

# **PARENT NOTIFICATIONS**

## **Anti-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 and Section 504/ADA Coordinator (425-844-4500), located at 15510 - 1st Avenue N.E., Duvall, WA 98019.

## **Affirmative Action**

The District, as a recipient of public funds, is committed to undertake affirmative action which makes effective equal employment opportunities for staff and applicants for employment, and will ensure that no personnel procedures discriminate against any individuals. *Policy 5005*

## **Bullying, Harassment, Intimidation**

Harassment, intimidation or bullying means any intentionally written message or image - including those that are electronically transmitted - verbal, or physical act that:

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

Conduct that is "substantially interfering with a student's education" will be determined by considering a targeted student's grades, attendance, demeanor, interaction with peers, participation in activities, and other indicators. There is no requirement that the targeted student actually possess the characteristic that is the basis for the harassment, intimidation or bullying.

The district will consider the frequency of incidents, developmental age of the student, and severity of the conduct in determining intervention strategies. Interventions will range from counseling, correcting behavior and discipline, to law enforcement referrals.

Retaliation is prohibited and will result in appropriate discipline. It is a violation of policy to threaten or harm someone for reporting harassment, intimidation, or bullying. It is also a violation of district policy to knowingly report false allegations of harassment, intimidation, and bullying and persons will be subject to appropriate discipline.

Incident Reporting Forms may be used by students to report incidents of harassment, intimidation or bullying. *Policy 3120* Procedures P3120-1, and Reporting Form P3120-F1.

## **Civility - Respectful Communication and Behavior**

The Riverview School District encourages administrators, staff, students, volunteers, parents, and other community members to participate in maintaining a safe, nurturing work and learning environment; to provide models of respectful problem-solving; and to reduce the potential for serious or widespread disruptions within the school district. 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. "Uncivil" conduct shall be defined as any behaviors that do not rise to the level of harassment and bullying but are still prohibited by other district policies or building, classroom, or program rules. *Policy 4005* and *E-mail Etiquette Tips for Parents and Staff - Riverview Netiquette*

## **Complaints Concerning Staff or Programs**

Most complaints can best be resolved by informal discussions between the citizen and the appropriate staff members. The citizen with the concern should discuss the matter and attempt to find a mutually satisfactory solution with the staff member. The next step would be to bring any concerns to the building or department administrator. If the problem is not satisfactorily resolved at the building/department level, the citizen may file with the Assistant Superintendent a formal written complaint. *Procedures P4035-1*

## **Dangerous Weapons**

It is a violation of Washington State law for any person to carry onto school premises, school-provided transportation, or facilities while being used by the school district any firearm or dangerous weapon. A student violation constitutes grounds for expulsion from the Riverview School District and the public schools of the state of Washington, in accordance with the due process provisions of Washington State Law. School officials shall promptly notify law enforcement and the student's parent or guardian regarding any allegation or indication of such violation. *Policy 4015 and Procedures P3100-7*

## **Drug-Free Schools**

Any student who, while on school property or in reasonable proximity thereto or at a school-sponsored activity or event, (a) illegally uses, possesses, sells, or is under the influence of drugs, alcohol, controlled or mood altering substances; (b) illegally uses, possesses, sells, delivers, or is under the influence of medication which is not prescribed for his/her use by a licensed doctor; or (c) illegally uses, possesses, sells, or gives to another drug paraphernalia, will be disciplined. (Such discipline may include participation in intervention activities, referral to a law enforcement agency, and/or suspension or expulsion from school). *Procedures P3100-9*

