

REHS

Student Handbook



Our Mission

River's Edge High School is committed to personalizing learning while cultivating productive, responsible citizens who are prepared for success in their post-high school pursuits.

Portrait of a Graduate

River's Edge meets every student where they are at socially, emotionally, and academically. REHS staff members are committed to developing the whole student. REHS students will graduate with a diploma, along with the following characteristics of our Portrait of a Graduate.

A River's Edge Student is Goal-Driven, Resourceful, Assured, and Diligent in all that they do, whether it be for the community, our school, or for themselves.

REHS Portrait of a Graduate

Acronym	G	R	A	D
Characteristic	Goal-Driven	Resourceful	Assured	Diligent
Student question	Can I set and meet goals for my own learning and growth?	How do I take advantage of all the opportunities before me?	Can I approach life with confidence?	Can I persevere in the face of obstacles?
Observable/ measurable behavior	Owner of learning	Creatively finds solutions to projects	Advocates for self	Reframes issues to focus on growth
	Values all learning	Connects with appropriate people or services	Advocates for others	Demonstrates determination
	Identifies areas of interest and pursues them	Finds tools or materials necessary for success	Demonstrates self-reliance appropriately	Supports others through their obstacles

Our Staff

Provides curriculum and assessments that align to district and state standards.

Offer a comprehensive, rigorous, innovative, and coordinated curriculum (academic rigor & relevance).

- High levels of achievement are accomplished through measurable academic standards aligned with the instructional goals.
- Project Based Learning Offerings.
- All teachers are reading and writing instructors. Teachers will incorporate appropriate reading and writing activities/assignments into their curriculum.
- Project Based Learning provides intellectual curiosity, creative thinking, and challenges students to reach their full potential.
- Develop an innovative curriculum.

Focus on increased student achievement with instructional methods that reflect current research and proven effective classroom practices.

- Engaging student interactions.

Model by appropriate example/behavior.

- Staff asks for clarification in a kind/supportive manner.
- Staff is respectful of each other.
- Staff relates to each other and their students in appropriate, positive and supportive ways utilizing Restorative Justice Practices.

REHS Staff List

Nicole Anderson	Principal
Terah Ochoa	Administrative Assistant
Mackenzie Wagar	School Social Worker
Chandra Markel	School Counselor (A-L)
Debby Hazen	School Counselor (M-Z)
Tascina Penor	School Psychologist
Julie Deen	Lead Secretary
Melissa Harrison	Secretary
Wendy Fisher	Security
Nedda	Nurse
Andrew Kirk	ELA teacher
Scott Goodgame	Math PBL
Jackie Ives	History PBL
Denise Rosenblum	ELA/History PBL
Jessica Kinney	Science PBL
Forrest McKinnis	PE/Health PBL/APEX
Jennifer Tuck	CTE/WBL
Darren Morgan	Special Education Inclusion PBL & Grad Alliance/GED SPED Support
Trevor Macduff	Career/College Community Coordinator
David Sisk	Para-Professional
Helen DeConinck	Para-Professional
Mike Morse	Building Foreman

Susan Corbin	Kitchen Manager (Breakfast)
Irene Padilla	Community in Schools
Rudell Crim	21st Century Grant Coordinator

The regular student schedule for instruction and other regular day programs is 8:00 am to 2:30 pm **Monday - Thursday**. 8:00 am to 12:00 on **Friday**.

The daily bell schedule is as proposed:

Period	Monday	Tuesday	Wednesday	Thursday	Friday
*Time of Excellence	8:00-8:20	8:00-8:20	8:00-8:20	8:00-8:20	8:00-8:30
*(cohorts assigned to teachers 1 to 3+ students 2x a month)					
1	8:20-9:05	8:20-9:05	8:20-9:05	8:20-9:05	8:30-8:57
2	9:08-9:53	9:08-9:53	9:08-9:53	9:08-9:53	9:00-9:25
3	10:00-10:45	10:00-10:45	10:00-10:45	10:00-10:45	9:30-9:57
4	10:48-11:33	10:48-11:33	10:48-11:33	10:48-11:33	10:00-10:25
Lunch	11:33-12:15	11:33-12:15	11:33-12:15	11:33-12:15	11:35-12:05
5	21st Century Enrichment & Tutoring activities *Benchmark Recovery Days	12:15-1:15	21st Century Enrichment & Tutoring activities *Benchmark Recovery Days	12:15-1:15	10:30-10:57
6		1:25-2:25		1:25-2:25	11:00-11:35
*(Benchmark Recovery Days are mandatory for students not meeting benchmarks on Friday)					

