



**REGULAR MEETING OF THE BOARD OF DIRECTORS**  
*Tuesday, July 10, 2018 ~ 5:00 p.m.*  
**Ridgefield High School Room 311**  
**AGENDA**

- I. **CALL TO ORDER**  
*Our 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.*
- II. **FLAG SALUTE**
- III. **CHANGES OR ADDITIONS TO THE AGENDA – Action**
- IV. **CONSENT AGENDA – Action**
  - A. Approve Board Minutes
    - 1) Regular Meeting on June 26, 2018
  - B. Approve Personnel Report
  - C. Approve Warrants
  - D. Monthly Donations
- V. **REPORTS – Information Only / No Action**
  - A. Superintendent – Dr. Nathan McCann
    - 1) Bond Project Monthly Update – Scott Rose, R & C Management Group
    - 2) Experience Ridgefield Set for Saturday, September 8, 2018
    - 3) Financial Update – Paula McCoy
  - B. Board Members
- VI. **PUBLIC COMMENT – Agenda / Non Agenda Items**
- VII. **OLD BUSINESS – Action**
  - A. Approve Second Reading for Revision of Board Policy No. 3141 Nonresident Students
  - B. Approve Second Reading for Revision of Board Policy No. 3416 Medications at School
- VIII. **NEW BUSINESS – Action**
  - A. Approve Donation for Paul Lewis Innovation Grant from the Ridgefield Public Schools Foundation
  - B. Approve Quotes No. JWSL990 and No. JWSM016 for HP Chromebooks
  - C. Approve Increase to Emerick Construction Company Contract for the 5-8 School Project
  - D. Approve the Selection of the Architect for the 2019 Capital Bond Early Design Scope
  - E. Approve Student Handbook for Ridgefield High School for 2018-2019 School Year
  - F. Approve Student Handbook for View Ridge Middle School for 2018-2019 School Year
  - G. Approve Student Handbook for Sunset Ridge Intermediate School for 2018-2019 School Year
  - H. Approve Student Handbook for Union Ridge Elementary School for 2018-2019 School Year
  - I. Approve Student Handbook for South Ridge Elementary School for 2018-2019 School Year
  - J. Hear First Reading Revision of Board Policy No. 2000 Student Learning Goals
  - K. Hear First Reading Revision of Board Policy No. 2104 Federal and/or State Funded Special Instructional Programs
  - L. Hear First Reading Revision of Board Policy No. 2108 Learning Assistance Program (formerly named Remediation Programs)
  - M. Hear First Reading Revision of Board Policy No. 2170 Career and Technical Education
  - N. Hear First Reading Revision of Board Policy No. 2255 Alternative Learning Experiences Courses
- IX. **EXEMPT SESSION – Information/No Action**
- X. **RESUME REGULAR MEETING – Action**
- XI. **ADJOURNMENT**





**Board Agenda Item**

Agenda Item Number: **IV. A. - D.** Meeting Date: **07/10/2018**

Item: **Consent Agenda**



Submitted By: **Dr. Nathan McCann, Superintendent**

Will Be Presented By: **Dr. Nathan McCann, Superintendent**

- A. Approve Board Minutes
  - 1) Regular Meeting on June 26, 2018
- B. Approve Personnel Report
- C. Approve Warrants
- D. Monthly Donations

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 

**MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS**

**CALL TO ORDER** – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Scott Gullickson at 5:00 p.m. on **Tuesday, June 26, 2018** in room 311, at Ridgefield High School, 2630 S. Hillhurst Road, Ridgefield, Washington. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Scott Gullickson, Emily Enquist, and Becky Greenwald via phone conference call.  
Voting Members Absent: Steve Radosevich and Joe Vance  
Others Present: Dr. Nathan McCann, Chris Griffith, Bonnie Harris, and one visitor.

**FLAG SALUTE**

**CHANGES OR ADDITIONS TO THE AGENDA – Action**

Motion was made by Director Emily Enquist, Board hear essential business only, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**REPORTS – Information**

Superintendent –Dr. Nathan McCann  
Board Members

Various Board members commented on activities and events taking place in the school district and community.

