting, able to work independently, focused on their goals and able to take responsibility for and direct their own education. At the completion of their high school requirements, including state assessments, students receive a Riverview School District Diploma.

CLEAR provides an opportunity for highly motivated and self-directed students to attain high school success through more independent learning environment. CLEAR is an option available to 9th, 10th, 11th and 12th grade students who are searching for an alternative to the regular high school program and have the motivation and work ethic to complete courses using an online provider. Students in the CLEAR program use an online curriculum that they can work on within their own daily schedule. Students in the program are required to attend lab time twice a week onsite at the RLC for 3-4 hours total, based on the course load. The lab time is for meeting with the conferencing teacher, having guaranteed computer time, and collaborating with others taking the same courses.

The CLEAR program is aligned with the state standards and graduation requirements, all CLEAR students must meet Riverview School District Graduation Requirements and pass the state required assessments based on the students graduating year.

Staff and Student Interaction

The Riverview Learning Center is a safe and respectful school. Students will have the opportunity to learn to work to their full potential, be a team member, organize their knowledge, and become increasingly more independent and responsible for their learning. As additional outcomes of the educational process, students will develop an appreciation and respect for diverse cultures, races and creeds. They will connect with and contribute to their community in meaningful ways, relate their learning to the world of work and follow practices that promote honesty, safety and harmony.

Students' energy and vitality will be directed towards the realization of their potential, pride in themselves, their school, and community.

Students are expected to remain in the school areas in which their program resides (CHOICE and CLIP in the northern part of the building and PARADE in the southern part of the building).

Closed Campus

The Riverview Learning Center is a closed campus and students are to remain on school grounds from the time they arrive in the morning until they are dismissed. If you need to leave school for an appointment, you will bring a note to school on the morning of the appointment and pick up a pass from the attendance office. If a student chooses to leave campus without permission (truancy), there will be consequences.

Visitors

All Visitors must sign in at the Front Desk and will be given a Visitor's Pass. Thank you for your cooperation with this.

Student Illness

If a student becomes ill during the school day, the student may be sent to the Health Room, via the Front Desk, where they may remain until the parent/guardian is contacted or their return to class.

Absence Reporting

If your child is going to be absent or tardy, please call the Main Office at 425-844-4960.

Attendance Policy

- Students who are more than 10 minutes tardy to class are considered absent. **The parent has to excuse the tardy.**
- Absences cannot be made up; however, work may be made up for excused absences. It is the student's responsibility to arrange for make-up work with their teachers.
- Parents are encouraged to schedule family vacations to coincide with school vacation.

Excused and Unexcused Absences

Per School Board policy P3005-5, students are expected to attend all assigned classes each day. School staff will keep an accurate record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences. The following principles will govern the development and administration of attendance procedures within the district.

Excused Absences

The following are valid excuses for absences and tardiness. Assignments and/or activities not completed because of an excused absence or tardiness may be made up in the manner provided by the teacher. A student will be allowed one makeup day for each day of excused absence. In participation-type classes (e.g., certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class.

1. Participation in an in-district or school supervised and /approved activity or instructional program related to the district curriculum (such as a field trip);
2. Illness, health condition or medical appointment (including but not limited to medical, counseling, dental or optometry) for the student or person for whom the student is legally responsible;
3. Family emergency, including but not limited to a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday, or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absences related to deployment activities of a parent or legal guardian who is an active duty member consistent with RCW 28A.705.010.
10. Absence resulting from a disciplinary/corrective action, (e.g., short-term or long-term suspension, emergency expulsion); and
11. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.
 - a. For elementary (grades K-5), eight (8) school days maximum per school year can be approved for a mutually agreed upon activity. Any absences beyond eight (8) days will be classified as unexcused absences.
 - b. For middle school (grades 6-8), eight (8) school days maximum per school year can be approved for a mutually agreed upon activity. Any absences beyond eight (8) days will be classified as unexcused absences.
12. For the comprehensive high school (grades 9-12), eleven (11) or more total absences per semester (excused and/or unexcused) may result in no credit. Students have the option to petition the School Site-Based Council. P3005-5
13. If a student is absent from school for 20 consecutive days, their enrollment in Riverview Schools must be inactivated per state law.
14. For further information regarding attendance guidelines at your child's home school, please access the school web page or contact the school main office.

The school principal (or designee) has the authority to determine if an absence meets the above criteria for an excused absence.

- A. Participation in school-approved activity or instructional program. To be excused this absence must be authorized by a staff member and the affected teacher must be notified prior to the absence unless it is clearly impossible to do so.
- B. Absence due to illness; health condition; medical appointment; family emergency; religious purposes; court, judicial proceeding or serving on a jury; post-secondary technical school or apprenticeship program visitation, or scholarship interview; State-recognized search and rescue activities consistent with RCW 28A.225.055; and directly related to the student's homeless status. When possible, the parent/guardian is expected to notify the school office on the morning of the absence by phone, e-mail or written note and to provide the excuse for the absence. If no excuse is provided with the notification, or no notification is provided, the parent/guardian will submit an excuse via phone, e-mail or written note upon the student's return to school. If attendance is taken electronically, either for a course conducted online or for students physically within the district, an absence will default to unexcused until such time as an excused absence may be verified by a parent or other responsible adult. Adult students (over 18) and emancipated students (those over 16 and emancipated by court action) will notify the school office of their absence and provide a note of explanation. Students fourteen (14) years old or older who are absent from school due to testing or treatment for a sexually transmitted disease will notify the school of their absence and provide a note of explanation, which will be kept confidential. Students thirteen (13) years and older will notify the school of their absence for mental health, drug or alcohol treatment, or testing or treatment for sexually transmitted disease, and provide a personally signed note of explanation which will be kept confidential. All students have that right for family planning and abortion.
- C. Absence for mutually agreed upon approved activities, including religious purposes. This category will be counted as excused for purposes agreed upon by the principal and the parent/guardian. An absence may not be approved if it causes a serious adverse effect on the student's educational progress. In participation-type classes (e.g. certain music and physical education classes), the student may not be able to achieve the objectives of the unit of instruction as a result of absence from class. In such a case, a parent/guardian-approved absence would have an adverse effect on the student's educational progress which would ultimately be reflected in the grade for such a course. A parent/guardian may request, in writing, that a student be excused from attending school in the observance of a religious holiday. In addition, a student, upon the written request of his/her parent/guardian, may be excused for a portion of a school day to participate in religious instruction provided such is not conducted on school property or otherwise involves the school to any degree.