Standards Based Grading: As our students spend their Fridays reflecting on project benchmarks with teacher guidance. All students use rubrics presented based on the standards expected to learn in each project. The following grades are determined from a 4 point scale model:

River's Edge High School Standards Based Grading Rubric

EXCEEDING 4 points	MEETING 3 points	APPROACHING 2 points	BEGINNING 1 point
Students at this level demonstrate superior mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skills specified by the grade/ course level content standards and are significantly prepared for the next level of study.	Students at this level demonstrate mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skills specified by the grade/ course level content standards and are well prepared for the next level of study.	Students at this level demonstrate partial mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skills specified by the grade/ course level content standards and are minimally prepared for the next level of study.	Students at this level are beginning to develop mastery in academic performance, thinking abilities, and application of understandings that reflect the knowledge and skills specified by the grade/ course level content standards but are not yet prepared for the next level of study.

GENERAL POLICIES AND PROCEDURES

ATTENDANCE POLICY

(See Policy 3120)

Regular school attendance is a student and parent responsibility and necessary for mastery of the educational program provided to students of the district. It is recognized that classroom interaction between teacher and student enriches and clarifies knowledge of subject matter beyond the mere accumulation of factual data.

ABSENCE CATEGORIES

1. Tardy – arriving at class after the final bell indicating the start of class.
2. Absence – has failed to attend school.

- a. Half-Day Absence – has failed to attend 1.5 hours or more in the morning or afternoon.
 - b. Full-Day Absence – has failed to attend the majority of hours or periods in an average school day.
3. Unexcused Absence – has failed to attend the majority of hours or periods in an average school day or has failed to comply with a more restrictive school district policy and has failed to meet the school district’s policy for excused absences.
4. Excused Absence – Meeting one of the following criteria:
- a. Illness or health condition verified by parent or guardian. In case of extended illness, the building administration may require a statement from a doctor.
 - b. Approved pre-arranged activities. An activity scheduled by student and parent, including religious observances, should be pre-arranged and approved by the school building administration at least one week in advance of the activity.
 - c. School approved activities. An activity scheduled by the school that causes absence from the classroom.
 - d. Emergency situations. Situation could not be pre-arranged and or prevented by the student. Requires building administration approval to be excused.
 - 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 shall 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 shall be a substantial lowering of the course grade.
 - f. 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 generally accomplished through the development

of a 504 student accommodation plan. The student and his/her parents or guardian may apply to the principal or counselor for such consideration.

If the absence is excused, the student is responsible for making up work missed or doing other work that may be accepted in lieu of work missed.

Verification of Excused Absence

An excused absence shall be verified by the parent, adult, emancipated or appropriately aged student; or school authority responsible for the absence within three days of the absence. If a student is ill, a parent/guardian may phone the attendance office (967-6450) direct line and voicemail 24 hours a day to have him/her excused, or the student may bring a note to school the next day signed by a parent.

Conditions - Grades, Credits and Graduation

Students' grades in courses may be affected by absence or tardiness if daily attendance and participation are essential to complete the course and are detailed for students in the course syllabus. Students shall receive written notification that the student's actual attendance is essential to the goals and learning objectives of that particular class.

Unexcused Absence

As a means of instilling values of responsibility and personal accountability, a student whose absence is not excused shall experience the consequences of his/her absence. Teachers may elect not to allow students to make up work missed when students' absences are unexcused. Additionally students' grades may be affected if a graded activity or assignment occurs during the period of time when students are absent.

