

# PARENT + STUDENT HANDBOOK



**WISDOM**  
**RIDGE**  
**ACADEMY**



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.

## DISTRICT GOALS

- 1. Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.*
- 2. Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.*
- 3. Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.*
- 4. Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.*

## WISDOM RIDGE ACADEMY CAMPUS

5465 S. 11th Suite A  
Ridgefield, WA 98642  
Main Office: 360-295-8500  
[www.ridgefieldsd.org/o/wra](http://www.ridgefieldsd.org/o/wra)

# WELCOME



This handbook belongs to: \_\_\_\_\_

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# DISTRICT CALENDAR

August 2022							September 2022							October 2022						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	2	3	4	5	6					1	2	3						1
7	8	9	10	11	12	13	4	5	6	L	8	9	10	11	12	13	L	14	15	16
14	15	16	17	18	19	20	11	12	13	L	15	16	17	18	19	20	L	21	22	23
21	22	23	24	25	26	27	18	19	20	L	22	23	24	25	26	27	L	28	29	30
28	29	30	31				25	26	27	L	29	30								

November 2022							December 2022							January 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
		1	L	3	4	5					1	2	3	1	2	3	L	5	6	7
6	7	8	L	10	11	12	4	5	6	L	8	9	10	8	9	10	L	12	13	14
13	14	15	L	17	E	19	11	12	13	L	15	16	17	15	16	17	L	19	20	21
20	M	M	23	24	25	26	18	19	20	21	22	23	24	22	23	24	L	H	27	28
27	28	29	L				25	26	27	28	29	30	31	29	30	31				

February 2023							March 2023							April 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
			L	2	3	4					L	E	3	4						1
5	6	7	L	9	10	11	5	6	7	L	9	10	11	2	3	4	5	6	7	8
12	13	14	L	16	17	18	12	13	14	L	16	17	18	9	10	11	L	13	14	15
19	20	21	L	23	24	25	19	20	21	L	23	24	25	16	17	18	L	20	21	22
26	27	28					26	27	28	L	30	31		23	24	25	L	27	28	29

May 2023							June 2023							July 2023						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
	1	2	L	4	5	6					1	2	3							1
7	8	9	L	11	12	13	4	5	E	L	8	9	10	2	3	4	5	6	7	8
14	15	16	L	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15
21	22	23	L	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22
28	29	30	L				25	26	27	28	29	30		23	24	25	26	27	28	29

- 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 (except Early Learning Center)

## EARLY RELEASE KEY AND TIMES

**E Elementary** UR and SR, 9:05-12:35, SRIS 11:30  
**M Elementary and Middle** UR and SR 12:35 SRIS and VRMS 11:30  
**H High School** RHS 11:40

## 2022-2023 IMPORTANT DATES

August 23, 24, 25 Teacher In-Service Days  
 August 31 First Day of Classes  
 September 5 Labor Day Holiday  
 October 7 Teacher In-Service Day  
 November 11 Veterans Day Holiday  
 November 22 End of First Trimester  
 November 23-25 Thanksgiving Break  
 December 19 - Jan 2 Winter Break  
 January 3 School Resumes  
 January 16 Martin Luther King, Jr. Holiday  
 January 26 End of Semester  
 January 27 Teacher In-Service Day  
 February 20 Presidents' Day Holiday  
 March 2 End of 2nd Trimester (K-6)  
 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 Day

## SCHOOL CLOSURE MAKE-UP

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

## Alternative Learning Experience (ALE) STATEMENT OF UNDERSTANDING

*Home-based Instruction and enrollment in an ALE are different educational models.*

### HOME-BASED INSTRUCTION

- Instruction is developed and supervised by the parent or guardian as authorized under RCW 28.1.200 and 28.1.225.010.
- The parent has filed an annual Declaration of Intent with the district.
- Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
- Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
- The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

### ALTERNATIVE LEARNING EXPERIENCE (ALE)

- Is a public education enrollment option authorized under WAC 392-550.
- Subject to all state and federal rules and regulations governing public education.
- Curriculum and instructional materials meet district standards and are free from sectarian control or influence.

#### *ALE Learning experiences are:*

- Supervised, monitored, assessed, and evaluated by a certificated teacher.
- May be planned in collaboration with the student, parent and teacher.
- Provided via a Written Student Learning Plan (WSLP).
- Provided in whole, or part, outside the regular classroom.