- D. Pre-approved absence must be submitted to the school attendance office for principal approval two school weeks prior to the planned absence.
- E. Absence resulting from disciplinary actions--or short-term suspension. As required by law, students who are removed from a class or classes as a disciplinary measure or students who have been placed on short-term suspension will have the right to make up assignments or exams missed during the time they were denied entry to the classroom if the effect of the missed assignments will be a substantial lowering of the course grade.
- F. Extended illness or health condition. If a student 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 student 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 student may be required to taken an incomplete or withdraw from the class without penalty.
- G. Excused absence for chronic health condition. Students with a chronic health condition which interrupts regular attendance may qualify for placement in a limited attendance and participation program. The student and his/her parent/guardian will apply to the principal or counselor, and a limited program will be written following the advice and recommendations of the student's medical advisor. The principal will approve the recommended limited program. Staff will be informed of the student's needs, though the confidentiality of medical information will be respected at the parent's request.

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 above for an excused absence. Unexcused absences fall into three categories:

- A. Submitting a signed excuse which does not constitute an excused absence as defined previously; or
- B. Failing to submit, whether by phone, e-mail or in writing, any type of excuse statement by the parent, guardian or adult student. This type of absence is also defined as truancy; or
- C. The district determines or has sufficient reason to believe that a parent or legal guardian did not make a phoned-in or written excuse.
 - 1. A warning letter will follow each unexcused absence to the parent/guardian of the student. Each notice will be in writing in English or in the primary language of the parent. A student's grade will not be affected if no graded activity is missed during such an absence.

2. After two unexcused absences within any month, a conference will be held between the parent, student and principal. At such a conference the principal, student and parent will consider:
 - i. adjusting the student's program;
 - ii. providing more individualized instruction; preparing the student for employment with specific vocational experience or both;
 - iii. transferring the student to another school;
 - iv. assisting the student to obtain supplementary services that might eliminate or ameliorate the causes of absence; or
 - v. imposing other corrective actions that are deemed to be appropriate.

Not later than the student's fifth (5th) unexcused absence in a month, the district will enter into an agreement with the student and parents/guardians that establishes school attendance requirements, refer the student to a community truancy board or file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010.

3. If the above action fails to correct the attendance problem, the student will be declared a habitual absentee. The principal will interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and expulsion.

The following truancy petition procedure will apply only to students under the age of seventeen (17): No later than the seventh (7th) unexcused absence within any month during the current school year or upon the tenth (10th) unexcused absence during the current school year, the district will file a petition and affidavit with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student. The petition consists of written notification to the court alleging that:

- a. The student has unexcused absences in the current school year. While petitions must be filed if the student has seven or more unexcused absences within any month during the current school year or ten or more unexcused absences in the current school year, a petition may be filed earlier. In addition, unexcused absences accumulated in another school or school district will be counted when preparing the petition.
- b. Attesting that actions taken by the school district have not been successful in substantially reducing the student's absences from school.
- c. Court intervention and supervision are necessary to assist the school district to reduce the student's absences from school.

The petition will include the student's name, date of birth, school, address, gender, race and ethnicity; and the names and addresses of the student's

parents/guardians, whether the student and parent are fluent in English, whether there is an existing individualized education program (IEP) and the student's current academic status in school. Petitions may be served by certified mail, return receipt requested, but if such service is unsuccessful, personal service is required. At the district's choice, it may be represented by a person who is not an attorney at hearings related to truancy petitions. If the allegations in the petition are established by a preponderance of the evidence, the court will grant the petition and enter an order assuming jurisdiction to intervene for a period of time determined by the court, after considering the facts alleged in the petition and the circumstances of the student, to most likely cause the student to return to and remain in school while the student is subject to the court's jurisdiction. If the court assumes jurisdiction, the school district will periodically report to the court any additional unexcused absences by the student, actions taken by the school district, and an update on the student's academic status in school at a schedule specified by the court. The first report must be received no later than three (3) months from the date that the court assumes jurisdiction.

4. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
5. Any student who presents false evidence, with or without the consent of his/her parent/guardian, in order to wrongfully qualify for an excused absence will be subject to the same corrective action that would have occurred had the false excuse not been used.
6. Students six or seven years of age, who have been enrolled in the district, are required to attend school and their parents/guardians are responsible for ensuring that they attend. Parents/guardians who wish to withdraw their children before the age of eight and against whom no truancy petition has been filed, may withdraw the students from school. When a six or seven year old student has unexcused absences, the district will do the following:
 - i. Notify the parent or guardian in writing or by telephone after one unexcused absence in any month.
 - ii. Request a conference with the parent or guardian and child to analyze the causes of the student's absences after two unexcused absences in any month (a regularly scheduled teacher-parent conference held within thirty days may substitute).
 - iii. Take steps to eliminate or reduce the student's absences, including: adjusting the school program, school or course assignment; providing more individualized or remedial instruction; offering enrollment in alternative schools or programs; or assisting in obtaining supplementary services.

- iv. After seven unexcused absences in a month, or ten in a school year, the district will file a truancy petition

Tardies

For maximum student learning, students need to arrive to all classes on time. Riverview School District tardy procedures are as follows:

- A. Elementary (Grades K-5): Three (3) unexcused tardies equals one (1) unexcused absence. Schools are required by state law to file a truancy petition with the court when a student reaches ten (10) unexcused absences during a school year or five (5) unexcused absences during one calendar month.
- B. Middle School (6-8): Three (3) unexcused tardies will result in consequences outlined in the School Handbook.
- C. High School (9-12): Teachers have 3 options for dealing with tardies:
 - a. Policy #1 – Each three tardies, the student’s grade will be dropped one level, i.e. from an A to A-, or B+ to B.
 - b. Policy #2 – After three tardies, the student will serve two lunch detentions. Failure to do so will result in a drop in grade level according to Policy #1.
 - c. Policy #3 – Tardies will result in a loss of participation points. These points cannot be made up.
- D. Tardies are excused when a student has a verified note of excusal from the school office (weather related, a verified family emergency, or other reason approved by the school).

Students are expected to be in class on time. When a student’s tardiness becomes frequent or disruptive, the student will be referred to the principal or counselor. If counseling, parent conferencing or disciplinary action is ineffective in changing the student’s attendance behavior, he/she may be suspended from the class. All sanctions imposed for failure to comply with the attendance policies and procedures will be implemented in conformance with state and district regulations regarding corrective action or punishment. Because the full knowledge and cooperation of students and parents are necessary for the success of the policies and procedures, procedures will be disseminated broadly and made available to parents and students annually.