1. The school shall notify a student's parent or guardian in writing or by telephone whenever the student has failed to attend school after one unexcused absence within any 30-day period during the current school year.
2. A conference with the parent or guardian shall be held after two unexcused absences within a 30-day period during the current school year. A conference shall be scheduled to determine what corrective measures should be taken to ameliorate the cause for the student's absences from school.
3. No later than the fifth unexcused absence within any 30-day period during the current school year or upon the tenth unexcused absence during the current school year, the school must establish an agreement with the parents and student regarding attendance requirements. A student's failure to comply with the attendance agreement may result in suspension, referral to the community truancy board, or a petition to the juvenile court.
4. The district may establish a truancy board or participate in an area truancy board for the purpose of referring students prior to court intervention.
5. 5. If all previous actions are not successful, the district must file a petition with the juvenile court alleging a violation of RCW 28A.225.010 by the parent, student or parent and student no later than the seventh unexcused absence within any 30-day period during the current year or upon the tenth unexcused absence during the current school year.

TRUANCY

Students will be considered truant for a class for the following reasons:

- the parent is unaware of the absence and/or will not excuse it,
- a student arrives to a class more than 10 minutes late,
- a student leaves class early without permission or does not return promptly when given permission,
- a student, who does not attend class, but is observed on campus during the school day.

Truant students will face disciplinary action.

Note: According to individual teacher policy, truant students may not be allowed to do make up work.

PERMISSION TO LEAVE SCHOOL

- ***River's Edge High School is a closed campus except at lunchtime.***
- If students become ill during the school day, they must check in to the attendance office.
- It is our responsibility to contact the parent/guardian to come and pick the student up or release the student to go home.
- If parents are unable to be reached, the student will remain at school.
- ***Students leaving classes and/or campus without checking in to the office will be considered truant.***

Unexcused Absence Procedure (Including Truancies)

1. On the first unexcused absence, parents will be contacted by the school and the student may be assigned to on-campus suspension and/or Saturday School or other corrective action.
2. After the second unexcused absence in one month, the student may be assigned to on-campus suspension and/or Saturday School or other corrective action until a student/parent/counselor/administrator conference can be held. In an effort to eliminate or reduce student absences, the District will take corrective action which shall include, where appropriate, adjusting the student's program of studies, school, course assignment, providing more individualized or remedial instruction, preparing the student for employment with specific vocational courses or work experience, or both, and assisting the parent or student to identify and explore supplementary services that might eliminate the cause(s) for the absences from school.
3. The third unexcused absence may result in a short-term suspension (up to 10 days) in accordance with District procedural guidelines which relate to disciplinary action and supervision (see Policy 3200).
4. If the above action fails to correct the attendance problem, the student shall be declared a habitual absentee. The principal shall interview the student and his/her family and prescribe corrective action which may include suspension for the current semester and

expulsion. No later than the seventh unexcused absence within any month during the current school year or upon the tenth unexcused absence during the current school year, the district shall file a petition 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 during the current school year (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; but a petition may be filed earlier)
- b. 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 district to reduce the student's absences from school.

Additionally, the petition shall include the student's name, age, school and residence; and the names and residences of the student's parents. The petition must include facts that support the allegations made in the petition, must generally request relief available under the statute, and must describe what the court might order.

- d. Court intervention and supervision are necessary to assist the district to reduce the student's absences from school.
- e. A student who has been expelled for attendance violations may petition the superintendent for reinstatement. Such a petition may be granted upon presentation of a firm and unequivocal commitment to maintain regular attendance.
- f. Any student who presents false evidence, with or without the consent of his/her parent, in order to wrongfully qualify for an excused absence shall be subject to the same corrective action that would have occurred had the false excuse not been used.
- g. The student shall assume the responsibility to make arrangements with each teacher to make up missed assignments for all absences.