## STAFF

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## SCHOOL HOURS

7:00 a.m. - 3:30 p.m.	Doors Open
8:00 a.m. - 2:00 p.m.	Wisdom Ridge Academy Hours
12:30 p.m. - 3:30 p.m.	CAPS Hours

The Wisdom Ridge campus is shared between Wisdom Ridge Academy and our Innovation Ridge Center for Advanced Professional Studies program (CAPS). Morning session times on campus are set aside for our Wisdom Ridge Academy classes and meetings, with the afternoons reserved for our RHS students to attend their CAPS classes on-site. Additional time on campus is available for both students and families, by appointment. Time can be scheduled with any staff member to ensure that there is an available space for family needs. We encourage families and students to use any extra time on campus for academic support or a quiet place to study/work on curriculum as well as a place to make family connections.

### On Campus Learning Schedule

Wisdom Ridge Academy operates on a block schedule, each block is 85 minutes long. Students should be in the building and in their classroom 5 minutes before class starts. Specific information regarding days/times of student attendance for in person learning will be shared before the start of the school year. Student schedules are available during the first week of school, please contact your teacher for more specific information.

Washington State Alternative Learning law does NOT require daily attendance to be taken, due to the nature of the learning model. It does require students and staff to engage in two-way communication weekly. This communication must meet the following expectations:

1. First meeting of the school year must be face to face between student and teacher (with family if desired).

Our preference at Wisdom Ridge Academy is to have weekly in person meetings with all students. This face to face contact will ensure that our students and families understand the learning process, get support quickly, and are engaged in their learning while staying on track.

2. Remaining weekly meetings must show two way communication; however, families can choose alternate methods including:

- a. Phone call with logged documentation by WRA staff
- b. Zoom meeting with logged documentation by WRA staff
- c. Email chain showing back and forth communication by student and staff

3. For students who attend in person class sessions on campus, attendance may be entered in Skyward for accounting purposes. There may also still be a need for additional one on one staff/student meetings.

### **Consultations**

Consultations with staff are an important part of our school. Students (and parents grade K-8) are expected to attend all consultations. These meetings are an opportunity to get to know your instructors and support staff and to develop a support group on campus.

### **Communicating Absences**

If a student or family can not attend the scheduled weekly meeting or on campus sessions, there must be communication with the Wisdom Ridge Academy staff. If possible, please plan ahead and let us know if you will be unavailable so that we can reschedule. Absences can be excused by calling the office or entering information through the attendance tab in Skyward.

Failure to meet the attendance expectations may result in unsatisfactory monthly progress and removal from Wisdom Ridge Academy or Truancy consequences.

### **Truancy**

If a scheduled weekly check in is missed Wisdom Ridge Academy will follow the state expectations which may include:

- 1. First missed meeting - Notify the parent/guardian about the absence.
- 2. Two consecutive or three cumulative missed meetings - Within one calendar week, Wisdom Ridge Academy will schedule a conference with the parent and child to discuss missed contact time and develop a plan to reduce missed meetings. (Middle and high school students complete the WARNS survey).
- 3. If attendance does not improve, district truancy policy will be followed.



## WASHINGTON STATE LEARNING PLAN

Each student must have a current and up to date which includes:

- Start and end date for the school year
- Average number of hours per week the student will engage in learning activities
- Description of how weekly contact requirements will be met with student and family
- Description of each course with learning expectations, teacher, supplemental materials, etc.
- Explanation of how student progress and success will be measured

## LEARNING PLATFORMS

Students will complete their work through one of the three online platforms available to Wisdom Ridge Academy students.

- Accelerate Education (K-12)
- Edmentum (6-12)

## GRADING

Wisdom Ridge Academy uses a third party curriculum. The academic grade of a student is based on their overall progress in the course, as well as their ability to meet academic standards. The certificated teacher will check in monthly with the student and family to discuss academic progress. Both pacing in the course, as well as content knowledge will be considered in the final academic grade.