Early dismissals and Pre-Arranged Absences

Early dismissals and pre-arranged absences must be arranged prior to the absence. The attendance office will not issue admit slips after the fact. LEAVING CAMPUS WITHOUT PRIOR PERMISSION WILL NOT BE EXCUSED. In-School Suspension and Out-of-School Suspension are consequences given to students who leave campus without permission.

Make-Up for Excused Absences

Make-up work will be allowed. The student will be responsible for all make-up arrangements. Assignments for long-term, excused absences can be arranged for students through the attendance office.

Truancy

In cases of Truancy (unauthorized absence) from class or classes, the School Discipline Plan will be implemented.

Truancy shall be defined as:

1. Any student leaving campus during the school day without following the written school attendance procedure.
2. A student who “cuts” class or leaves class without teacher permission.
3. Any student who is absent without parental permission.

Students found to be truant will forfeit the right to make-up work missed during the truant period and will be held accountable to the consequences found in Policy 3100, Riverview Learning Center Disciplinary Sanctions.

Student Expectations and Consequences

It is expected that students will act upon good judgment in all situations, including in the classrooms, moving to and from the buses, responding appropriately during weather events such as snowstorms and in their time here on the Riverview Learning Center and school district campuses.

In the event that a student needs support with self-discipline, the behavior of the student will help determine appropriate consequences. These may include one or more of the following:

- Detention (lunch, recess, after school)
- Conference with principal
- Short-term suspension
- Long-term suspension

The consequences received will depend on the nature and seriousness of the appropriate behavior and the number of previous misbehaviors.

Rights and Responsibilities

Each year, the superintendent will develop and make available to all students, their parents, and staff handbooks pertaining to student rights, conduct, corrective actions and punishment. The school principal and staff will confer at least annually to develop and/or review student conduct standards and the uniform enforcement of those standards as related to the established student handbooks. They will also confer annually to establish criteria for determining when certificated employees must complete classes to improve classroom management skills.

All students who attend the district's schools will comply with the written policies, rules and regulations of the schools, shall pursue the required course of studies, and will submit to the authority of staff of the schools, subject to such corrective action or punishment as the school officials shall determine.

The superintendent will establish administrative procedures which ensure that the district is in compliance with state and federal laws pertaining to student rights and responsibilities.

Cross Reference: P3100-1 Student Rights

3110 Nondiscrimination

P3100-2 Student Responsibilities and Rules of Student Conduct

P3100-6 Exceptional Misconduct

P3100-7 Dangerous Weapons

P3100-9 Corrective Action for Illegal Drugs/Alcohol

P3100-10 Searches of Students and Personal Property

Legal Reference: RCW 28A.600.010 Government of schools, pupils, employees, Rules and regulations for--Due process

Guarantees-Enforcement

28A.600.020 Government of schools, pupils, employees optimum learning atmosphere

28A.600.040 Pupils to comply with rules & regulations

28A.400.110 Principal to assure appropriate discipline

28A.150.240 Basic Education Act of 1977--Certificated teaching and administrative staff as

accountable for classroom teaching -

Responsibilities-Penalty

28A.405.060 Course of study and regulations enforcement

WAC 392-400-225 School district rules defining misconduct-Distribution of rules

WAC 392-168 Citizen complaint procedure for certain

Categorical Federal programs

Dress Code

The Riverview Learning Center expects that students will not wear clothing or accessories that disrupt the educational process. School staff will restrict extreme styles of clothing, hair, cosmetics and jewelry, which disrupt school or pose a safety hazard.

The following are not permitted:

- Clothing that displays alcohol, drugs, insults, sex, tobacco, gang affiliation, guns, threats, weapons, vulgar or offensive messages, etc.
- Lycra/Spandex/Yoga clothing unless covered appropriately
- Tank tops unless covered by a shirt
- Visible undergarments
- Bare midriff clothing
- Metal chains, heavy chokers or dog collars
- Sagging pants or visible undergarments
- Clothes with large holes
- Shorts/skirts must be fingertip in length while standing in a normal manner and cannot be sexually suggestive when sitting or standing
- Clothes cannot be excessively revealing per staff discretion
- Dress and/or appearance which constitutes a danger to student health or safety, interferes with the operation of school or creates a classroom or school disruption.
- Sleeveless shirts unless they cover the entire top of the shoulder, however, no visible undergarments.

Students will be referred to the office to call home for a change of clothing or to wait until appropriate clothing is acquired. Repetitive non-compliance will result in progressive discipline.

While it is inevitable that there will be differences of opinion as to the appropriateness of dress, the final determination will be the judgment of the RLC administration. The student who does not comply with this expectation will be removed from the regular school setting until appropriate clothing is acquired.

Computer Use

Students at the Riverview Learning Center will abide by the RIVERVIEW SCHOOL DISTRICT #407 Computer Use Agreement for Students, which is available by following this link: www.riverview.wednet.edu/tech/aup.aspx

The Riverview School district provides a wide range of computer resources to its students for the purpose of advancing the educational mission of the District. As a user of District computers, students are expected to review and understand the Acceptable Use Procedures including:

1. Protect your logon information from others. Do not use other users' passwords.
2. Exercise good judgment.
3. Respect district property and be responsible in the use of the equipment. Do not destroy, modify or abuse the hardware or software in any way.
4. Do not delete or add software to district computers without permission from the Technology Department.
5. Do not use district computers for illegal, harassing, vandalizing, inappropriate or indecent purposes.
6. Do not use the Internet to access or process pornographic or otherwise inappropriate material in concert with the district's Electronic Resources Policy. Notify an adult whenever coming across information or messages that seem inappropriate.
7. Be ethical and courteous. Do not send hate, harassing or obscene mail, discriminatory remarks, or demonstrate other antisocial behaviors.
8. District computers may not be used to interfere or disrupt other users, services or equipment, including distribution of unsolicited advertising (Spam), propagation of viruses and distribution of large quantities of information (chain letters, network games or broadcasting messages).
9. Do not assume that because something is on the Internet that you can copy it. Respect copyrights.
10. Do not give out any personal information over the Internet.

Violation of any of the above conditions of use may be cause for disciplinary action. Violations may constitute cause for revocation of access privileges, suspension of access to District computers, other school disciplinary action, and/or appropriate legal action.