5. Remediation Conferences:

- a. When a student accumulates six (6) absences (excused and/or unexcused) in one or more classes, the parent/guardian will be contacted and the attendance record will be reviewed.
 - b. When a student accumulates twelve (12) absences (excused and/or unexcused) a letter will be sent to the parent/guardians and the student requesting a conference. The conference will include the student, the parent, a counselor and an administrator.
 - c. Prior to the conference, the student will write a plan to ensure regular attendance in the course. The plan must be signed by the teacher of each course in question. At the conference, the plan will be reviewed by everyone present and a course of action will be determined.
- 6. Conformance to regulations: All sanctions imposed for failure to comply with the attendance policies and procedures shall be implemented in conformance with state and district regulations.
 - 7. Excessive absences: Seniors. Absences occurring during a student's senior year will be monitored by the principal or his designee on a continuing basis with communication to student/parents/ guardians commencing when lack of attendance could be a factor in the successful completion of graduation requirements.

TARDY POLICY

If a student is late to class, he or she is tardy. If a student is more than 10 minutes late, he or she will be marked absent. ***Planning ahead to avoid tardiness is expected.***

When a student accumulates an unexcused tardy to classes five or more times the student shall experience the consequences of his/her absence. He/she may be assigned disciplinary action including; campus restriction, detention, or suspension from school. A continued problem with tardiness could result in a parent/guardian conference, change in program assignment, or withdrawal from River's Edge.

EMERGENCY CLOSING ("SNOW DAYS")

In cases of severe weather or other emergencies, a school closure announcement will be made over local radio stations, television, and www.rsd.edu, starting at 6:05 a.m. If an announcement is heard saying Richland School District has no school, River's Edge will not be open for classes. ***Closure of Tri-Tech classes follows Kennewick School District guidelines.***

REPORT CARDS

Report cards are issued at the end of every quarter and semester. They are mailed to the parent(s)/guardian or to the student if he or she is legally emancipated. It is necessary for the office to have a current address at all times.

PowerSchool

PowerSchool accounts are available to parents and students. Access to Power School will enable parents and students to have access to student grades and attendance. Contact the school office for assistance in obtaining an account.

Canvas

All students and parents are expected to utilize Canvas. Canvas is where all students can access assignments, rubrics, and communication from their teachers. Parents can be an observer, which allows them to have access to their students' progress.

RE-ENROLLMENT FOLLOWING WITHDRAWAL

A student who is withdrawn from River's Edge High School must reapply to be considered for return placement.

PARKING

Students may park at the side of River's Edge High School or in the larger parking lot to the south of Southside Protestant Church. Parking next to Southside church is for church clients.

STUDENT TELEPHONE

The telephone for student use is located in the office. Students needing to make emergency calls during class time must have written permission from their teacher. If an urgent message is expected or necessary, the secretary is glad to help.

LOST AND FOUND

1. If something is found in a classroom, it should be given to the teacher. If something is lost in a classroom, the teacher should be notified.
2. If something is found outside of a classroom, it needs to be given to the office.

BREAKFAST AND LUNCH

- Breakfast is served from 8:00 - 8:20 a.m. Lunch is served from 11:30 a.m. to 12:15 p.m. Monday through Friday.
- Menu items are posted on the white board in the multi-purpose room.
- All River's Edge High School students will receive a free breakfast and lunch during the 2022-2023 school year.

Students' Rights and Responsibilities

(Richland School District Policy 3200)

The mission of the Richland School District is to provide learning experiences which will assist all students to develop skills, competencies, and attitudes that are fundamental to an individual's achievement as a responsible, contributing citizen. In order to maintain and advance this mission, it shall be the responsibility and duty of each student pursue his/her course of studies, comply with the school district student conduct rules, and submit to reasonable corrective action, discipline, or punishment imposed by the school district and its agents for violation(s) of the school district misconduct rules (WAC 392-400-210).

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

Any student who willfully performs or fails to perform any act which materially interferes with, or is detrimental to, the orderly operation of a school, school-sponsored activity, or any other aspect of the educational process within the school district, shall be subject to discipline, short or long term suspension, or expulsion by authorized school district authorities.

Use of Search Canines:

The Richland School District and River's Edge High School are committed to providing students and employees with schools and workplaces that are free from drugs or weapons. To that end, the School Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol and non-authorized medication on district property or at any district-sponsored event.

To make sure our students and employees are safe, the District has authorized property searches to be conducted using certified search canines including but not limited to district property, facilities, parking lots, equipment and buildings. This includes all locker areas, classrooms, and bags that are brought onto school grounds.

The discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policies.

Internet Safety

Network Use Agreement

Any student using the Internet from a district-owned or personal device not limited to computer, laptop, smartphone, tablet, etc. in a district facility must abide by the Acceptable Use Policy (AUP) and the Network Code Conduct (NCC) as detailed in Policy 2314. Richland School District (RSD) utilizes an OPT-OUT policy (you are granted access by default) regarding Internet access.

Filtering Internet Content

As required by the Children's Internet Protection Act (CIPA), RSD utilizes filtering software in an effort to prevent students from accessing content that is (1) obscene, (2) depicts pornography, and/or (3) is deemed harmful or inappropriate for minors. RSD will also monitor online activities through direct observation and/or other technological means to ensure

students are not accessing content deemed inappropriate for minors or using internet access for malicious intent.

Internet sites blocked by the filter may be made available, as needed, for the purposes of bona fide research or other educational projects being conducted by students as part of classroom curriculums, but only at the request and approval of a teacher or administrator.

Supervision

RSD staff will make a reasonable effort to supervise student internet access and use. If content is accessed that violates standards of the AUP and/or NCC then district staff may instruct the student(s) to cease using that material and/or contact an administrator for help in implementing the appropriate sanctions.

If inappropriate content is accessed whether accidentally or intentionally, staff members or administrators will contact the Information Technology Department for further review and to have the website added to the RSD filter “Blocked List”.

Instruction

All RSD students will be educated via online resources, district curriculums, and/or direct in-school instruction about appropriate online behavior including but not limited to:

- Responsible personal conduct within online social media communities (Facebook, twitter, chat rooms, etc.) is no different than responsible personal conduct face-to-face.
- Cyber bullying awareness and response.
- Associated students are personally identifiable (name, address, birthdate, SSN, credit card numbers, etc.), private, and/or confidential information about themselves or others should never be disclosed on the internet, by minors, without the permission of a parent/guardian. Students should also never arrange a face-to-face meeting with someone you “meet” on the internet without parent/guardian permission.
- There may be long-lasting implications to publishing, whether via pictures and/or words, personal information online resulting in negative consequences.

The Richland School District provides the opportunity for each student to utilize computer technologies and to have Internet access as resources to help reach curriculum goals. This utilization and access is conditional, however, and requires responsibility on the part of the user. Students are not permitted to use or trespass into the files, folders, log-ins, and/or

passwords of others. Material that is offensive, inappropriate, harassing, insulting to or attacking others, or sexually explicit is not to be sent, received, accessed, or displayed. Laws, policies, and regulations regarding copyright and plagiarism are to be followed at all times. School computer resources are not to be used for personal gain, commercial, and/or fraudulent purposes. Students are not to seek or provide unauthorized or illegal access to school computer resources, nor damage, modify, or destroy computer hardware and/or software. Violations of computer usage policies and procedures will result in school disciplinary, civil, and/or criminal consequences.

Specific Richland School District Policies and Guidelines related to student discipline:

- During the first week of school all staff and students will have developed norms and understand the restorative practices we use at REHS.
- Teachers are authorized to exclude any student from class for the remainder of a class session; based on the expectation of their classroom/the school rules
- Prior to a student returning to class a restorative meeting with teacher/administrator or designee/student will discuss appropriate disciplinary/reentry actions to be taken.
- If an employee is supervising a group of students they have the right to discipline students for disruptive or disorderly conduct.

Alcohol, Tobacco, and Other Drug Use/Abuse

(Richland School District Policy 3418)

It is against school district policy to be in possession or under the influence of drugs, alcohol, or tobacco. A student shall not knowingly possess, attempt to possess or use, manufacture, be under the influence of, except where authorized by medical prescription, or shall not offer for sale, barter, transfer to other persons in the school, on school premises or at school-sponsored events/activities or in district vehicles:

1. Any controlled substance as defined by Washington state statute (RCW 69.50, Uniform Controlled Substance Act.)

2. Any drug which applicable federal or state law states must be obtained by prescription only (RCW 69.41, Legend Drugs)
3. Any drug not properly labeled for use by the person in possession of the drug.
4. Any “look alike” drug or substance believed or represented as being a drug or controlled substance.
5. Drug paraphernalia.
6. Inhalants.
7. Anabolic steroids.
8. Alcohol or other intoxicant of any kind.

