



Riverview Learning Center
Student Handbook
2013-2014

Riverview Learning Center Student Handbook

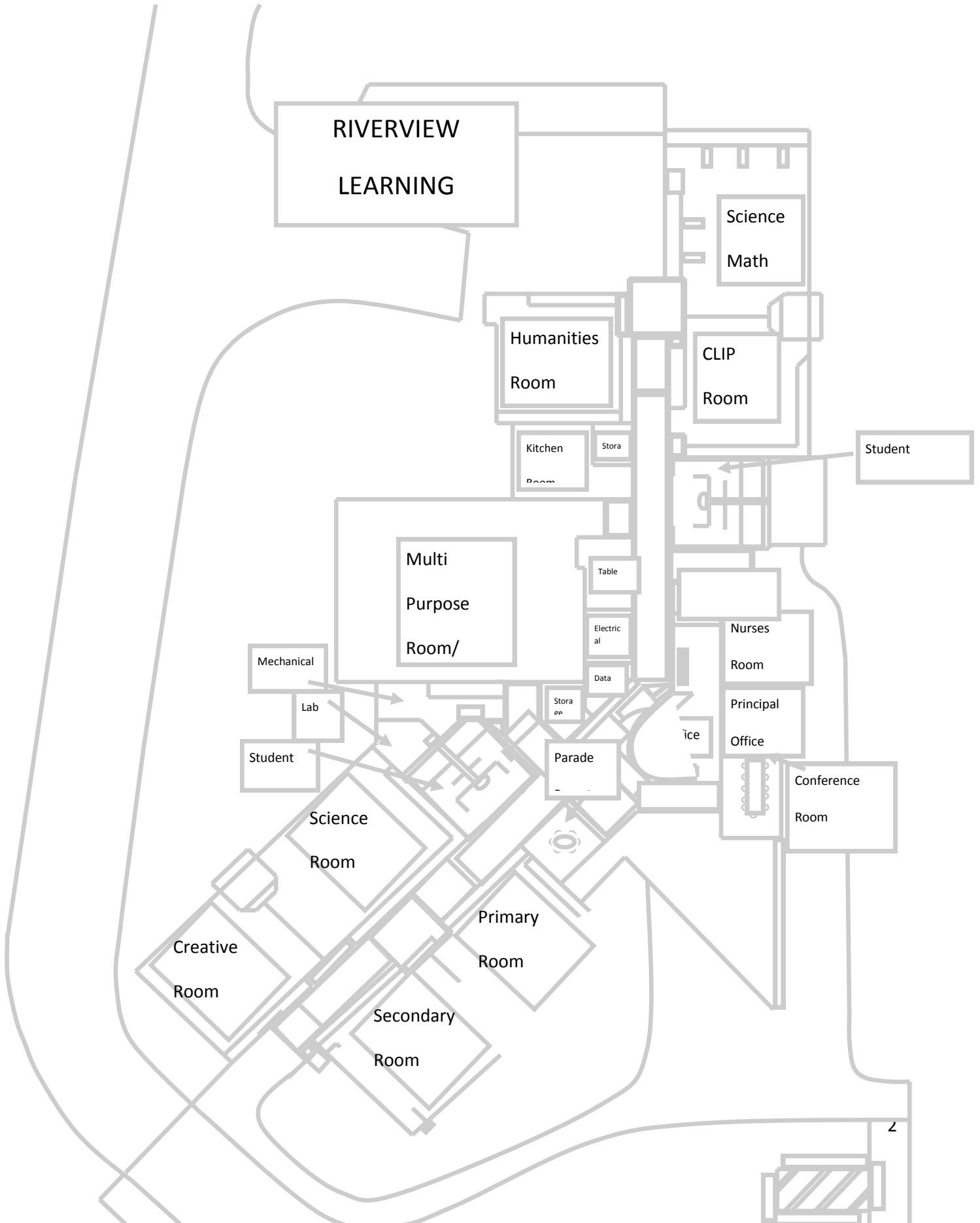
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Riverview Learning Center Map



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	Algebra
9:15-10:00	Second Period	Physical Fitness
10:10-11:00	Third Period	Language Arts
11:05-11:55	Fourth Period	Environmental Science
11:55-12:25	Lunch	Lunch
12:25-1:20	Fifth Period	World History
1:25-2:25	Sixth Period	Elective

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

The CLIP program is 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.

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 either 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.
- Parents are encouraged to schedule family vacations to coincide with school vacation.
- 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.

Verification of Absences

State school law requires a verification of all absences. Such verification will be in written form or by telephone and presented to the Attendance Office upon the student's return to school.

- All absences must be verified by the parent and/or guardian. Parents are requested to contact the attendance office on the day their student is absent from school. All absences not reported to the attendance office will be considered unexcused and will result in a phone contact.
- After 48 hours, absences are considered unexcused. No make-up work will be allowed for unexcused absences.
- Attendance concern letters will be mailed home following the fifth, tenth and eleventh absence. Our attendance office can provide parents with an individual student attendance profile upon request.