(Note: Riverview has in place Internet filtering software and an Internet Safety Policy in accordance with the Children's Internet Protection Act.)

Failure to comply with the Riverview School District #407 Acceptable Use Procedures agreement will result in consequences).

1st Offense: Removal from all computer access for five school days. Additional consequences and/or legal action may be assigned/taken.

2nd Offense: Removal from all computer access for twenty school days. Additional consequences and/or legal action may be assigned/taken.

3rd Offense: Removal from all computer access for forty school days. Additional consequences and/or legal action may be assigned/taken.

4th Offense: Loss of all computer use for the rest of the school year. Additional consequences and/or legal action may be assigned/taken.

Please note: The above is a continuum of possible consequences. The Riverview Learning Center reserves the right to revoke computer privileges permanently for infractions of an especially dangerous or serious nature.

Cell Phones and Electronic Devices:

The primary focus at the Riverview Learning Center is to create a positive and productive learning atmosphere. Because students, staff and volunteers work together to achieve this climate, equipment such as beepers, cellular phones, CD players, computer games, I-Pods, pagers, MP players, radios, or any other personal electronic /telecommunication devices **should not be used** or **visible while class is in session**.

Classroom Discipline

Classroom management and discipline is the responsibility of your teacher. The classroom teacher will establish clear expectations and consequences. Behavioral expectations and consequences are developed and given in writing to you as part of the course syllabus. Such “rules and regs” can be mutually developed among team members for consistency.

Discipline Guidelines

The responsibility for proper student discipline at Riverview Learning Center during the school day and at school sponsored activities rest with the staff, both certificated and non-certificated. Discipline is defined as “order” which fosters a healthy and positive school climate. It is our mutual responsibility to observe, to offer guidance, and to intercede when necessary. A primary goal of Riverview Learning Center is proactive staff activity with students; i.e., anticipating needs and always dealing consistently, fairly, honestly and openly with students.

After School Detention

After school detention, assigned by teachers, is conducted in their respective classrooms. After school detention may be assigned by Riverview Learning Center administration and is at least thirty minutes long.

Emergency Expulsion Defined

- Denying immediately the right of school attendance prior to the opportunity for a hearing. There must be an immediate and continuing danger to the student, other students, or school personnel or continuing threat of substantial disruption of the educational process.

Expulsion Defined

- Denying the right of attendance at any single class or full schedule of subjects for an indefinite time period.

Out of School Suspension (OSS) Defined

- **Short Term Suspension:** Suspension of a student for any portion of a calendar day up to but not exceeding ten(10) consecutive school days.
- **Long Term Suspension:** Suspension of a student for eleven (11) days up to, or through, the end of the semester.

CHOICE High School Alternative Program

Riverview School District #407

Mr. Michael Seymour: seymourm@riverview.wednet.edu

Mrs. Jenn Grant: grantj@riverview.wednet.edu

Main office number 844-4960

Attendance & Behavior Contract 2015/16

- 1) Student will be **respectful** and follow the instruction of any adults leading the class. This means, listen when spoken to, follow instructions and behave appropriately.
- 2) Student will be **respectful** of all people encountered in school. That includes students enrolled in CHOICE or using the rest of the campus. He/she will use appropriate language, without any **swearing or name calling**. RSD has a strict policy prohibiting **harassment and bullying**.
- 3) No **cell phones or electronic message devices** are allowed to be used during class in the CHOICE classroom. 1st time warning, 2nd time detention, continuing violations are moved to the principal's office.
- 4) Students will **remain in the classroom** for the day. This is a closed campus and you will not leave without prior arrangement with your parents/guardians.
- 5) Student will maintain a school appropriate **dress code**. Clothing will **not** reference drugs or alcohol and underwear should not be visible. Shirts should cover the shoulders, chest, and midriff.
- 6) No **drugs, tobacco, weapons, or alcohol** are allowed on campus or within the sight of the school by state law. Any student attending class suspected of being under the influence of drugs or alcohol will be subject to suspension and parents will be called to pick up the student from school. **Possession of weapons, drugs or alcohol will result in immediate emergency expulsion.**
- 7) Student will **attend as scheduled**. Excused absences must be called in from parent. When tardy to class, time must be made up during the week after school. Failure to make up time for being tardy at end of week will result in lunch detentions the following week. Progressive discipline will follow accordingly with failure to comply with policy.

Names and Signatures required by the following:

Student: _____

Parent: _____

Teacher: _____

CLIP High School Alternative Program

Riverview School District #407

Ms. Christina Malm: malmc@riverview.wednet.edu

Main office number 844-4960

Attendance & Behavior Contract 2015/16

- 1) Student will be **respectful** and follow the instruction of any adults leading the class. This means, listen when spoken to, follow instructions and behave appropriately.
- 2) Student will be **respectful** of all people encountered in school. That includes students enrolled in CHOICE or using the rest of the campus. He/she will use appropriate language, without any **swearing or name calling**. RSD has a strict policy prohibiting **harassment and bullying**.
- 3) No **cell phones or electronic message devices** are allowed to be used during class in the CHOICE classroom. 1st time warning, 2nd time detention, continuing violations are moved to the principal's office.
- 4) Students will **remain in the classroom** for the day. This is a closed campus and you will not leave without prior arrangement with your parents/guardians.
- 5) Student will maintain a school appropriate **dress code**. Clothing will **not** reference drugs or alcohol and underwear should not be visible. Shirts should cover the shoulders, chest, and midriff.
- 6) No **drugs, tobacco, weapons, or alcohol** are allowed on campus or within the sight of the school by state law. Any student attending class suspected of being under the influence of drugs or alcohol will be subject to suspension and parents will be called to pick up the student from school. **Possession of weapons, drugs or alcohol will result in immediate emergency expulsion.**
- 7) Student will **attend as scheduled**. Excused absences must be called in from parent. When tardy to class, time must be made up during the week after school. Failure to make up time for being tardy at end of week will result in lunch detentions the following week. Progressive discipline will follow accordingly with failure to comply with policy.