In an effort to restrict tobacco usage and in compliance RCW 28A.210.310, the Richland School District shall notify both students and school personnel of the prohibition of tobacco use. Sanctions for both students and school personnel who violate the policy shall be enforced.

Violation of this policy constitutes cause for discipline of a student. The District reserves the right to refer to law enforcement authorities any act or conduct relating to this policy which may constitute a crime under any federal, state, county, or school law.

Special Note:

The Richland School District is committed to providing students and employees with schools and workplaces that are free from drugs or weapons. To that end, the School Board prohibits the presence of drugs, controlled substances, weapons of any type, explosive devices, alcohol and non-authorized medication on district property or at any district-sponsored event.

To make sure our students and employees are safe, the District has authorized property searches to be conducted using certified search canines including but not limited to district property, facilities, parking lots, equipment and buildings. This includes all locker areas, classrooms, and bags that are brought onto school grounds.

The discovery of a prohibited substance or item may result in referral to law enforcement and/or disciplinary action in keeping with district policies.

Firearms and Dangerous Weapons on School Premises *(Richland School District Policy 10020)*

No person shall have a firearm or other weapon on school premises, at a school sponsored event, on school-provided transportation, at any official school bus stop, or in other areas of other facilities being used exclusively for school activities

A “firearm” shall mean any weapon or device from which a projectile may be fired by an explosive such as gunpowder, compressed air or other propellant. (RCW 9.41.020)

A “weapon shall mean (i) any weapon capable of producing bodily harm, or (ii) any item or substance that when carried, exhibited, displayed, used, or communicated in a manner or under circumstances, that warrants alarm for safety of another person. (RCW 9.41.250 and 271). This definition includes items that are inherently weapons (e.g. knives, throwing stars, “nun-chu-ka sticks”) as well as any other items or substances (e.g. baseball bats, pencils, chairs, protractors, or chemicals) that are not designed to be weapons but may be used or threatened to be used as such.

Prohibition of Harassment, Intimidation, Bullying, and Cyber-Bullying

(Richland School District Policy 3207)

The District is committed to a safe and civil educational environment for all students, employees, volunteers and patrons free from harassment, intimidation, bullying, or cyber-bullying.

1. The terms “harassment, intimidation, and bullying” shall mean any written or other visual communication, verbal communication or physical act, gesture or omission, engaged in with the intent to, creating a substantial and unjustifiable risk of, creating the threat of, or with the natural end result of:
 - a) Physically, emotionally or mentally harming a student, staff member, volunteer, patron or a member of such person’s immediate family, or damaging the student, staff member, volunteer, or patron’s property or that of the immediate family such persons; or
 - b) Substantially interfering with a student’s educational experience; or

- c) Being so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
 - d) Having the effect of substantially disrupting the orderly operation of the school; or
 - e) Casting a student, staff member, volunteer, patron or member of such person's immediate family in such light as to subject them to torment, ridicule or shame, regardless of the veracity of the facts upon which the actor has acted; or
 - f) Constituting a crime pursuant to Federal, State or local laws, statutes or ordinance; or
 - g) Subjecting any student, staff member, volunteer, or patron to unwanted or illegal pornographic material; or
 - h) Portraying any student, staff member, volunteer, or patron in a state of nudity, engaging in sexual acts, or in such a state of near nudity as to subject such person to shame and embarrassment;
2. The term "cyber-bullying" shall mean any harassment, intimidation or bullying, as defined above, when such is accomplished utilizing electronic communication media. Such media includes, but shall not be limited to, email messages, text messages, instant messages, social networking sites, internet based video sites, and posting of blogs;
 3. Attempts - the taking of substantial steps toward engaging in harassment, intimidation, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in completing the harassment, intimidation, bullying or cyber-bullying activity;
 4. Solicitation - the solicitation of another person to engage in harassment, intimidation, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the same way as if the actor had been successful in him or herself completing the harassment, intimidation, bullying or cyber-bullying activity;
 5. Conspiracy - conspiring with two or more others to engage in harassment, intimidation, bullying and cyber-bullying activity shall be regarded for purposes of this policy in the

same way as if the actor had been successful in him or herself completing the harassment, intimidation, bullying or cyber-bullying activity.