### Report Cards

#### K-6th Grade Grading Standards/Scale

- Emerging • Approaching • Meeting • Exceeding

K-6 report cards will be delivered at the end of each trimester

#### 7th-12th Grade Grading Standards/Scale

A	93%-100%	C+	77%-77.9%	F	0%-59.9%
A-	90%-92%	C	73%-76.9%		
B+	87%-89.9%	C-	70%-72.9%		
B	83%-86.9%	D+	67%-70%		
B-	80%-82.9%	D	60%-66.9%		

7-12 report cards will be delivered at the end of each semester



### Monthly Review of Progress

Wisdom Ridge Academy staff will complete a monthly report of progress with each student (and family grades K-8). Students will be evaluated on course progress and knowledge of learning standards based on a Satisfactory and Unsatisfactory scale. This evaluation of progress may be a different representation than a student's academic grade. A student may be marked as unsatisfactory based on overall course progress or lack of academic standards being met. If a student is determined to be unsatisfactory in their course progress an intervention plan will be put in place. This could include:

- Increasing the frequency or duration of contact with a teacher to improve student learning
- Modifying the type of contact between student and teacher
- Modifying the number of courses or content for the student
- Modifying the learning goals within the course

Students will be determined to meet monthly progress if they are 'making progress' in at least one half of their enrolled courses. *Students who fail to meet the satisfactory monthly progress for three consecutive months may need to enroll in a different learning environment.*

### ACCESSIBILITY TO MATERIALS AS NEEDED

Teachers and staff work with families and students to ensure that they have the materials needed for offline course activities. This includes textbooks, novels and reading supplements, as well as various materials for labs and activities.

Ridgefield School District provides a chromebook for every enrolled student in Wisdom Ridge Academy. Each family is expected to provide reliable internet service at their home. These two items provide the baseline for technology needs. Family provided computing devices can be utilized within the various learning platforms as desired. Please see WRA Website for additional platform specific information including technology specifications and skills needed (see the specific description/ catalog for each provider).

When select courses are chosen that require additional technology beyond chromebook capacity, RSD and Wisdom Ridge will work together with families to ensure that students have the necessary equipment and materials needed. Wisdom Ridge Academy strives to remove boundaries from learning. If you have any needs, please contact your teacher or our office for support. WRA can help with course materials on an as needed basis for families.

Technology Skills recommended for success include:

- Typing, copying, pasting, and editing text in word processing documents
- Recording and uploading audio for teacher review
- Manipulating on screen items using a mouse or trackpad
- Basic email and website navigation for communication

## ACADEMIC COMMUNICATION

Teachers and instructors use several methods of communication for parents and students.

**Family Access in Skyward.** Parents and students both have access and passwords that provide access to academic progress, attendance, and teacher communication. 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.

**Wisdom Ridge Website.** We will update information here for the general population, and there are links available to the various student learning platforms for specific student information.

**Google Classroom.** This platform may be used by the Wisdom Ridge Academy staff in order to easily communicate and check in with students and families regarding expectations and course work.

**Online Platforms.** Each student will have access to coursework and instruction through the learning platform of their choice. Students will need to login frequently in order to ensure that they are engaging in the learning and getting timely and relevant feedback from staff.

**Conferences.** Wisdom Ridge Academy families are an integral part of the learning process, if at any time parents have additional questions about their child's progress, they may call the school to set an appointment to meet with their student's teacher(s).

## VISITORS

Parents are encouraged to visit school any time to support the learning of their child(ren). For security reasons, all visitors will check in at the main entrance prior to entering a classroom.

## SCHOOL CLOSURES

Information on late starts, early dismissals and school closures due to inclement weather conditions will be posted by 6:00 a.m. 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](http://www.flashalert.net).

## ACTIVITIES AND ATHLETICS

There are no sponsored extracurricular activities at Wisdom Ridge Academy; however, students are encouraged to join those at their home school if interested. Please contact the specific school with questions about opportunities. Academic eligibility and clearance for activities needs to be coordinated with the school(s) providing the activity. Wisdom Ridge Academy will work with all schools to ensure that students who are eligible for activities are able to participate.

## FOOD SERVICE

There are currently no cafeteria or food service options provided on the Wisdom Ridge campus.

## TEXTBOOKS

Students may check out textbooks and novels through Wisdom Ridge Academy. Each family also has access to their general libraries, and can check out books through a google form. Please check with your teachers for more information.

## TRANSPORTATION

Wisdom Ridge Academy is a school of choice, which requires families to provide their own transportation to and from school. Please plan to provide transportation on scheduled academic session days, as well as on scheduled weekly and monthly progress check days.

Wisdom Ridge Academy students are to leave the school campus by 12:30 p.m. unless they are involved in a specific activity, or are under adult supervision.

## 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. **LOST AND FOUND:** All articles found should be taken to the front desk. Periodically throughout the year all unclaimed articles will be donated to community centers.

## WITHDRAWING FROM WISDOM RIDGE ACADEMY

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. Student records will be released to another school where the student has enrolled or intends to enroll.

## 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

Wisdom Ridge Academy 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.

