

View Ridge Middle School

2022-2023



Student Handbook

View Ridge Middle School

Student Handbook

RSD PURPOSE:

Ridgefield School District aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.

VRMS MISSION:

Together, we will prepare all students for high school and beyond by ensuring high levels of character development and academic achievement.

3215 S Hillhurst Rd
Ridgefield, WA 98642

Main Office: 360-619-1400 Fax: 360-619-1459

www.ridgefieldsd.org/o/middle-school

This handbook belongs to:

Name _____

Grade _____

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RIDGEFIELD SCHOOL DISTRICT

unlimited possibilities

School Calendar 2022-2023

510 Pioneer Street Ridgefield, WA 98642
(360) 619-1300

August 2022

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

September 2022

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

October 2022

S	M	T	W	T	F	S
						1
2	3	4	L	6	7	8
9	10	11	L	13	14	15
16	17	18	L	E	E	22
23	24	25	L	27	28	29
30	31					

IMPORTANT DATES

August 23, 24, 25, 30Teacher In-Service
August 31..... First Day of Classes
September 5..... Labor Day Holiday
October 7 Make-Up Day
November 11 Veterans Day Holiday
November 22..... End of First Trimester
November 24-25 Thanksgiving Break
December 22 - January 2..... Winter Break
January 3 School Resumes
January 16 Martin Luther King, Jr. Holiday
January 26 End of Semester
January 27 Make-Up Day
February 20 Presidents' Day Holiday
March 2..... End of 2nd Trimester
March 3..... Teacher In-Service Day
April 3 - April 7..... Spring Break
May 29 Memorial Day Holiday
June 9 RHS Graduation Day
June 15 Final Day of Classes
June 16 Teacher In-Service

November 2022

S	M	T	W	T	F	S
		1	L	3	4	5
6	7	8	L	10	11	12
13	14	15	L	17	18	19
20	E	M	M	24	25	26
27	28	29	L			

December 2022

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

January 2023

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

February 2023

S	M	T	W	T	F	S
			L	2	3	4
5	6	7	L	9	10	11
12	13	14	L	16	17	18
19	20	21	L	23	24	25
26	27	28				

March 2023

S	M	T	W	T	F	S
			L	E	3	4
5	6	7	L	9	10	11
12	13	14	L	16	17	18
19	20	21	L	23	24	25
26	27	28	L	30	31	

April 2023

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

SCHOOL CLOSURE MAKE-UP DAYS

The first makeup day would be June 16. Any additional makeup days will be added the week of June 19.

May 2023

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

June 2023

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

July 2023

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

EARLY RELEASE TIMES

Union Ridge & South Ridge - 12:35
Sunset Ridge & View Ridge - 11:25
Ridgefield High School - 11:35

EARLY RELEASE DAYS

E October 20-21.....UR, SR, SRIS
E November 21.....UR, SR, SRIS
M November 22-23.....UR, SR, SRIS, VRMS
H January 26.....RHS
E March 2.....UR, SR, SRIS
E June 6.....UR, SR, SRIS

- School Holiday or Non-Attendance Day
- First and Last Days of School
- ◇ Teacher In-Service Day - No School
- ◆ Teacher In-Service Day (1/2 teacher workday) No School
- L One-Hour Late Start - All Schools

STAFF

Front Office

Ian Mansfield	Principal
Stephanie Goad	Assistant Principal
Lacey Kelly	Counselor
TBD	Counselor
Sharon Bisila	Head Secretary
Kirthie Bryant	Attendance Secretary
Susan Arndt	Athletics/ASB Secretary
Mary Wilken	Assistant Secretary
Nichole Anderson	Nurse
Paige McBee	Security
Brynan Shipley	Athletic Director
Linda Eide	Psychologist

Paraprofessionals

Susan Gates	STEM Support
Debbie Schwarz	Classroom Support
Rachael Miller	Classroom support
Tiffany Tamez	Library
Cassie Waletich	Classroom Support
Shannon Werbowski	Classroom Support
Laura Weber	Classroom Support
Gail Holter	Life Skills
Amy Estrada	Life Skills
Kelly Martin	Life Skills
Stephanie Natterstadt	Life Skills
Stephanie Rutan	Life Skills
Kristin Stockton	Structured Learning Classroom
TBD	Structured Learning Classroom
Katie Kim	Structured Learning Classroom
Colette Dhanens	Connection Center
Sheri Kaufman	Connection Center
David Fong	Lunch
TBD	Lunch
Vanessa Smith	Lunch
TBD	Lunch

Teachers

Donna Allen	English Language Arts
Bob Amble	English Language Arts
Stephanie Bloom	Band
Kim Braun	Physical Therapy
Aaron Broeckel	Social Studies
Heather Brown	English Language Arts

Teachers (continued)

Andrea Bochart.....	Physical Therapy Assistant
Kristina Call	Math
James Davies	Math/Science
Sheila Davis	STEM
JerryDeShazer	PE/Health/Leadership
Janet Downing.....	Structured Learning Classroom
Sean Dunn.....	Math
Janelle Fey.....	Social Studies
Kristine Fry.....	PE/Health
Scott Hagensen	Science/STEM
Paul Hamann.....	TOSA-Curriculum and Instruction
Michelle Hankins	Art
Tylor Hankins	STEM
Kiki Hodges	English Language Arts
David Jacobson	Social Studies
Katie James	Science
Francis Jequinto.....	Science
Melissa Johnson	Math
Darren Kotsovos.....	Math
Melissa Maslyn	Science
Kendall Mathew	Foreign Language
Jenae Meines.....	Life Skills
Erika Muir.....	TOSA-Transitional Bilingual Instruction
Justin Nelson	Social Studies
Nam Nguyen	Computer Science
Angelina Pauletto.....	Math
Katherine Stephens.....	Social Studies
Aubrey Stitt	English Language Arts
Simon Tena.....	Life Skills
Courtney Thompson	English Language Arts
Renee Sanders.....	Speech Language Pathology
Bobbe Whetsell	Choir
Mark Woods... ..	Occupational Therapy
Coral Yee.....	Librarian
Kristi Young	Science
Jennifer Zora.....	Spanish

Custodian

Mary Rojas	Head Custodian
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Hours and Schedules

School Hours

Doors Open-----7:40 a.m.
 Class Hours ----- 8:00 a.m. - 2:30 p.m.
 Office Hours ----- 7:00 a.m. - 3:30 p.m.
 Buses Depart-----2:38 p.m.