## **Drug-Free Workplace**

The Riverview School District Board of Directors has an obligation to staff, students and citizens to take reasonable steps to assure safety in the workplace and to provide safety and high quality performance for the students that the staff services. Workplace includes any school building or any school premise, any school-owned vehicle or any other school-approved vehicle used to transport students to and from school

or school activities, off-school property during any school-sponsored or school-approved activity, event or function such as a field trip or athletic event, where students are under the jurisdiction of the school districts. As such, the unlawful possession, use, or distribution of illicit drugs, alcohol, or tobacco on school premises or as a part of any school activity is strictly prohibited. Additionally, State Regulation (WAC 296-24-073(6)) requires that employees be prohibited from any district work site or any school activity while under the influence of illegal narcotics. An employee must notify the Superintendent within five (5) days of any criminal conviction for violation of a drug statute, if the violation occurred on school district property or at a school activity. Compliance with these standards of conduct is mandatory. Any employee found in violation of these standards shall be subject to discipline up to and including discharge and referral for prosecution. *Policy 5020*

### **Family Educational Rights and Privacy Act (FERPA)**

The Family and Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

1. The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents, guardians or eligible students should submit to the school principal a written request that identifies the records they wish to inspect. The principal will make arrangements for access and notify the parents, guardian or eligible student of the time and place the records may be inspected.
2. The right to request an amendment of student's education records that the parent, guardian or eligible student believes is inaccurate or misleading. Parents, guardians or eligible students may ask the District to amend a record that they believe is inaccurate or misleading. They should write the school principal or program director, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the District decides not to amend the record as requested, the District will notify the parent, guardian or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent, guardian or eligible student when notified of the right to a hearing.
3. Parents of eligible students have a right to inspect or review information including when the student is a dependent under IRS tax code, when the student has violated a law or the school rules regarding alcohol or substance abuse (and the student is under 12), and when the information is needed to protect the health or safety of the student or other individuals.
4. The right to consent to disclosures of personally identifiable information contained in the student's educational records, except to the extent that FERPA authorizes disclosure without consent. Exceptions which permit disclosure without consent are: disclosure deemed by the district as necessary to protect the health or safety of the student or other individuals and disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff

and law enforcement personnel); a person serving on the school board; a person or company with whom the District has contracted to perform a special task (such as an attorney, hearing officer, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. If district officials determine there is a specific threat to the health or safety of a student or any other individual, it may disclose otherwise confidential student information to appropriate parties, as allowed by FERPA.

Upon request, the District discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. FERPA requires a school district to make a reasonable attempt to notify the student of the records request.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW., Washington D.C. 20202-8520.

## **Health Notifications**

### **MENINGOCOCCAL MENINGITIS**

Schools in Washington are required to provide information on Meningococcal disease to parents/guardians of all students entering grades 6-12. Meningococcal disease is a serious, but rare bacterial infection affecting the brain (meningitis) and blood. This disease spreads from direct contact with infected persons by coughing, kissing, or sharing anything by mouth, such as water bottles. A vaccine is available that can protect your child against the most common types of bacteria that cause meningococcal disease. The vaccine is not required for school attendance. We encourage you to learn more about the disease and prevention and speak to your child's health care provider about immunizations.

Website information is available at: <http://www.doh.wa.gov/EHSPHL/factsheet/meningococcal.htm>

### **HUMAN PAPILLOMAVIRUS (HPV)**

Washington Law requires school districts to annually provide parents and guardians with information about Human Papillomavirus (HPV) and its vaccine, beginning with 6th grade girls and boys. The HPV vaccine protects against four types of HPV which cause 70% of all cervical cancers and 90% of genital warts. The Federal Advisory Committee on Immunization Practices recommends the HPV vaccine for all girls and boys age 11-12 years. The HPV vaccine is not required for school entry in Washington. We encourage you to learn more about HPV and speak to your child's health care provider about immunizations.