## CLOSED CAMPUS

Wisdom Ridge Academy is a closed campus. When students arrive they are to stay on campus until they are picked up by family or excused from class (if approved to drive themselves). When a student leaves campus they need to check back in at the office if they intend to return.

## STUDENT 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.

The safety of our students is priority #1.

We review our safety and emergency procedures annually, looking for opportunities to refine and improve practice. We strongly encourage families to familiarize themselves with the district-wide SRP (Standard Response Protocols).

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

## STANDARD RESPONSE PROTOCOLS ARE BASED ON THESE FOUR ACTIONS

**LOCKOUT** is followed by the Directive: “Secure the Perimeter” and is the protocol used to safeguard students and staff within the building.

**LOCKDOWN** is followed by “Locks, Lights, Out of Sight” and is the protocol used to secure individual rooms and keep students quiet and in place.

**EVACUATE** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

**SHELTER** is always followed by a type and a method and is the protocol for group and self-protection.

In the event of an emergency, the action and appropriate direction will be called on the PA.

## STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

## Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. “

## Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

## What if a Parent Can't Pick-up Their Student?

When a parent cannot immediately go to the reunification site, students will only be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick up their student.

## How it Works

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

## Reunification

For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student's last name.

## Bring ID to Check In

From the “Check In” area parents are directed to the “Reunification” area. There, a runner will go to the Student Assembly Area to recover the student or students.

Parents should be aware that in some cases, they may be invited into the building for further information.

## Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



## POSITIVE RECOGNITION

As a part of our school wide management system, we recognize positive student behaviors. Throughout this year at Wisdom Ridge Academy we will work with students and staff to build our building expectations.

## BEHAVIOR GUIDELINES / DISCIPLINE

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."

### 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 Wisdom Ridge Academy 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.

#### *Dress 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

- No hats, hoods, visors, or other head covering indoors (unless medically necessary or culturally/religiously appropriate)
- No sunglasses (unless medically necessary) inside the school
- Pajamas are not to be worn
- Appropriate PE attire and footwear will be required

*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 Director for approval.*

## **Electronic Devices and Mobile Phones**

Students may not use personal electronic devices, including mobile phones, music players, cameras, and iPads or other tablets, from during structured learning time unless they are used with teacher permission in an activity that directly supports learning goals of the class. The expectation is that devices are silent and not visible to staff. If students need to contact parents they may use the office phone, or be granted permission to use their phone in the office. Failure to follow these expectations will result in a student and family conference with potential additional consequences.

## **Students and Telecommunication**

Devices Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger. Exceptions may be granted if a school administrator or staff member expressly authorizes such devices;
- Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
- Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
- When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
- By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent

to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;

- Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
- Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and

Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

### **Fighting or Fighting Involvement**

Fighting or inciting a fight is not tolerated. Students with knowledge of a fight are expected to report this immediately to the main office.

### **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.

### **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.

### **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 may result in suspension, possible expulsion and/or repayment for items stolen. Theft includes “borrowing” items from other students without explicit permission.

## **DISCIPLINE**

Violations of the above rules and expectations may result in discipline, suspension or expulsion as per Ridgefield School District Policies.

## **BEHAVIORAL CONSEQUENCES**

The faculty and principal may use discipline for students according to the policies and practices of the school and district. Serious behavior problems may receive discipline 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.

## PHILOSOPHY

The Wisdom Ridge Academy 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. Wisdom Ridge Academy 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.
- Participate appropriately in proctored exams lead by teachers.
- 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
- Comply with teacher expectations for proctored assessments and assignments.

If a student is suspected of submitting work that is not their own, the WRA Director will work with the course content teacher to determine how to best move forward. Depending on the level of concern, options will include a family conference with possibilities for consequences ranging from submitting work to zero credit on assignments.

## 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, 510 Pioneer Street, Ridgefield, WA 98642, (360) 619-1304, or by email at [chris.griffith@ridgefieldsd.org](mailto: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 out 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](mailto: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](http://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](mailto: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](mailto:OCR.Seattle@ed.gov) [www.ed.gov/ocr](http://www.ed.gov/ocr) Washington State Human Rights Commission 1-800-233-3247 TTY: 1-800-300-7525 [www.hum.wa.gov](http://www.hum.wa.gov)



For information regarding bullying prevention, the district-wide PBIS program, and mental health resources, please visit the district's Social Emotional Learning website at [www.ridgefieldsd.org](http://www.ridgefieldsd.org) or scan the QR code to the right.



Social Emotional Learning