Students are to leave the school campus by 2:38 p.m. unless they are involved in a **school-sponsored** sport/activity, or are under adult supervision. Students wishing to watch home sporting events may **NOT** stay at school until they begin. They must go home and then come back.

School Closure

Information on late starts, early dismissals and school closures due to inclement weather conditions will be posted by 6:00 AM with news media. Please tune into news broadcasts on local radio and television stations for the latest information. Up to the minute information will also be posted online at www.flashalert.net.

Regular Bell Schedule

	1st Lunch	2nd Lunch	
Period			Period
1	8:00-8:53	8:00-8:53	1
WIN Time	8:57-9:30	8:57-9:30	WIN Time
2	9:34-10:24	9:34-10:24	2
3	10:28-11:18	10:28-11:18	3
Lunch	11:18-11:48	11:22-12:12	4
4	11:52-12:42	12:12-12:42	Lunch
5	12:46-1:36	12:46-1:36	5
6	1:40-2:30	1:40-2:30	6

Wednesday Schedule (Collaboration / Success Time)

	1st Lunch	2nd Lunch	
Period			Period
1	9:00-9:42	9:00-9:42	1
Success Time	9:46-10:15	9:46-10:15	Success Time
2	10:19-11:00	10:19-11:00	2
3	11:04-11:45	11:04-11:45	3
Lunch	11:45-12:15	11:49-12:30	4
4	12:19-1:00	12:30-1:00	Lunch
5	1:04-1:45	1:04-1:45	5
6	1:49-2:30	1:49-2:30	6

Fee Schedule

* Please note that all fees are subject to change.

Food Services:

Breakfast	\$ 1.80
Lunch	\$ 3.25
Lunch Reduced	\$.00

ASB Card	\$ 30.00
Athletic Fee (per sport)	\$ 50.00
Art Fee	\$ 20.00
PE Uniform	\$ 20.00
Band T-Shirt (for marching)	\$ 12.00 (may be adjusted)

*Art, PE, and athletic fees may be waived for students who qualify.

Note: all previous fees and fines must be paid prior to registering for sport or activity.

Visitors

Parents may visit school any time during office hours. If you would like to visit a classroom, we request that you contact the teacher and the front office at least 24 hours in advance. For security reasons, all visitors will be run through a background check in the main office prior to entering the general building. Please be sure to bring state-issued identification in order to facilitate the check.

****Students may not** bring friends or relatives to visit classes. Permission may be obtained from the office to bring a visitor after school hours.

ATTENDANCE

Attendance Policy

Ridgefield School District Board Regulations and state law requires that a student attend every class period every scheduled school day. If it is anticipated that the student will be absent from school for more than one day, please let the office know so plans can be made to keep your study program flowing smoothly.

Excused Absence

Per Ridgefield School District Policy 3122, these are valid excuses for absences:

1. Participation in a district or school approved activity or instructional program;
2. Illness, health condition or medical appointment (including, but not limited to, medical, counseling, dental or optometry);
3. Family emergency, including, but not limited to, a death or illness in the family;
4. Religious or cultural purpose including observance of a religious or cultural holiday or participation in religious or cultural instruction;
5. Court, judicial proceeding or serving on a jury;
6. Post-secondary, technical school or apprenticeship program visitation, or scholarship interview;
7. State-recognized search and rescue activities consistent with RCW 28A.225.055;
8. Absence directly related to the student's homeless status;
9. Absence resulting from a disciplinary/corrective action. (e.g., short-term or long term suspension, emergency expulsion); and
10. Principal (or designee) and parent, guardian, or emancipated youth mutually agreed upon approved activity.

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

Communicating and Excusing Absences

Ridgefield School District policy requires parents/guardians to notify the school, **WITHIN** three days of each absence. To excuse your student's absence, you may submit an absence request on Skyward on your computer or smartphone app, email the attendance office VRMS.Attendance@Ridgefieldsd.org, or call directly to the attendance office at (360) 619-1402.

Failure to notify the office within the 3-day period results in the absence becoming unexcused. Absences from school other than for the above reasons or by prearranged procedure are unexcused and subject to discipline. **Students with 10 days of unexcused absences in one month or 15 days in one school year will be referred to the Clark County Juvenile Justice Truancy Program.**

Late Arrival or Early pick-ups for Illness, Appointments, Etc.

If your student is going to be late for school please follow the same procedure as noted above. **Call the attendance office before 8:00 a.m.** or send a note with the student. All students **MUST** come into the front office when they arrive late and then check-in at the tardy kiosk before proceeding to class.

If your student needs to leave early due to appointments, we will pull them from class when you arrive to pick them up. Please allow for extra time as your

student may be switching classes, at lunch/outside, or in P.E. Also, we will need to check your Photo I.D., so please have it with you. **MAKE SURE YOUR STUDENT HAS CHECKED OUT AT THE KIOSK IN THE MAIN OFFICE.**

****ALL STUDENTS BEING PICKED UP EARLY MUST BE DOCUMENTED WHEN LEAVING SCHOOL.** We only release students to individuals who are listed in Skyward as family or as an emergency contact. If other arrangements need to be made, a parent/guardian has to make those arrangements prior to pickup with the front office.

It is critical that Skyward family and emergency contacts are accurate and updated on a regular basis. In the case of an emergency, students will only be released to those individuals that are listed in Skyward as family or as an emergency contact. Parents can request to have changes made through Skyward or with the front office.

Prearranged Absence

A student who knows in advance that he or she will be absent from school for more than 3 days, must complete a pre-arranged absence form (available across from the attendance office, or on the website). It is the students' responsibility to arrange for assignments.