Names and Signatures required by the following:

Student: _____

Parent: _____

Teacher: _____

Riverview Learning Center

Contact Information

Office/Administrative Staff	Room	Phone	Program	Days
Kris Rodger-Front Desk/Secretary	Office	425-844-4960	RLC	Mon-Fri
Stephanie Foley, EA II	Office/PARADE	425-844-4961	RLC	Mon-Th
Fax		425-844-4962	RLC	
Mr. Chris Mirecki, Principal	102	425- 844-4963	RLC/PARADE/CLIP	Mon-Fri
Kristen Uselman--District Nurse	104	425-844-4596	RLC	Weds
PARADE Staff				
Susie Marshall	131	425-844-4972	PARADE	Mon
Carol Gould	131	425-844-4973	PARADE	Tues-Fri
Terry McClintic	131	425-844-4974	PARADE	Tues-Fri
Connie Schutte	134	425-844-4975	PARADE	Mon-Fri
Zandra Roper	134	425-844-4976	PARADE	Mon,Tues,Weds,Fri
Robin Lindsay	134	425-844-4977	PARADE	Mon,Weds
Brenda Bailey, PARADE EA		425-844-4960	PARADE	Mon-Thurs
CLIP				
Tina Malm	110	425-844-4979	CLIP	Mon-Fri
Stephanie Foley, CLIP EA		425-844-4979	CLIP	Mon-Th
Jennifer Grant	114	425-844-4981	CHOICE	Mon-Fri
Michael Seymour	114	425-844-4980	CHOICE	Mon-Fri
Diana Cook	114		CHOICE	Mon-Fri
Specialists				
Jessica Bierhaus-Psychologist	104	425-844-4717/4960	RLC	Weds
Jodi-Ann Rodrigues		425-949-9371/4916	RLC	Mon-Th

Family Access/Grade Checks

Riverview Learning Center continues to use Skyward's Family Access for parents/guardians and students to view grades on line. The staff uses the program to keep students and families informed of grades, assignments, attendance and general student information. Grades are updated often.

- To access Family Access you will need a specific secure username and password provided by the district, if you do not have one, contact our school secretary on 425-844-4960 and she will provide you with one. Students will receive their username and passwords the first week of school.
- Once you have a username and password, open a web browser and type in or click on <http://www.riverview.wednet.edu> click on the **Family Access**- "**Grades Online**" then the Family Access icon, then on the Skyward Family Access screen type in your user name and password.

Riverview Food Services

Riverview participates in the National School Breakfast and Lunch Program. Lunch is served in all schools. Breakfast is served in all schools with the exception of ERMA. Our menus are designed to offer a variety of nutritious, economical, and convenient options. All schools offer a choice of entrees served with salad bar selections and milk for the full meal price. We offer a la carte items that are priced separately.

In an effort to reduce costs, we are no longer printing the monthly menus to distribute. They are available the website of each school.

Meal Prices

Location/Type of Meal	Lunch	
Elementary School	\$3.00	
Middle School	\$3.25	
High School	\$3.50	
Reduced K-3	\$0.00	
Reduced 4-12	\$0.40	
Adult	\$4.00	

Meal Payment

We recommend that you pre-pay for meals purchased via:

- e-Funds for Schools
- Cash sent to school with your student
- Check sent to school with your student

You may view your student's meal account balance and purchasing activity through Family Access. You may also sign up for the low balance email notice through Family Access.

Free and Reduced Price Meals

Depending on your family income and household size, your student may qualify for free or reduced price meals. To apply, please review the following information, which is also available on the Riverview School District website:

[Information on Free and Reduced Lunch Program](#) | [Application for Free and Reduced Priced Meals](#)

In Spanish: [Information on Free and Reduced Lunch Program](#) | [Application for Free and Reduced Priced Meals](#)

- Print the information and application
- Fill out the application completely and return to your child's school or mail to:
 - Kaye Wetli, Supervisor of Food Services, 32240 NE 50th Street, Carnation, WA 98014

Note: If your child qualifies for Free and Reduced Price meals, they may also qualify for:

[College Bound Scholarship](#) (apply in 7th or 8th grade)

Buses and Transportation

Students understand that they need to act maturely on all school transportation vehicles. If a student uses inappropriate behavior, she/he knows that her/his riding privilege may be denied.

In order to ride a different bus, the student will need to get a written note from her/his parent/guardian requesting a bus pass. The student will then take that written note to the office.

Students are expected to be picked up and dropped off at the assigned pick-up and drop-off points. Any changes must be approved by the RLC principal.

Bicycles/Scooters/Skateboards

Bicycles are to be parked at the bicycle rack on the west side of the Riverview Learning Center near the outdoor tables. It is suggested that students wear helmets. Students should lock their bicycles and helmets for their own protection.

PLEASE NOTE: Scooters and Skateboards are NOT ALLOWED on the RLC Campus. ***Riverview Learning Center will not be responsible for any bicycle that is stolen or damaged. Theft or damage should be reported to the Carnation Police Department immediately.***

Medication at School

If prescription medication is needed during school hours, students will need the following:

- Riverview School District #407 Medication Authorization form with parent/guardian signature
- Doctor's signature
- Name of the medication
- Time the medication is to be dispensed
- Amount of medication to be dispensed
- Original bottle/package the medication came in

If the student is taking over-the-counter medications, (e.g., aspirin, mild allergy medications, etc), the student is allowed to carry and reasonably and responsibly self-administer such medications. Medication must be in the original bottle and the student can only carry a daily dose. If any questionable behavior or other staff concerns are noted regarding the student taking oral medication, or any questionable drug substance, students know that their parent/guardian will be contacted immediately by school authorities to resolve such concerns.

If the student takes medication that would be required while on a field trip, the student will remind her/his parent/guardian and her/his teacher to get the medication from the Attendance Office.

Balloon/Floral Deliveries/Food

We acknowledge the good intentions of recognizing special moments. In order to keep classroom disruptions to a minimum, all deliveries of balloons and flowers to students will be kept in the main office until the end of the school day. PLEASE NOTE that many people are allergic to latex and that balloons are not allowed on the bus.

Regarding special lunches or treats brought in to the front desk, these will be held until the appropriate time they are to be distributed (ex: lunch, break, staff determination).

Use of Tobacco

State law does not allow the use and/or possession of tobacco-related products on school property, at school-sponsored activities, school athletic events, areas adjacent to the Riverview Learning Center, or on school district property. Tobacco related products (including lighters, matches and vapor-type cigarettes or apparatus) will be confiscated and discarded and students will receive discipline according to the District's Rights and Responsibility code, which includes a district-required smoking cessation class.

Emergency Information

Changes in School Operations

Changes in school operations may involve closure of one or more schools for the day, a later than normal starting time, and/or an earlier than normal ending time. If it is necessary to dismiss students early because of heavy snowfall or a widespread utility outage during the school day, notice of the early dismissal will be broadcast on metropolitan area radio stations.