Harassment, intimidation, bullying and cyber-bullying, are prohibited. False reports or retaliation for harassment, intimidation, bullying, or cyber-bullying also constitute violations of this policy.

If such activity is engaged in on campus, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actors shall be subject to discipline pursuant to District disciplinary policy including, if appropriate, a mandatory arrest if a firearm is involved.

Harassment, intimidation, bullying and cyber-bullying, are prohibited. False reports or retaliation for harassment, intimidation, bullying, or cyber-bullying also constitute violations of this policy.

If such activity is engaged in on campus, during school sponsored activities including sports activities, is engaged in on any district provided transportation or at any official school bus stop, is engaged in utilizing school provided or owned/leased electronic computer equipment, or is received with the assistance of school provided or owned/leased electronic computer equipment, then the actors shall be subject to discipline pursuant to District disciplinary policy including, if appropriate, a mandatory arrest if a firearm is involved.

NONDISCRIMINATION AND SEXUAL HARASSMENT

DISCRIMINATION

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

Civil Rights Coordinator: Galt Pettett, Galt.Pettett@rsd.edu or 509-967-6009

Title IX Officer: Todd Baddley, Todd.Baddley@rsd.edu or 509-967-6002

Section 504 Coordinator: Brian Moore, Brian.Moore@rsd.edu or 509-967-6003

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

<https://app.eduportal.com/documents/view/717196> and

<https://app.eduportal.com/documents/view/717203>.

SEXUAL HARASSMENT

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

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

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

Examples of Sexual Harassment:

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <https://app.eduportal.com/documents/view/713236> and <https://app.eduportal.com/documents/view/713239>.

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint.

Before filing a complaint, you can discuss your concerns with your child's principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to resolve your concerns.

Complaint to the School District

Step 1. Write Your Complaint

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

Step 2: School District Investigates Your Complaint

Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

Step 3: School District Responds to Your Complaint

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

Appeal to the School District

If you disagree with the school district’s decision, you may appeal to the school district’s board of directors. You must file a notice of appeal in writing to the secretary of the school board within 10 calendar days after you received the school district’s response to your complaint. The school board will schedule a hearing within 20 calendar days after they received your appeal, unless you agree on a different timeline. The school board will send you a written decision within 30 calendar days after the district received your notice of appeal. The school board’s decision will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI

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

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

Email: Equity@k12.wa.us | *Fax:* 360-664-2967

Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

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

Other Discrimination Complaint Options:

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

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

Washington State Human Rights Commission

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

Enrollment & Placement of Students

(Richland School district Policy 3111)

As per Richland School District Policy 3111, when enrolling a student who has attended school in another school district, the parent and student will be required to briefly indicate in writing whether or not the student has any history of placement in a special education program; and past, current or pending disciplinary actions, any history of violent behavior or convictions, adjudications or diversion agreements related to a violent offense, drug offense, alcohol violation, assault, kidnapping, harassment, stalking or arson; any unpaid fines or fees from other schools; and any health conditions affecting the student's education needs. If the district receives information that a student has a history of disciplinary actions, criminal or violent behavior, or other behavior that indicates the student could be a threat to the safety of staff and/or students, the student's teachers and building security personnel shall be informed.

The Richland School District reserves the right to and may assign students to attend schools or programs other than at their usual attendance area ("home") school for certain specific reasons. These reasons include, but are not limited to the following:

- (a) To meet the academic needs of the student,
- (b) To provide appropriate programming for special needs students,
- (c) To avoid or lessen program disruption,
- (d) To protect the health and safety of either the assigned student, other students, or staff,
- (e) To establish a plan for re-entry as a result of a suspension or expulsion, and/or

- (f) To otherwise meet the District or student needs.