Excessive Excused Absences

Students who demonstrate a pattern of parent-excused non-attendance for any period of the day may be required to provide further documentation to be recorded as "unexcused". The state defines "chronic absenteeism" as missing 18 or more days in one year, and the school monitors attendance patterns to intervene in situations where it is likely a student will reach this definition.

Tardiness - Unexcused

Students need to be in their seats ready for class when the bell sounds. If a student is not sitting in their seat when the bell sounds, they will be marked as tardy. Any student who arrives late without a written note will be given an unexcused tardy.

- **Two Unexcused Tardies in a semester** - Warning
- **Three Unexcused Tardies in a semester**- Lunch Detention and email home
- Every three subsequent tardies will result in another lunch detention and email home.

Once a student has received three lunch detention for multiple tardies, they will then be referred to Wednesday school. Wednesday School will take place on Wednesdays from 8:00 am-8:55 am, before the late start of 9:00 am.

Chronic tardiness may result in referral to administration for additional disciplinary action.

Withdrawing

Any student withdrawing or transferring to another school must complete a withdrawal form. The parent or guardian must inform the school of the date of the intended withdrawal and the new location of the student's school attendance at least five (5) days prior to the student's last day at school. On the student's last day of attendance, a checkout sheet should be obtained from the main office and

taken to each of the student's teachers. The teachers will sign their names if the student fulfills all book, property and/or money obligations. At the end of the last day of attendance, the student returns the checkout sheet to the main office for final clearance. Student records will be released to another school where the student has enrolled or intends to enroll.

Make - Up Work

When absent from school, students are responsible for making work missed during their absence. The time allowed is one (1) day for each day of absence. If a student is absent on the due date of a pre-assigned project and/or report, said project/report is due the day of return. To obtain missed work, check each staff member's Google Classroom. Students are required to make arrangements with teachers immediately upon return to make up missed assessments.

After School Activities on Days When Absent

Except for absences excused for appointments or otherwise cleared through administration, students who are not in school may not attend same-day after school activities. See athletics guidelines for rules pertaining specifically to student-athletes.

Transportation, Bus notes, changes

KWRL (360) 841-2023

Students wanting to ride home with a peer must make plans before they reach school. A signed note from home is required. Please make sure to have the peer's first and last name, along with the peer's bus/route number, written on the note. The student must then bring the note to the attendance office, preferably before school, for confirmation. Parents wanting to change their child's transportation from car pick-up to bus, or bus to car pick-up, will need to do that prior to 1:30 pm.

HEALTH ROOM

Students who become ill or have an accident should report to the main office. If possible, students should notify their teacher before going to the office. School personnel will call parents when a student needs to go home. If students come to the health room, they or the office staff may contact parents from that location. **Students are not to contact parents directly from classrooms via mobile phones** as personal device use is not allowed during the school day. **Emergency information such as parent telephone numbers must be current. Special student health and medical information should be filed each year by the parent.**

Students with temperatures of 100 degrees or over will be sent home. Please do not send your student to school if they have had a fever within the last 24 hours.

Insurance

Student insurance is available through the school office.

Accidents

When an accident occurs, it must be reported at once to the staff member in charge. An accident form is filled out and filed in the office.

Student Medications

Students cannot bring medicine, **including over the counter products**, to school. If a student needs to take medication during the school day, a parent/guardian must bring it into the office in the original bottle or container. A permission form from the school office must be signed by both the physician and parent and kept on file in the office.

Life Threatening Conditions

Students with life threatening conditions are required to have an annually updated Emergency Care Plan on file with the district nurse and in the health room.

Immunizations

View Ridge Middle School follows the state of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization status must be presented to the school on or before the first day of attendance. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine preventable disease for which the student is exempt should occur; the student will be excluded from school for the duration of the outbreak.

GRADING

View Ridge uses a standards-based grading system to report student academic performance and progress. In addition, students receive weekly classroom expectations marks for each class based on work completion and classroom behavior.

Academic Grades

Note: In-depth explanation of this system is shared under parent resources on our website.

E → Exceeds Standard: In addition to meeting standard, the student demonstrates a deeper understanding of the standard(s) and can independently and consistently extend work above and beyond grade level requirements.

M → Meets Standard: Student independently and consistently meets standard(s), demonstrates consistent application of skills, and applies concepts and skills.

PR+ → Progressing Towards and Near Standard: Student is developing toward independence and consistency in meeting standard(s), and has almost mastered such skills and knowledge. Student needs assistance to apply grade level standards, but is nearly there.

PR → Progressing Towards Standard: Student is developing toward independence and consistency in meeting standard(s), but has not yet mastered such skills and knowledge. Student needs assistance to apply grade level standards.

BE → Below Standard: Student is working below standards and struggles even with assistance.

I → Insufficient Evidence: There is not enough evidence of learning to determine a grade at this time

NA → Not Assessed: Standards not assessed in this grading term.

Classroom Expectations Marks

+ = Almost always meets classroom expectations and demonstrates respect for self, others, school rules and expectations, classroom routines, authority, and property.

/ = Usually meets classroom expectations and demonstrates respect for self, others, school rules and expectations, classroom routines, authority, and property.

- = Sometimes meets classroom expectations and demonstrates respect for self, others, school rules and expectations, classroom routines, authority, and property.

GENERAL INFORMATION

ASB Cards

ASB card purchases support student activities and allow free admission to all VRMS home events, as well as Ridgefield High School home games. ASB cards may also be used to check out equipment during lunch times.

Conferences

Any time parents have questions about their child's progress, they may call the school to set an appointment to meet with their student's teacher(s).

Counselors

Counselors with special training and ability are available to assist students, parents and staff. The counselor coordinates the guidance program and assists students with special concerns. A student wishing to see the counselor can send them an email or ask the main office for assistance. Parents are encouraged to call if they need to speak to the counselor or set up an appointment. We cannot guarantee their availability when a parent shows up without an appointment.