If a school is closed, its after-school activities, such as sports events, will be automatically canceled. Community groups using the school after hours should coordinate their activities with the school principal.

Emergency School Closure Procedures

For the latest closure information for the Riverview School District, you may go to the local television, radio or to the website, www.schoolreport.org. (See additional information below.)

You may also call 425-844-4542 and listen for schedule changes or instructions.

Conditions, such as snow, ice, power outages, windstorms, and floods may make it necessary to temporarily alter the operation of schools and/or school buses in the Riverview School District.

The Riverview School District information for closures and delays is explained by following this link: <http://www.riverview.wednet.edu/districtinfo/emergency/explained.aspx>

Emergency Operations Messages

Emergency Operations messages will be broadcast as soon as possible by Radio and TV Stations.

AM Radio	FM Radio	TV
KRKO 1380	KEMV 99.3	KOMO 4
KYCW 1090	KUOW 94.5	KING 5 and 6
	KPLU 88.5	KCPQ 13
	KIRO 100.7	

Most stations begin broadcasting school emergency information about 6:00 AM. Stay tuned during the morning; weather conditions can change rapidly in our district, requiring operations changes.

- If you cannot determine what the district's operation plans are, call the Transportation Office at (425) 844-4540.
- Please do not call the schools, the District Office or radio stations for school or bus operations information.
- If no message about Riverview School District No. 407 is broadcast on the radio, assume that normal school district operations will prevail for that day.

Messages Will Be Brief

Messages from the TV and radio stations will be brief. For example:

- **Schools Closed** - All schools in the district are closed for the day.
- **One hour late:**
 - All classes will be one hour late
 - No Out of District Special Ed Transportation -Special education students will not be transported outside of Riverview School District boundaries to other school district or facilities for classes.
- **One Hour Late - High School, Middle School, and Elementary Schools** - Cedarcrest, Riverview Learning Center, Carnation Elementary, Cherry Valley Elementary, and Stillwater Elementary will begin 1 hour late, but will be dismissed

at the regular time unless otherwise announced (e.g., CHS - 8:20; RLC -10:15; Elementaries - 10:15). Breakfast will be available at the middle, high school, and elementaries on one-hour late days.

- **Two hours late:**
 - No 1/2 day Kindergarten in AM (Weather permitting, we will have PM Kindergarten)
 - No ECEAP
 - No Preschool
 - No Breakfast Served
- **Extended Day** - will be open regular hours unless schools are completely closed.
- **Unscheduled Early Dismissal**

SchoolReport.Org

- For the latest closure information for the Riverview School District go to our link at SchoolReport.org. The SchoolReport.org site provides a Public Schools Emergency Communications System report that is current (within the last four minutes)
- This site provides a report of school schedule changes due to adverse weather conditions and other emergency situations. Unless otherwise noted, schools are operating on normal schedules.

School Bus Operations

School Bus Operations may have to be altered or canceled. Example messages are:

- Schools Closed - This means all schools will be closed for one day only. All meetings, field trips and after school activities will be canceled. No out-of-district transportation.
- School One (or Two) Hours Late, Emergency Bus Routes - This means that school will be either one or two hours late and that students will be dismissed at the regular time unless otherwise announced. Parents should listen to the radio for further announcements. Buses will operate on emergency bus routes, if announced.
- No Transportation - Schools are operating, but no school district transportation will be provided for any student, including kindergarten, head start, special education, sports, and activities. Parents must provide transportation to school for their children.
- No out of District Transportation - Schools are operating, but no school district transportation vehicle (buses, vans, cars) will operate outside of school district boundaries. Includes special education, field trips, activities, sports, games, etc.

- [Limited Bus Transportation](http://www.riverview.wednet.edu/departments/transportation/transportation/limited_transportation.htm) - buses will not travel some of the hills, i.e., Novelty Hill (east or west), Stephens Street in Duvall, 344th off the Lake Langlois Road, some of the streets on Union Hill, Mountain View and Lake Margaret. Buses will be at the bottom of these hills for students. Follow this link for more information: www.riverview.wednet.edu/departments/transportation/transportation/limited_transportation.htm

Bus drivers will notify students where to meet the bus if there is "limited transportation." Students affected by limited bus transportation must be at the alternate pick up point designated not later than the time they would normally be picked up at their regular bus stop.

If you have questions, call the Riverview School District's Transportation Department (425) 844-4540.

Protect Your Child's Health and Safety

Dress your child in warm clothing during bad weather. Make advance arrangements with neighbors, babysitters, or daycare for your child's care in the event the school bus is late, or your child arrives home sooner than usual because of early school dismissal. Tell your child in advance what to do in such circumstances.

Riverview School District Information and Policies

District Contact Information

Riverview School District
Educational Service Center
 15510 - 1st Ave. NE/PO Box 519
 Duvall, WA 98019

Phone: 425-844-4500
FAX: 425-844-4502
District Job Line: 425-844-4519

Superintendent	Dr. Anthony L. Smith smitha@riverview.wednet.edu	425.844.4504
Executive Assistant—Supt.	Sandy Bechtel bechtels@riverview.wednet.edu	425.844.4504
Teaching & Learning Director	Roni Rumsey rumseyr@riverview.wednet.edu	425.844.4522
Administrative Secretary	Robin Nordquist nordquistr@riverview.wednet.edu	425.844.4522
Director of Special Services	Dr. Ken Heikkila heikkilak@riverview.wednet.edu	425.844.4516
Special Services Program Assistant	Kim Canady canadyk@riverview.wednet.edu	425.844.4516
Student Records Coordinator	Teresa Renner rennert@riverview.wednet.edu	425.844.4518
Special Services—FAX		425.844.4521
Food Services Supervisor	Kaye Wetli wetlik@riverview.wednet.edu	425.844.4560
Food Services Secretary	Debi Lucas lucassd@riverview.wednet.edu	425.844.4523
Transportation Supervisor	Jenny Bullard bullardj@riverview.wednet.edu	425.844.4540
Transportation Program Assistant	Deanna Schneider schneiderd@riverview.wednet.edu	425.844.4535
Transportation—FAX		425.844.4536

School District Policies

Included here are a few key policies that help to ensure our schools are safe and supportive environments for student learning. For a complete list of school district policies and procedures, please visit the Riverview School District website and follow the link labeled "School Board" or click here:

<http://www.riverview.wednet.edu/schoolboard/policies/default.aspx>

Weapons

Students know that firearms/weapons are not allowed at school, at school-sponsored activities, on school grounds, facilities, or school provided transportation. If a student brings a firearm to school it will result in an immediate expulsion for no less the one calendar year, including notification of parents and law enforcement. The expulsion may be modified by the Riverview School District on a case by case basis. Enforcement of the weapons policy is guided by a position of "zero tolerance." Corrective actions for dangerous weapons incidents shall include long-term suspension or expulsion.