Richland School District Dress Code Guidelines

It is the goal of the Richland School District to establish and maintain a quality-learning environment for all students and staff. To that end, we expect all students to dress in a manner that provides for adequate safety while on any school campus. Further, we hope to instill the understanding of, and adherence to, appropriate dress for a work environment as we prepare students for their future career. It is also the responsibility of the school administrators to take reasonable steps to ensure a learning environment free from sexual harassment.

Students wearing clothing that is disruptive to the learning environment or hampers the safety of themselves or others as determined by the school will be asked to change clothing and may be subject to school discipline should they refuse to do so. These guidelines are not intended to be all-inclusive. The Principal has the authority to determine if clothing is disruptive to learning or impacts student safety.

In order to maintain adherence to this dress code policy, students may not wear the following:

- Clothing that disrupts the educational process.
- Shorts and skirts shorter than mid-thigh in length.
- Clothing that reveals the back or midriff, or through which skin and/or undergarment is visible, or when arms are raised becomes visible. These include but are not limited to:
 - Boxers, Sheer tops, Mesh tops, Overly large openings at the neck or arms, Off the shoulder tops, Spaghetti straps, Halter tops, Tube tops, Swim tops, Clothing that exposes the midriff,
 - Clothing or accessories with offensive pictures, symbols or sayings - these include but are not limited to: Demeaning statements, Violent statements, Sexual statements, Racial statements
 - Clothing that advertises or promotes tobacco, alcohol or other drugs.
 - Jewelry or accessories that could be used to cause harm or injury.
 - Any gang affiliated clothing.

*The wearing of head coverings shall be determined by each building.

*A good general policy regarding the dress code is: If there is ANY QUESTION about an item being inappropriate, DO NOT WEAR IT.

RIVER’S EDGE ADDENDUM

In keeping with our emphasis on school to work transition, our additional guideline is IF YOU WOULD NOT WEAR IT TO AN “AVERAGE WORKPLACE OR PLACE OF EMPLOYMENT” don’t wear it to River’s Edge.

Graduation

Graduation is the “ticket” – the diploma – that opens doors for future accomplishments and life. Students want the diploma; the challenge is keeping personal balance, focus, and priorities so the diploma can be earned. Some suggestions for earning a graduation diploma while at River’s Edge High School are:

Make Choices. There are 24 hours in a day and seven days in a week. One can only do so much. Nobody can do it all.

Set priorities. Students should ask themselves the following questions.

- What do I need to stay physically well?
- What is happening that keeps me from having school (my first job) a priority?
- How do I schedule my time for studying and completing work to earn my credits for graduation?
- How do I keep a balance for physical wellness, school, time with friends, time with family, and a second job?

Work hard. Some tips for students to motivate themselves to study are:

- Set aside the *same study time* every day.
- Study at *alert times*.
- Study at the *same place*, such as a desk or table, every day. Find a spot where work can be completed *without interruption*.

- **Catch up quickly.** Ask for help when falling behind! There is no such thing as a stupid question.
- **Use Canvas.** Review your rubrics regularly, your class assignments and communication
- **Study with a group.** If help is needed in a class, get together with others for discussion and mutual support.
- **Don't procrastinate.** Start homework promptly and *work steadily!*

CREDITS AND GRADUATION

- Current credits must be counted.
- Successfully completing a one-semester/ or quarter project class earns .25 - .5 credits
- Earning a graduation diploma requires 24 credits in specific areas of study that are
 - set by the Richland School District Board of Directors.

CHECKLIST FOR JUNIORS AND SENIORS

1. Students should review credits at the end of the semester with our counselor.
2. Students should review financial aid resources at the end of the junior year or the beginning of the senior year.
3. Students have completed at least one internship.

Communicate often. Students should talk frequently with River's Edge High School teachers, counselor, and principal. The staff is dedicated to helping students build success.

- **Only students earn their own credits.**
- **Each student is responsible for his or her actions.**
 - All actions have consequences – either harmful or helpful.
 - Students should choose actions that have consequences leading to success.

**LASTLY, If no one has told you today
you are loved, the REHS Staff loves you!**