Food Service

You can make payments online through the student's Skyward Family Access account. If your child's food service balance is low, it only takes a few minutes to add money to it using your VISA, Discover or MasterCard credit or debit card. Students may be eligible for free or reduced lunch prices. Forms are available in the main office. You may also complete forms through Skyward Family Access and submit them electronically.

To ensure students are provided access to nutritious meals, students that arrive on campus without a lunch will be permitted to charge a complete meal to their account. Parents are responsible for the costs of any meal charges on their student's account. The District will follow it's collections process for any outstanding fines or charges on student accounts. Students with a negative balance on their account will not be permitted to charge any ala carte items (snacks, beverages, etc.), or additional (second) meals to their lunch account. Notices will be sent home if a student has a negative balance on their account.

Ridgefield School District, along with food service provider Chartwells, utilizes a system called ID Connect that associates a meal plan identification number with the student's fingerprint. The system does not store any biometric information, fingerprints, matrixes, or measurements. It cannot reproduce a fingerprint in any way. Only Ridgefield School District has access to this system. Even though there is no risk of stored biometric information, you have the ability to opt out of using the system and your child can still use their ID number instead.

Hall Passes

Under no circumstances will students be allowed out of class without a hall pass. Students are expected to take care of personal needs during passing time, between periods and lunch. No students are to be in the halls during the first and last ten minutes of the period, and passes will only be given for urgent restroom or office needs.

Lost and Found

All articles found should be taken to the commons. Clothing items and other items will be in the lost and found closet located just inside the commons. Periodically throughout the year all unclaimed articles will be donated to community centers.

Media Center

The media center is the center of academics at View Ridge Middle School, with print and non-print materials available to both students and staff. Computers and electronic databases are also an integral part of the media center today.

The media center is open each morning for students, as well as during lunches. The media center is used during school hours at the discretion of classroom teachers, with full classes and individuals with passes utilizing the facility almost every period of the day.

P.E. Uniforms

P.E. students will be required to wear athletic shoes and View Ridge's PE uniform. Parents may purchase the uniform from View Ridge. The cost of our P.E. uniform is \$20.00. Shirts and shorts contain a View Ridge PE Department logo and space for the student's name. Uniforms can be purchased in the office or online through Skyward.

Report Cards

At the end of each quarter, parents will receive a report card that will indicate the student's progress. If you have a question concerning a report card grade, follow this grade appeal procedure.

STEP 1: See your teacher and request clarification and explanation of grade.

STEP 2: Schedule an appointment with the counselor for assistance with the problem.

STEP 3: See the Principal if resolution does not occur at Step 1 or Step 2.

Skyward Online Grade Book

Parents and students may check grades by logging onto Skyward through our school webpage. Once on Skyward, you may also elect to have weekly email notification if your child's grade drops below your desired threshold.

Google Calendar and Student Planners

View Ridge staff assist student use of the online Google Calendar included with their school Google account. Interested students and parents may request a paper student planner at the main office if that is a preferred method of recording assignments and due dates.

Textbooks

Students are responsible for the return of assigned textbooks at the end of the school year or upon withdrawal. A fee will be assessed for damaged or lost books.

Transportation

In order to promote safety and efficiency, the school district has set specific regulations for riding the school bus. If you are unclear about what rules may

pertain to your behavior and actions on the bus, please ask at the office for a set of BUS RULES. The student is responsible to know and follow these rules.

The driver is the official in charge and that control is absolute. As in all situations regarding school, students are required to follow the directions of the bus driver. Bus drivers require cooperation from all students at all times. **Violation of bus rules, displays of disrespect toward the driver, other adults, or fellow students may cause loss of bus riding privileges.**

Bus Notes: Students that need to ride a bus other than the one assigned to them, or get off at a bus stop other than their own, must have written permission from their parent/guardian. **All bus notes must be stamped and initialed by the main office in the morning on the day they are needed. The office cannot accommodate bus notes at the end of the day.**

“What Happened?” Form—Incident/Concern Reporting

Students who have a concern about their safety or that of others, who have experienced or observed harassment or bullying, or who have information about something school officials may need to know can fill out a “What Happened?” form in the office to get school authorities involved in the situation.

SCHOOL SAFETY

The Ridgefield School District uses the Standard Response Protocol (SRP), a set of procedures and preparations developed by a nationally recognized school safety organization. SRP proscribes four sets of procedures for response to various safety threats that may occur in a school:

HOLD “In Your Classroom or Area”

STUDENTS:

- Clear the hallways and remain in their area or room until the “All Clear” is announced
- Do business as usual

TEACHERS:

- Close and lock the door
- Account for students and adults
- Do business as usual

EVACUATION (including fires): Evacuate is called to move students and staff from one location to another. Primary location is the football field.

Audible Cue: “Evacuate to _____” (or fire alarm)

STUDENTS:

- Silently evacuate along assigned route
- Bring your phone
- Leave belongings behind
- Show hands
- Be prepared for alternatives during response

TEACHERS:

- Grab clipboard
- Lead students to evacuation location

- Take roll, account for students

LOCKDOWN (internal threat): Lockdown is called when there is a threat or hazard inside the school building.

Audible Cue: "Lockdown: Locks, lights, out of sight"

STUDENTS:

- Move away from sight
- Maintain silence (phones put away as usual)

TEACHERS:

- Lock door
- Lights out
- Move away from sight
- Maintain silence
- Wait for first responders to open door
- Take roll, account for students

SECURE (external threat): Secure is called when there is a threat or hazard outside of the school building.

Audible Cue: "Get Inside. Lock outside doors"

STUDENTS:

- Return to inside of building
- Do business as usual

TEACHERS:

- Recover students and staff from outside building
- Increase situational awareness
- Do business as usual
- Take roll, account for students

SHELTER: (hazard requiring safety strategy): Shelter is called when the need for personal protection is necessary (examples: tornado, hazmat, and earthquake).