As per RCW 9.41.250., possession of a dangerous weapon will be an automatic expulsion and the police will be contacted. Dangerous weapons are defined as (other than firearms) knives, clubs, firecrackers, explosives, etc.

Also, possession of firearms on school property will result in a one-year mandatory expulsion, subject to appeal, with notification to parents and law enforcement.

Dangerous weapons also include toy or "dummy" or lookalike objects, or any object which looks or acts like a weapon, such as a firearm, knife, ammunition, projectile or grenade if possessed, displayed and in fact intimidates with dangerous intent.

PLEASE SEE POLICY 3100 – DISCIPLINARY SANCTIONS RANGE CHART IN THE BACK OF THIS HANDBOOK.

Loitering on property adjacent to the Riverview Learning Center

Students are not to congregate and/or smoke on any property adjacent to Riverview Learning Center. This extends to a one-block radius from the school in every direction and especially includes the trail. Students who violate this directive will be subject to disciplinary action including, but not limited to, suspension.

Harassment, Intimidation and Bullying

The Riverview School District (Board Policy #6580) is committed to a safe and civil educational environment for all students, employees, volunteers and patrons, free from harassment, intimidation or bullying. "Harassment, intimidation or bullying" means any intentionally written message or image, including those that are electronically transmitted, a verbal or physical act, including but not limited to one shown to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, age, national origin, gender, sexual orientation including gender expression or identity, military status, mental or physical disability, or the use of a trained dog guide or service animal by a person with a disability), or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student's property; or
- Has the effect of substantially interfering with a student's education; or
- Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the orderly operation of the school.

Students understand that harassment, intimidation and/or bullying of any kind: verbal, sexual, racial or physical, will not be tolerated at Riverview Learning Center. Severe discipline can result because of this behavior.

If a person is experiencing harassment, intimidation &/or bullying, the person needs to:

- 1. Say "no" or "stop" in a loud, clear voice.**
- 2. Tell an adult.**
- 3. If it does not stop, go to the main office and file a harassment report form.**

Non-Discrimination

The district will provide equal educational opportunity and treatment for all students in all aspects of the academic and activities program without discrimination based on race, religion, creed, color, national origin, age, honorably-discharged veteran or military status, sex, sexual orientation, (gender expression or identity, marital status, 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. The district will provide equal access to school facilities to the Boy Scouts of America and all other designated youth groups listed in Title 36 of the United States Code as a patriotic society. District programs will be free from sexual harassment.

As required by law to ensure that there is equal opportunity for all students, the district will provide continuous notice of nondiscrimination, and will provide annual notice of the district's discrimination complaint procedure to students, parents and employees. The district will also conduct annual athletic evaluations and a student athletic interest survey at least once every three (3) years to ensure that equal athletic opportunities are provided for male and female students.

Nondiscrimination Complaint Procedures

Students, and/or parents, staff, or other individuals acting on behalf of students of the district are eligible to participate in this complaint procedure. This complaint procedure is designed to assure that the resolution of real or alleged violations are directed toward a just solution that is satisfactory to the complainant, the administration and the board of directors. This grievance procedure will apply to the general conditions of nondiscrimination policy (3110). As used in this procedure,

"Grievance" shall mean a complaint which has been filed by a complainant (a student, an employee, a parent or guardian) relating to alleged violations of any state or federal anti-discrimination laws

A complaint shall mean a charge alleging specific acts, conditions or circumstances, which are in violation of the anti-discrimination laws.

A respondent shall mean the person alleged to be responsible or who may be responsible for the violation alleged in the complaint.

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

Process for Resolution:

Anyone with an allegation of discrimination may request an informal meeting with the compliance officer or designated employee to resolve their concerns. Such a meeting will be at the option of the complainant. If unable to resolve the issue at this meeting, the complainant may submit a written complaint to the compliance officer.

Level One:

A complaint must be written, signed by the complainant and set forth the specific acts, conditions, or circumstances alleged to be in violation. Upon receipt of a complaint, the compliance officer shall investigate the allegations set forth within 30 calendar days.

The school district and complainant may agree to resolve the complaint in lieu of an investigation. The officer shall provide the superintendent with a full written report of the complaint and the results of the investigation. The superintendent/designee shall respond in writing to the complainant as expeditiously as possible, but in no event later than 30 calendar days following receipt of the written complaint.

The response of the superintendent/designee will include notice of the complainant's right to appeal to the school board, and will identify where and to whom the appeal must be filed.

The superintendent's/designee's written response shall state that the district either:

- A. Denies the allegations contained in the written complaint received by the district,
or
- B. Shall implement reasonable corrective measures to eliminate any such act, condition or circumstance within the school district.

Such corrective measures deemed necessary shall be instituted as expeditiously as possible, but in no event later than 30 calendar days following the superintendent's/designee's mailing of a written response to the complaining party unless otherwise agreed to by the complainant.

Level Two:

If a complainant disagrees with the superintendent's/designee's written decision or if the superintendent/designee fails to respond, the complainant may appeal to the district board of directors by filing a written notice of appeal with the secretary of the board by the 10th calendar day following:

- A. The date upon which the complainant received the superintendent's/designee's response, or
- B. The expiration of the 30-calendar-day response period stated in Level One,
whichever occurs first.

The board shall schedule a hearing to commence by the 20th calendar day following the filing of the written notice of appeal, unless otherwise agreed to by the complainant and the superintendent **or for** good cause. Both parties shall be allowed to present such witnesses and testimony as the board deems relevant and material. The board will render a written decision by the 10th calendar day following the termination of the hearing and will provide a copy to the complainant, unless otherwise agreed to by the complainant and the superintendent or for just cause. The response of the board will include notice of the complainant's right to appeal to the Superintendent of Public Instruction and will identify where and to whom the appeal must be filed.

Level Three: Appeal to the Superintendent of Public Instruction

If complainant disagrees with the decision of the board of directors in connection with any matter which, if established, would constitute a violation, the complainant may appeal the board's decision to the Superintendent of Public Instruction.