**PUBLIC COMMENT – Agenda / Non Agenda Items**

None

**CONSENT AGENDA – Action**

- Approve Board Minutes
- 1) Regular Meeting on June 12, 2018
- Approve Personnel Report
- Approval of General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants; The written report was provided:

Fund	Warrant / Micr Numbers	Warrant	Issue	Authorization
		Date	Amount	Number
General Fund - #6134				
Payroll				
Warrant Numbers	-			
Micr Numbers	-		\$	
Electronic Transfer:			\$	
Total payroll amount. (*includes payroll vendors)	\$0.00			
Warrant Numbers	107838 - 107847			
Micr Numbers	127862 - 127862	6/15/2018	\$ 31,508.19	W-06152018-47
Warrant Numbers	107848 - 107852			
Micr Numbers	127863 - 127867	6/19/2018	\$ 572.55	W-06192018-9
Warrant Numbers	107853 - 107853			
Micr Numbers	127869 - 127869	6/20/2018	\$ 14.55	W-06202018-11
Warrant Numbers	107854 - 107978			
Micr Numbers	127883 - 128007	6/27/2018	\$ 206,663.85	W-06272018-3



	Electronic transfer for payment of comp tax					\$	
Sub-Total of Accounts Payable						\$	238,759.14
ASB - #6158							
Warrant Numbers		19784	-	19787			
Micr Numbers		127852	-	127852	6/15/2018	\$	4,932.30 W-06152018-46
Warrant Numbers		19788	-	19788			
Micr Numbers		127868	-	127868	6/19/2018	\$	719.88 W-06192018-10
Warrant Numbers		19789	-	19792			
Micr Numbers		127879	-	127882	6/27/2018	\$	5,754.42 W-06272018-2
	Electronic Transfer for payment of comp tax:					\$	
Sub-Total of ASB Payable						\$	11,406.60
Capital Projects - #6135-04 (Bond)						\$	
Capital Projects - #6135I (Impact)						\$	
Capital Projects-#6135						\$	
Warrant Numbers		2348	-	2349			
Micr Numbers		127845	-	127846	6/12/2018	\$	62,124.81 W-06122018-18
Warrant Numbers		2350	-	2350			
Micr Numbers		127847	-	127847	6/13/2018	\$	933.25 W-06132018-6
Warrant Numbers		2351	-	2351			
Micr Numbers		127848	-	127848	6/15/2018	\$	2,656.99 W-06152018-45
Warrant Numbers		2352	-	2360			
Micr Numbers		127870	-	127878	6/27/2018	\$	6,639,355.64 W-06272018-1
Micr Numbers			-			\$	
	Electronic Transfer for payment of comp tax:					\$	
Sub-Total of Capital Projects Payable						\$	6,705,070.69
Private Purpose Fund - #6178							
Warrant Numbers			-				
Micr Numbers			-			\$	
Sub-Total of Private Purpose Payables							0.00
Transportation Vehicle Fund- #6198							

Motion was made by Director Emily Enquist, Board approve the consent agenda, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**OLD BUSINESS – Action**

None

**NEW BUSINESS – Action**

Approve Revised District School Calendar for 2018-2019 School Year

Motion was made by Director Emily Enquist, Board approve revised District School Calendar for 2018-2019 school year, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Approve Lunch and Breakfast Increase for 2018-2019 School Year**

Motion was made by Director Emily Enquist, Board approve Lunch and Breakfast Increase for 2018-2019 school year, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Approve the Ridgefield High School Addition Project Maximum Allowable Construction Cost (MACC) D-9 Application**

Motion was made by Director Emily Enquist, Board approve the Ridgefield High School Addition Project Maximum Allowable Construction Cost (MACC) D-9 Application, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Approve the Ridgefield High School Addition Project Constructability Review Report and Implementation Plan D-9 Application**

Motion was made by Director Emily Enquist, Board approve the Ridgefield High School Addition Project Constructability Review Report and Implementation Plan D-9 Application, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Approve Resolution No. 2017-2018-011 Intent to Construct Project for the Ridgefield High School Addition D-9 Application (WAC 392-344-130)**

Motion was made by Director Emily Enquist, Board approve Resolution No. 2017-2018-011 Intent to Construct Project for the Ridgefield High School Addition D-9 Application (WAC 392-344-130), seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Approve Revised Out of State/Area Travel Request for Ridgefield High School**

Motion was made by Director Emily Enquist, Board approve revised Out of State/Area Travel Request for Ridgefield High School, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**Hear First Reading for Revision of Board Policy No. 3416 Medications at School**

Board heard First Reading for revision of Board Policy No. 3416 Medications at School. Any further revisions to the policy will be heard on Second Reading at the next regular board meeting on July 10, 2018.

**Hear First Reading for Revision of Board Policy No. 3141 Nonresident Students**

Board heard First Reading for revision of Board Policy No. 3141 Nonresident Students. Any further revisions to the policy will be heard on Second Reading at the next regular board meeting on July 10, 2018.