Audible Cue: "Shelter (hazard)"

STUDENTS:

- Execute appropriate hazard strategy

TEACHERS:

- Appropriate hazard and safety strategies
- Take roll, account for students

DRILLS: In accordance with state law, VRMS will conduct monthly school safety drills. These will include lockdown, shelter-in-place, evacuation/fire, and earthquake drills.

Activating a False Alarm

Any student activating a fire alarm, other than for the intended purpose, will be assigned appropriate discipline. A financial obligation may occur if the fire department responds.

BEHAVIOR GUIDELINES

The purpose for rules and guidelines for student behavior is to maintain a safe and orderly environment so all students have the opportunity to be successful learners.

Students are expected to learn, comply with the rules and follow directions. Students are under the authority of school district personnel while at school, in school activities, or going to and from school. Revised Code of Washington 28A.600.040 states: "All pupils who attend the common schools shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine."

Guidelines for disciplinary action can be found on pages 21 and 22 of this document.

Positive Recognition:

As a part of our school wide management system, we recognize positive student behaviors through a variety of recognition systems.

Closed Campus

View Ridge Middle School is a closed campus, and students are expected to remain on the View Ridge campus from the time they are dropped off or arrive until the end of the school day.

Drugs/Alcohol and Other Prohibited Chemical Substances

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited (Per Ridgefield School District Policy 3240).

Dress & Appearance

Students at View Ridge are expected to dress appropriately for school. Inappropriate dress or appearance, which causes a disruption of the educational process, interferes with work, or is dangerous to student health or safety, is not permitted. Dress codes are in effect during dress-up ("spirit") days unless explicitly communicated otherwise.

Guidelines:

- No clothing with inappropriate or questionable logos or messages, including clothing communicating or depicting inappropriate topics, including, but not limited to, drugs, alcohol, tobacco, vulgarities, sexual references, gang affiliation or suggestive depictions and weapons, are not to be worn
- Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh (the point at which one's fingertips extend to when held at one's sides) in non-see-through materials. Shoulder straps attached to upper garment are required.
- Hats and other headwear must allow the face to be visible and not interfere with the line of sight to any student or staff. Hoodies must allow the student's face and ears to be visible to staff.

- No non-clothing items are to be worn as clothing
- No sunglasses (unless medically necessary) inside the school
- Pajamas are not to be worn
- Appropriate PE attire and footwear will be required
- All dress code issues will be subject to administrative judgment

When in doubt if an item is appropriate for school, ask an administrator or teacher. Students inappropriately dressed will be asked to change or call home for a change of clothes. Special circumstances may merit exceptions to these guidelines, and should be shared with the principal for approval.

Electronic Devices and Mobile Phones

Students may not use personal electronic devices, including mobile phones, earbuds/earpods/headphones, music players, cameras, and iPads or other tablets, from the beginning bell to the final bell of the school day, unless they are used with teacher permission in an activity that directly supports learning goals of the class. The expectation is that they are silent and not visible to staff. This includes lunch and passing time. If students need to contact parents or anyone else, they may use the office phone, or be granted permission to use their phone in the office. When students are found to be in violation of this, the following procedures will be followed:

1st violation: The device will be taken and held in the office for the day.

2nd violation: The device will be taken and a parent or guardian will need to pick up the device.

3rd violation: The device will be taken and the student will be required to check all electronics in with the security officer for the remainder of the school year.

Fighting or Fighting Involvement

Fighting or inciting a fight is not tolerated. Students have a right to defend themselves when attacked physically up to the point that they have a reasonable opportunity to disengage themselves from the conflict. Retaliation to a physical attack is not considered self-defense (i.e.: hitting someone who hit you). If a student incites a fight, the student bears similar responsibility to the students in the fight. Inciting a fight can include, but is not limited to: spreading rumors about potential fights, serving as a communicator between two potential fighters, sending communication about a potential fight (at school, off campus, or online), verbally encouraging a fight to break out, filming an altercation, or talking about wanting to fight another student. Students with knowledge of a fight are expected to report this immediately to the main office.

Food and Beverage

Food and beverages are to be consumed only in the commons and in classes with teacher approval. Snacks are available in the Counselor's office. Families in need are encouraged to contact the Counselor to receive food assistance. Energy drinks are not allowed at VR.

Gang or Gang Like Activity

Students who participate in gang-related activities at school or school functions will be subject to strict disciplinary measures, including possible expulsion. Those activities include (but are not limited to):

- Possession or display of gang-related clothing symbols, or paraphernalia
- Distribution of gang literature or materials
- Display of gang-related posters, graffiti, symbols, body art, or hand signs (includes displaying gang-affiliated symbols or words on assignments or binders)
- Harassment of others on a gang-related basis
- Recruitment for gang membership

Harassment, Intimidation and Bullying

Ridgefield School District is committed to a safe and civil educational environment free from harassment, intimidation and bullying for all students, employees, volunteers and patrons. "Harassment, intimidation or bullying" is an intentional written, verbal, or physical act, including but not limited to one determined to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:

- Physically harms a person or damages a person's property; or
- Has the effect of substantially interfering with a person'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 who believe they have experienced such harassment, intimidation, and/or bullying are encouraged to report this to a staff member. "What Happened?" forms are a good starting point in an investigation of such behavior. False accusations will not be tolerated and will be subject to appropriate disciplinary and/or civil action.

Public Displays of Affection

Public displays of affection, including hand holding, are not allowed.

Student Rights and Responsibilities

A copy of the Student Rights and Responsibilities policy are available in the office and online.

Theft

Theft of property or receiving property stolen from persons or the school will result in suspension, possible expulsion and/or repayment for items stolen. Theft includes "borrowing" items from other students without explicit permission.

Valuables

Items of value should not be brought to school as they may become damaged, misplaced or stolen. This includes such items as large sums of money, electronic devices, cell phones, etc. The school is not responsible for loss or damage to personal items. If a special situation arises, check in at the Main Office.

Violations of the rules may result in discipline, suspension or expulsion as spelled out in Ridgefield School District Policy.