A. A notice of appeal must be received by the Superintendent of Public Instruction on or before the 20th day following the date upon which the complainant received written notice of the board of directors' decision.

B. A notice of appeal must be in writing in the form required by the Superintendent of Public Instruction and must set forth:

1. A concise statement of the original complaint and the portions of the board of directors' decision which is appealed; and
2. The relief requested by the complainant.

Other:

If the complainant remains aggrieved, they may seek resolution with a federal or state agency empowered with the authority to resolve such complaint.

Preservation of Records:

The files containing copies of all correspondence relative to each complaint communicated to the district and the disposition, including any corrective measures instituted by the district, shall be retained in the office of the district compliance officer for a period of six (6) years.

Resources:

1. District Contact

**Janet Gavigan, Director of Human Resources
425-844-4500**

2. State Contacts

**Superintendent of Public Instruction
Equity and Civil Rights Office
PO Box 47200
Olympia, WA 98504-7200
360-725-6162**

**Washington State Human Rights Commission
711 South Capitol Way, Suite 402
PO Box 42490
Olympia, WA 98504-2490
360-753-6770**

**Office of Civil Rights
US Department of Education
915 Second Avenue, Room 3310
Seattle, WA 98174
206-607-1600**

Civility

The Riverview School District believes that respectful communication and behavior create a safe, civil environment, essential to student and staff high achievement, to the free exchange of ideas central to a quality educational process, and to the development of youth as thoughtful participants in our democracy. Conversely, uncivil conduct, like other forms of disruptive behavior, interferes with a student's ability to learn and a school's ability to educate its students.

The Riverview School District Board of Directors encourages administrators, staff, students, volunteers, parents, and other community members to participate in maintaining a clear expectation of civil conduct and problem-solving throughout the school district.

The Board is committed to providing training and resources to support this expectation and refuses to condone uncivil conduct on school grounds or buses, or at any school-sponsored activities, whether by staff, students, parents, volunteers, or other district visitors.

The Superintendent shall be responsible for the development of District training, resource lists and other tools for the use of staff, students and community members in achieving the purposes of this policy.

Specific procedures and guidelines appropriate to the needs of staff, students, and parents/community members will be available to all persons who have legitimate business within the district.

Site Based Councils are encouraged to guide, support, and evaluate local efforts to establish and reinforce a culture of civility and respect for all.

The Superintendent and appropriate staff will review this policy annually.

Riverview School District Policy 3100-Disciplinary Sanctions

The Riverview School District has adopted policies and procedures that are consistent with the Washington State Administrative Code when dealing with student conduct. Policy 3100 procedures and consequences are used when sanctioning student behaviors that are defined as misconduct or exceptional misconduct. Such behaviors might include: profanity (especially towards a staff member), harassment (sexual, racial, verbal, etc.)-towards student(s) or a staff member, fighting, drugs/alcohol/paraphernalia possession and or use, tobacco, truancy, criminal actions, theft, etc. Students who are found guilty of criminal acts including drug/alcohol possession, harassment, intimidation, etc., will not only be subject to severe consequences, but will also be reported to the local police.

RIVERVIEW LEARNING CENTER SANCTION RANGE CHART

NOTE: The administration reserves the right to by-pass one or more steps, depending upon the severity of the offense.

Misconduct*	Verbal Warning	Work Detail/ Detention	Short-Term Susp. (1-15) #	Long-Term Susp. (16-90)	Expulsion
Cheating/Forgery		X	X	X	X
Defiance of School Authority		X	X	X	X
Disruptive/Disrespectful Behavior and/or Conduct		X	X	X	X
Disruptive Dress	X	X	X	X	X
Fighting+			X+	X+	X+
Inciting a Fight	First		X	X	X
	Second		X	X	X
	Third		X	X	X
Off Campus w/o Permission		X	X	X	X
Possession and/or Use of Tobacco Product+	First Second Third Fourth		X+	X+	X+
Profanity/Obscene Gestures or Material		X	X	X	X
Public Display of Affection	X	X	X	X	X
Refusal to Identify Self		X	X	X	X
Repeated Violations			X	X	X
Tardies	Teachers have 3 options for dealing with tardies: <u>Policy #1</u> – Each three tardies, the student’s grade will be dropped one level, i.e. from an A to A-, or B+ to B <u>Policy #2</u> – After three tardies, the student will serve two lunch detentions. Failure to do so will result in a drop in grade level according to Policy #1 <u>Policy #3</u> – Tardies will result in a loss of participation points. These points <u>cannot</u> be made up.				
Truancy (un-excused absences)	First Second Third Fourth	X	X	X	
		<i>Refer to administration for progressive discipline (BECCA, suspension)</i>			

The Riverview School Board recognizes and accepts the serious nature and potential harm to individual students and the significant disruption of the educational process for the following acts. Additionally, the ad hoc citizens’ committee recommends long-term suspension sanctions for the following exceptional misconduct. For any violations deemed exceptional misconduct, students are subject to emergency expulsion.

Exceptional Misconduct+	Verbal Warning	Work Detail/ Detention	Short-Term Susp. (1-15) #	Long-Term Susp. (16-90)	Expulsion
Theft			X	X	X
Criminal/Illegal acts (arson, assault, battery)			X	X	X
Weapons					X
Defacing/Destruction of Property***			X	X	X
Extortion, Coercion, Threats			X	X	X
Gambling			X	X	X
Harassment/Hazing(Racial/Sexual/Verbal)			X	X	X
Possession and/or use of drugs/paraphernalia/alcohol+			10 days**	X	X
Reckless Driving	<i>Suspend parking privileges and report to police.</i>				
Sale or Delivery of Illegal Substances or Paraphernalia					X

FOR SPECIAL EDUCATION STUDENTS, CONSIDERATION OF THE STUDENT’S HANDICAPPING CONDITION AND/OR IEP WILL BE PART OF THE SANCTION PROCESS INCLUDING CONSULTATION OF THE MDT FOR LONG-TERM SUSPENSION OR EXPULSION.

*Chronic offenders of discipline standards will be subject to severe sanctions including suspension for remainder of term and/or expulsion.

**If parent and student consent to a school-approved assessment/treatment program at student/parent expense, suspension would be reduced to a 10-day home suspension.

***Restitution made for damage.

+Misconduct may be reported to local police.

Short term suspension will not extend for longer than 10 consecutive days for any single offense.

RLC 10/20/2011R