Website information is available at: <http://www.doh.wa.gov/cfh/immunize/diseases/hpv/default.htm>

## **Internet Safety**

The District provides a wide range of computer resources to its students and staff for the purpose of advancing the educational mission of the District. Electronic Resources Procedures (P2035-1) provide details regarding the appropriate and inappropriate use of District computer resources, applying to all staff and students. An Individual User Release Form must be signed and on file with the district; students under the age of 18 must have parent/guardian signature also. The District conforms to the Federal Children's Internet Protection Act (CIPA), which includes computer monitoring and the use of an Internet Filtering solution. *Policy 2035*

## **Notification of Threats**

Students and school employees who are subjects of threats of violence or harm shall be notified of the threats in a timely manner. Parents shall be included in notifications to students who are subjects of threats of violence or harm. Time and details of the notice will be as extensive as permitted by the federal Family Educational Rights and Privacy Act (FERPA), or other legal limitations, and the circumstances of the situation. *Policy 4045*

## **Release of Information Concerning Sexual and Kidnapping Offenders**

Law enforcement agencies receive relevant information about the release of sexual and kidnapping offenders into communities. Law enforcement agencies decide when such information needs to be released to the public. The school district has a public safety role to play in the dissemination of such information to staff, parents, students, and the community and will disseminate such information under the guidelines of the Law Enforcement agency. *Policy 4055*

## **School Visitors**

All visitors must register at the building office upon their arrival at school. Staff members are responsible for monitoring hallways and playgrounds and unfamiliar persons are to be directed to the office. A visitor's badge with the current date should be worn conspicuously. If the visitor wishes to observe a classroom, the time shall be arranged after the principal has conferred with the teacher. If a visitor is under the influence of alcohol or drugs or is committing a disruptive act, staff shall exercise the right to order the visitor off school premises. *Policy 4010*

## **Searches of Students and Personal Property**

School officials have authority to maintain order and discipline in the school and to protect students from exposure to illegal drugs, weapons, and contraband. The superintendent, the principal, and other staff designated by the superintendent shall have the authority to conduct reasonable searches on school property. A search is required when there are reasonable grounds to suspect a student has a firearm on school grounds, transportation or at school events. No student shall be subject to a strip search or body cavity search by school staff. *Procedures P3100-10*

## **Student Directory Information and Photographic Consent**

Federal law permits a school district to identify certain information as directory information that may be released publicly without the permission of the parent. The District identifies and limits such directory information about a student which may be in the possession of the school: name, address, telephone number, photograph, electronic mail address, date and place of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, diplomas and awards received and the most previous school attended. This student information is used as the basis for student directories, for information necessary to announce and describe student activities such as athletic events, plays and musicals, for information necessary to publish student awards and graduation lists, and for information to be placed in the public domain by the schools for other school purposes consistent with the school district's policies and regulations.

Riverview School District and all of its schools have many opportunities to recognize student's accomplishments and activities throughout the year using photos of students. This may take the form of print newsletters, videos, TV, email/E-News, website, newspaper articles, etc.

Parents who wish student directory information to be withheld or who DO NOT want their child's photography published need to notify their child's school office in writing in September.

## **Use of Tobacco and Nicotine Products and Delivery Devices**

The Riverview Board of Directors recognizes, in order to protect students from exposure to the addictive substance of nicotine, employees and officers of the school district, and all members of the community have an obligation as role models to refrain from tobacco products and delivery devices on school property at all times. Tobacco and delivery devices include, but are not limited to: cigarettes, cigars, snuff, smoking tobacco, smokeless tobacco, nicotine, electronic smoking/vapor devices, "vapor pens," non-prescribed inhalers, nicotine delivery devices, or chemicals not FDA-approved to help people quit using tobacco, devices that produce the same flavor or physical effect of nicotine substances, and any other tobacco innovation. Any use of such products by staff, students, visitors, and community members shall be prohibited on school district property. Possession or distribution by minors is prohibited. *Policy 4020*

## **Video Surveillance on School Grounds or Property**

The health, safety, and well-being of students/staff while on district property and attending district functions as well as the protection of district property are important functions of the school district. Accordingly, the Board authorizes the use of video surveillance practices. *Policy 6550*