BEHAVIORAL CONSEQUENCES

The faculty and principal will discipline students according to the policies and practices of the school and district. Serious behavior problems will be disciplined according to the *District Guidelines for Student Behavior* outlined in Policy 3240P and Procedure 3241P. These are available for view on the district website. **Students are responsible to review and be familiar with these guidelines.**

“Discipline” constitutes all other forms of corrective action or punishment, including brief exclusions from a class for not more than the remainder of the class period, including exclusion from any other type of activity conducted by or for the district. Discipline shall not adversely affect specific academic grade, subject, or graduation requirements, so long as all required work is performed.

Detention

Detention is a low level disciplinary consequence. Students will be assigned detention in a supervised location, before or after school or during lunch. Failure to report will result in additional consequences.

In-School Suspension

In-school suspension is served in the in-school suspension room or office area. Students may not interact with peers during this time, and are expected to work on school work provided to them. Failure to meet expectations during in-school suspension may result in the suspension being served out of school. Students serving an in-school suspension may not participate in any after-school activities the day of their suspension, nor may they be present on any RSD campuses after school hours.

Out-of-School Suspension

Suspension is the exclusion from school, or individual classes for a specific period of time, after which the student has a right to return. Students serving an out-of-school suspension may not participate in any after-school activities the day of their suspension, nor may they be present on any RSD campuses.

Expulsion

“Expulsion” is the exclusion from school or individual classes for a designated period of time.

Problem Areas and Discipline Action

Problem Area	Occurrence	Minimum Action	Maximum Action
Tardiness	First Repeated	Informal Talk Conference/Detention	Detention Short Suspension
Unexcused Absence	First Repeated	Informal Talk Parent Involvement	Court Action Court Action
Electronic Devices	First Second Third	Device taken to the office. Parent pick up of device. Required check in/out.	Short Suspension
Defiance of Authority	First Repeated	Conference Parent Involvement	Short Suspension Expulsion
Disorderly Conduct / Disruptive Behavior	First Repeated	Informal Talk Parent Involvement	Short Suspension Expulsion
Bus Misconduct	First Repeated	Conference Suspension from Bus	Suspension from Bus Suspension from Bus
Forgery or Lying	First Repeated	Parent Involvement Short Suspension	Short Suspension Long Suspension
Theft	First Repeated	Parent Involvement Short Suspension	Short Suspension Expulsion
Tobacco	First Repeated	Parent Involvement/ Tobacco Intervention Packet Short Suspension	Short Suspension Long Suspension
Vandalism	First Repeated	Conference Parent Involvement	Long Suspension Expulsion
Alcohol, Drugs, or Paraphernalia <i>(Possession, under the influence of, or distribution of)</i>	First Repeated	Short Suspension *Referred to professional C.A.C. or comparable program Long Suspension	Expulsion Expulsion
Threat/ Harassment	First Repeated	Conference Parent Involvement	Long Suspension Expulsion
Fighting	First Repeated	Short Suspension Short Suspension	Short Suspension Expulsion
Physical Assault	First Repeated	Short Suspension Short Suspension	Short Suspension Expulsion
Weapons	First Repeated	Long Suspension Expulsion	Expulsion Expulsion
Firearms	First	Immediate Expulsion* <i>*State Law-possible expulsion from all Washington State Schools</i>	Expulsion
Extortion	First Repeated	Parent Involvement Long Suspension	Short Suspension Expulsion
Explosive Devices	First Repeated	Short Suspension Long Suspension	Expulsion Expulsion
Arson	First Repeated	Short Suspension Expulsion	Expulsion Expulsion

ACTIVITIES

The school is a member of the Washington Interscholastic Activities Association (WIAA) and follows its regulations. A variety of academic and athletic activities are available to students. They may include:

ATHLETICS

Fall 1 (Aug - Oct)	Fall 2 (Oct - Dec)	Winter (Jan - Feb)	Spring (Mar - May)
Football	Girls Basketball	Boys Basketball	Track and Field
Girls Volleyball	Wrestling		Girls' Golf
Girls Soccer			
Cross Country			
Boys' Golf			

CLUBS

Year Long	Fall	Winter/Spring
ASB/Student Council	Robotics	Knowledge Bowl
Yearbook	Art Club	
Jazz Band		
Honor Society		

Regulations require insurance and a sports physical prior to participation in athletics. In addition to the athletic user fee and purchase of an ASB card, each student must complete athletic registration online before they may participate. Explanation of the process is on the school website under the Athletics tab. All previous fees and fines must be paid prior to participation.

Student athletes/participants are expected to maintain no minus grades for expectations. During each activity season, classroom teachers will post grades by the end of the day Monday for the week prior. The office will then print a grade report. **This report will determine the student's eligibility for the next week beginning the next day (Wednesday through Tuesday). If a student is ineligible, it will be for the entire week and it is the student's responsibility to notify his or her parents/guardians.** It is also the student's responsibility to contact the teacher whose class they are getting a minus in and improve their

academic standing. **Students who are on academic suspension attend practice, go to the home games (but do not participate or 'suit up') and do not travel to away games.** While on suspension students are ineligible to participate in a WIAA sanctioned activity. (WIAA Reg. 18.6.5A)

An athlete must be in school the **full day** to participate in a practice or game. **Prior approval** for doctor, dentist or other extenuating circumstances is needed for exception to this rule. Students engaged in interscholastic activities are also required to demonstrate and maintain appropriate behaviors. Students who receive office referrals, detention and/or bus reports could be subject to disciplinary action in their athletic program.

Honor Society

For acceptance in the VRMS Honor Society, students are required to meet academic and behavioral requirements. In addition, staff evaluate students in the **leadership, citizenship, and character**. Students are expected to maintain adherence to these requirements. Failure to do so results in removal from the society. Members inducted at VRMS are required to perform community service projects. All projects must be pre-approved by advisors and completed by the required date. If a member fails to complete this project they will be removed.

Socials

After school socials are events offering a variety of student activities, including games, dancing, and other fun pursuits. Social events are faculty supervised. Regular school standards of behavior are expected during these functions.