Absence Notification to Parents

Absences	Action
First Absence	Parent notification by phone
Second Absence	Parent notification by phone or email. Two unexcused absences may result in school discipline.
Five Absences	Parent notification by phone or email.
Seven to Ten Absences	Seven (7) unexcused absences in one month or ten (10)

	unexcused absences in a school year require a Truancy Petition to be filed through the King County Juvenile Court. Possible loss of credit after ten (10) absences.
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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.

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 Attendance and Behavior Contract

CHOICE

Riverview School District #407

Ms. Shari Milliken, Teacher (425) 844-4981 millikens@riverview.wednet.edu
Mr. Michael Seymour, Teacher (425) 844-4980 seymourm@riverivew.wednet.edu

Attendance & Behavior Contract

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. It also means respecting school property and other individual's property.
2. Student will be **respectful** of all people encountered in school. That includes students enrolled in CHOICE, CLIP, or PARADE. He/She will use appropriate language, without any **swearing or name calling**. Riverview School District has a strict policy prohibiting **harassment and bullying**.
3. Student will maintain a **dress code**. Student apparel that includes the display of obscene, sexual, gang, drug or alcohol-related messages is not to be worn. Students should not display midriiffs, chest, upper thighs, or undergarments (bra straps, boxer shorts, etc.) Shirts should cover the shoulders and chest.
4. 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.**
5. Student will **attend as scheduled. Excused absences must be called in from a parent.** School work can be made up if the absence is **excused**.
6. No **cell phones or electronic message devices (pager, blackberry, smart phone, etc.)** or iPods are allowed during class. If you need to have your phone for any emergency give it to your teacher and it can be left on. Phones that are being used during class will be given to the teacher or picked up at the end of the day.
Cell phones, electronic messaging devices, and iPods, can be used at break and during lunch.
7. **Public Displays of Affection.** Excessive public displays of affection are not allowed on school grounds.
8. **School Boundaries.** CHOICE is a closed campus during the day. Students are not allowed on the Carnation Elementary play field except for supervised Physical Fitness activities only. CHOICE students are not allowed in the PARADE wing of the Riverview Learning Center.
9. **All of the above...** including any violation of any applicable federal, state, county, or city laws or violation of district policy or the Riverview Learning Center Handbook.

Student Name

Grade

Student Signature

Date

Parent Signature

Date

Parent's E-mail:

Parent's Phone #: ()

Riverview Learning Center

Contact Information

Office/Administrative Staff	Room	Phone	Program	Days
Kris Rodger-Front Desk/Secretary	Office	425-844-4960	RLC	Mon-Fri
Tabitha Bowers	Office/PARADE	425-844-4961	RLC	Mon-Th
Fax		425-844-4962	RLC	
Ms. Janet Gavigan	102	425- 844-4963	RLC	Mon-Fri
Kristen Uselman--District Nurse	104	425-844-4596	RLC	Weds
PARADE Staff				
Susie Marshall	131	425-844-4972	PARADE	Mon-Fri
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
Kait Teachout	134	425-844-4976	PARADE	Mon,Tues,Weds,Th
Robin Lindsay	134	425-844-4977	PARADE	Mon
PARADE EA		425-844-4960	PARADE	Tues, Weds, Th
CLIP				
Tina Malm	110	425-844-4979	CLIP	Mon-Fri
Tabitha Bowers, CLIP EA		425-844-4979	CLIP	Mon-Th
CHOICE				
Shari Milliken	114	425-844-4981	CHOICE	Mon-Fri
Michael Seymour	114	425-844-4980	CHOICE	Mon-Fri
CHOICE EA			CHOICE	Mon-Fri
Specialists				
Jessica Bierhaus-Psychologist	104	425-844-4717/4960	RLC	Weds
Gail White-Special Education		425-844-4879/4960	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, or school athletic events.

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 - 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.	Cheryl Layman layman@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	Regan Doyle doyler@riverview.wednet.edu	425.844.4511
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 Riverview School District complies with all federal and state statutes and regulations and does not discriminate in any programs or activities on the basis of sex, race, creed, religion, color, national origin, age, veteran or military status, sexual orientation, gender expression or identity, disability, or the use of a trained dog guide or service animal, and provides equal access to the Boy Scouts and other designated youth groups. This holds true for all district employment and student opportunities. Inquiries regarding compliance and/or grievance procedures may be directed to the school district's Title IX/RCW 28A.640 Officer (Ms Janet L. Gavigan, 425-844-4500) and Section 504/ADA Coordinator (Dr. Ken Heikkila, 425-844-4500).

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.

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 Second Third		X	X	X
			X	X	X
			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 have to make up one hour of time with the teacher. 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