Student Government

You are a member of the View Ridge Middle School Associated Student Body (ASB). You are represented by Class Council members. These members fill the offices of the Student Council, which include:

- President
- Vice President
- Secretary
- Treasurer
- Representatives from each grade level

Elections are held in the spring for these offices. Officers must maintain the established minimum academic and behavioral requirements throughout their time in office. They also may not receive more than three discipline or office referrals, bus reports, etc. during their term in office. Failure to follow these guidelines may result in removal from office.

Purpose of Student Council:

1. To teach and develop citizenship through democratic practices
2. To provide an opportunity for the active participation in the organization and management of school activities.
3. To further interest in all school activities.
4. To cooperate in promoting the general welfare of the school.

Representative's Responsibilities:

1. Represent their class at student council meetings
2. Report details of council discussions back to classmates.

Heron Behavior — Success Bound!

(Positive Behavioral Interventions and Supports Program → **PBIS**)

We will build and maintain a positive culture in our school by encouraging positive behaviors and interactions that demonstrate respect, responsibility, and resilience.



PBIS Behavior Matrix

<i>Area</i>	<i>Respectful</i>	<i>Responsible</i>	<i>Resilient</i>
In all areas of the school	<ul style="list-style-type: none"> - Use kind words and actions - Follow adult directions - Offer to help others - Respect individual differences - Level 2 voice - Use respectful, non-biased language that will not offend any individual or group 	<ul style="list-style-type: none"> - Accept consequences for your actions - Offer to help others 	<ul style="list-style-type: none"> - Exhibit calm body language and be aware of your surroundings - Use positive self-talk - Listen patiently when an adult redirects you - Accept help when needed
Before and after school	<ul style="list-style-type: none"> - Follow adult directions - Use kind words - Voice level 2 	<ul style="list-style-type: none"> - Stay in assigned areas - Use indoor voices - Keep area clean - Remain on campus once arrived 	<ul style="list-style-type: none"> - Report directly to class when the bell rings - Go directly to bus or home after school - Use before/after school time to get academic support
Commons	<ul style="list-style-type: none"> - Use voice level 2 - Welcome others - Sit with feet on the floor and body facing the table - When announcements are made, be silent and focus on the speaker 	<ul style="list-style-type: none"> - Clean up area and follow recycling procedures - Keep all food to self - Food and other materials need to remain on the table 	<ul style="list-style-type: none"> - Stay seated until you are dismissed - Clean by checking floor and surrounding area - Problem solve disagreements civilly, calmly, and constructively, - Enter the back of the

			line and wait your turn to get your food
Hallways and staircases	<ul style="list-style-type: none"> - Use voice level 1 - Pass quickly (head straight to your classroom) - Keep the area clean - Always keep hands, feet, and objects to self - Use respectful, non-biased language that will not offend any individual or group - Respect others' property 	<ul style="list-style-type: none"> - Walk on the right - Allow others to pass - Slowly, carefully open doors using hands - Keep moving - Headphones and/or ear buds away and out of sight 	<ul style="list-style-type: none"> - Forgive accidental contact - Be patient with crowds - Report inappropriate or dangerous behavior - Reach out to help those who need assistance with materials, movement, or emotional support
Learning areas	<ul style="list-style-type: none"> - Raise your hand and wait to be called on - Comments and questions should be related to class discussion - Wait to be dismissed - Keep hands and feet to self - Track the speaker - Use voice level communicated by teacher - Practice SLANT when a teacher or students is presenting 	<ul style="list-style-type: none"> - Walk into rooms one at a time - Stay in your seat unless instructed otherwise - Keep all chair legs on the floor - Keep hands and feet to self - Clean up learning area - Follow adult directions - Bring all required supplies to class 	<ul style="list-style-type: none"> - Always do your best - Show continuous effort - Practice determination through difficulties - Be an active learner - When unsuccessful, ask for help or try a new strategy - Arrange time outside of class for extra help when needed
Office	<ul style="list-style-type: none"> - Wait in line until called to the counter - Voice level 2 - Always use kind words - Let school guests be helped first - Comply with all office staff requests 	<ul style="list-style-type: none"> - Always have a hall pass - Leave all materials that belong in the office in the office 	<ul style="list-style-type: none"> - When talking to an adult, have a calm body and calm voice - Computer screens are only to be viewed by office staff
Outdoor Recreation Areas	<ul style="list-style-type: none"> - Follow adult directions - Include everyone in games - Share and take turns - Use respectful tone of voice non-biased language that will not offend and individual or group - Voice level 4 unless adults tell you otherwise 	<ul style="list-style-type: none"> - Accept consequences for your actions - Always walk to and from recreation area - Use equipment as intended - Keep hands, feet, and objects to self - Be aware of your surroundings - Remain in supervised 	<ul style="list-style-type: none"> - Play games according to posted rules - Win or lose, be a team player - Manage emotions appropriately when disappointed or frustrated - Transition appropriately back to the classroom

		<p>areas</p> <p>-Follow procedures for equipment check-out</p>	
Restrooms	<ul style="list-style-type: none"> - Leave the restroom clean (walls, floors, sinks, etc.) - Put trash in the garbage - Quickly return to class - Respect the privacy of others around you - Voice level 1 - Report messes or dangerous behavior immediately 	<ul style="list-style-type: none"> - Always use a hall pass during class time - Use toilet paper and paper towels as intended - Keep feet on the floor - Keep water in the sink - Flush toilet after use 	<ul style="list-style-type: none"> - Wash hands with soap and water - Voices off in the bathroom - Return to class promptly with a pass - Tell an adult if supplies in the bathroom are out, or if the bathroom needs to be cleaned
Special events and assemblies	<ul style="list-style-type: none"> -Leave belongings in your classroom -Walk to and from gym quietly -Eyes on performer or speaker -Applaud at appropriate times -Voice level: Spirit assemblies – 4 (except when speaker is speaking), Performance/speaker assemblies – 0 (with applause for performers as appropriate) -Use only positive, encouraging words when yelling at a spirit assembly - Wait for dismissal signal 	<ul style="list-style-type: none"> - Leave electronics in the classroom - Sit on your bottom - Follow adult directions - Walk carefully up and down the bleachers - Walk facing forward with your hands at your side - Use bathroom before or after assembly - Enter and exit bleachers according to given procedures 	<ul style="list-style-type: none"> - Enter and exit quietly - Sit in assigned areas - Focus and think about the presentation - Enter and exit one row at a time
Technology	<ul style="list-style-type: none"> - Only positive interaction with other students - Care for your device and handle device with care - Be a good digital citizen 	<ul style="list-style-type: none"> - Stay on approved sites - Only school related work - Food or drink should be placed far away from all technology - Keep passwords and other personal information to yourself - Be aware that account activity from home is still school-related 	<ul style="list-style-type: none"> - Report uncomfortable/inappropriate content - Be creative and persistent in technology issues

PLAGIARISM POLICY

PHILOSOPHY:

The View Ridge Middle School community supports honesty and integrity. Honesty supports intellectual growth and creates a fair learning environment. In an environment of honesty and integrity the work we turn in as our own is our own. VRMS firmly believes that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Plagiarism Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

DEFINITION:

Plagiarism - “The use of someone’s words, thoughts, or ideas without giving credit or citing the source. It is wrong to pass off someone else’s ideas and work as your own, and in some cases, it is illegal.” (No Place for Plagiarism)

You are expected to act with academic integrity. This means that you:

- take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- represent your own work honestly and accurately.
- report plagiarism or cheating to a teacher, counselor, or administrator.

What is cheating?

Cheating is defined as attempting to gain credit or improved grades for yourself or others through the use of any unauthorized or deceptive means.

Some examples of what cheating/plagiarism looks like:

- Presenting information collected, organized, or envisioned by someone else as your own (with or without the author’s permission).
- Allowing someone else to present your work as his or her own.
- Using forbidden material to “help” during an exam, such as cheat sheets, calculators, or phones.
- Asking about or sharing questions and/or answers to quizzes and exams.
- Submitting the same work for more than one assignment without teacher(s) permission.
- Altering corrections or scores with the intent of changing your grade.
- Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you’ve turned in an assignment when you did not, or that you’ve worked hours longer than you actually did to complete an assignment.

STUDENT AND PARENT RESPONSIBILITIES:

Students’ Responsibilities –

- Read and know the school’s Plagiarism Policy.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.

- Only work with others when the teacher has specifically given permission.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper citation.
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- Do not talk during a test except to a teacher.

Parent Responsibilities:

- Read and know the school's Plagiarism Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Plagiarism Policy.
- Support the consequences if the Plagiarism Policy is violated.
- Require students to do their own work.
- When helping students with assignments, ensure that their work remains their own.
- Copy and pasting text verbatim without quoting and citing the author directly in the accompanying text

PROCEDURES AND CONSEQUENCES:

First Offense –

- The teacher writes a referral to the administration for violating the Plagiarism Policy.
- After an investigation by the teacher and/or the administrator (if needed), a contact with the parent and student will occur.
- The student who committed plagiarism, will receive no grade on the plagiarized assignment. They will be required to redo the assignment.
- Committing plagiarism will lead to a “-” grade for expectations that week may influence academic eligibility or participation in school activities.

Continued Offenses -

- Repeated offenses of the Plagiarism Policy will result in loss of all credit for that assignment with no option to make up the points.

Policy adapted from Ridgefield High School Academic Integrity Policy.

NOTICE OF NONDISCRIMINATION

Ridgefield School District No.122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 2724 S. Hillhurst Road, Ridgefield, WA 98642, (360) 619-1305, or by email at chris.griffith@ridgefieldsd.org

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: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3210)

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 pictures
- 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 the school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205)

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 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 revolve your concerns.

Complaint to the School District

Step 1. Write Our 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 www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us. 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 | www.ed.gov/ocr Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

MENTAL AND EMOTIONAL HEALTH RESOURCES

At View Ridge Middle School, we are committed to supporting the academic success and social, emotional, and mental well-being of all students. If you are in need of support and would like help, we suggest the following:

- Talk to an adult you trust in your family or community, such as your parents or religious leader.
- Talk to an adult you trust at school, such as a teacher, counselor, nurse, intervention specialist, or principal.
- Call one or more of the places listed below for emotional support and to find where to get help.

Clark County Crisis Line	(360) 696-9560
National Suicide Prevention Lifeline	(800) 273-TALK (8255)
National Sexual Assault Hotline	(800) 656-HOPE (4673)
Teen Link (teen volunteers, 6-10 pm)	(866) 833-6546 www.866TEENLINK.org
24-hour Suicide Crisis Text Line	Text "GO" to 741-741

Adapted from www.askhys.net (Health Youth Survey)

PASTE/STAPLE YOUR CLASS SCHEDULE ON THIS PAGE

Regular Bell Schedule

Period	1st Lunch	2nd Lunch	Period
1	8:00-8:53	8:00-8:53	1
WIN Time	8:57-9:30	8:57-9:30	WIN Time
2	9:34-10:24	9:34-10:24	2
3	10:28-11:18	10:28-11:18	3
Lunch	11:18-11:48	11:22-12:12	4
4	11:52-12:42	12:12-12:42	Lunch
5	12:46-1:36	12:46-1:36	5
6	1:40-2:30	1:40-2:30	6

Wednesday Schedule (Collaboration / Success Time)

Period	1st Lunch	2nd Lunch	Period
1	9:00-9:42	9:00-9:42	1
Success Time	9:46-10:15	9:46-10:15	Success Time
2	10:19-11:00	10:19-11:00	2
3	11:04-11:45	11:04-11:45	3
Lunch	11:45-12:15	11:49-12:30	4
4	12:19-1:00	12:30-1:00	Lunch
5	1:04-1:45	1:04-1:45	5
6	1:49-2:30	1:49-2:30	6