**Approve Recommendation from the Capital Facilities Advisory Committee to Proceed with the Capital Construction Phase III Plan as presented at the regular meeting on June 12, 2018**

Motion was made by Director Emily Enquist, Board approve recommendation from the Capital Facilities Advisory Committee to proceed with the Capital Construction Phase III Plan as presented at the regular meeting on June 12, 2018, seconded by Director Becky Greenwald. There was no discussion. All members present voted in favor of the motion. Motion carried.

**EXEMPT SESSION – Information/No Action**

None

**ADJOURN REGULAR MEETING**

There being no further business to come before the Board, President Scott Gullickson adjourned the regular meeting at 5:15 p.m.

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Scott Gullickson, President  
Becky Greenwald, Vice-President

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Bonnie Harris, Executive Secretary  
to the Superintendent

Approved by the Board of Directors: July 10, 2018

Regular Board Meeting Minutes

06.26.18

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## PERSONNEL ACTION

**TO:** Dr. Nathan McCann, Superintendent  
**FROM:** Jodi Fontyn, Human Resources Specialist  
**RE:** Personnel Action

**REVISED DATE:** 07/06/2018  
**BOARD DATE:** 07/10/2018

### CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
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**HIRE:**  
None

**RESIGNATION/RETIREMENT:**  
Courtney Margolin      Assistant Principal      URES      Resignation

**LEAVE OF ABSENCE:**  
None

**RELEASE FROM CONTRACT:**  
William Lee      TOSA -Title 1/LAP/ELL      SRES      Resignation

**NONRENEWAL OF PROVISIONAL CONTRACT:**  
None

**SUPPLEMENTAL CONTRACTS:**  
None

### EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
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**HIRE:**  
See attached list

**RESIGNATION:**  
None

## 2018-19 FALL/LATE FALL EXTRACURRICULAR STAFF

RHS			VRMS		
ABRAMS, Chris	Football	Asst .5	BATE, Ed	Football	Head
BALL, Bob	Golf, Boys	Head	BRAUNSTEIN, Joe	Football	Asst
BLACK, George	Football	Asst	BUFFUM, Jason	Volleyball	Asst
CLAYTON, Chon	Volleyball	Asst	CROUCH, Nicholas	Cross Country	Head
DOBBS, Sabrina	Volleyball	Head	DAVIES, James	Volleyball	Head
FELTON, Anja	Cheer Advisor	Asst	DESHAZER, Jerry	Basketball, Girls	Asst
HANSON, Jeremy	Soccer, Girls	Asst	FORD, Gregg	Basketball, Girls	Head
HOMER, Ron	Cross Country	Asst	FORD, Gregg	Football	Asst
KING, Allison	Soccer, Girls	Asst	GREEN, Alan	Wrestling	Head
KROPP, Andrea	Tennis, Boys	Head	HAGENSEN, Scott	Football	Asst
LINES, Jeff	Golf, Boys	Asst	KEE, Tatsuya	Basketball, Girls	Asst
LONG, Gunnar	Football	Asst	KEE, Tatsuya	Soccer, Girls	Asst
MEYER, Christine	Cross Country	Asst	MASLYN, Melissa	Soccer, Girls	Head
MOORE, Benjamin	Football	Asst .5	NGUYEN, Nam	Basketball, Girls	Asst
RINARD, Steve	Football	Asst	VEYS, Nick	Volleyball	Asst
SHIELDS, Angela	Cross Country	Head			
STEPHENSON, Korrie	Volleyball	Asst			
TOMILLO, Alyssa	Cheer Advisor	Head			
TRIMBO, Robby	Soccer, Girls	Head			
ULMAN, Kim	Football	Head			



**RIDGEFIELD SCHOOL DISTRICT #122**  
Warrant info



Date: 7/10/2018  
To: Ridgefield School District Board of Directors  
From: Lisa McGhee Accounting/Fiscal Clerk  
Subject: Request for Warrant Authorization

Fund	Warrant / Micr Numbers	Warrant Date	Issue Amount	Authorization Number
<b>General Fund - #6134</b>				
<b>Payroll</b>				
Warrant Numbers	122406 - 122426			
Micr Numbers	128009 - 128029	6/29/2018	\$ 6,876.11	W-06292018-29
Electronic Transfer:			\$ 1,027,670.62	
Total payroll amount (*includes payroll vendors)			\$1,700,894.62	
Warrant Numbers	107979 - 109013			
Micr Numbers	128030 - 128064	7/2/2018	\$ 665,547.89	W-07022018-2
<b>Accounts Payable</b>				
Warrant Numbers	108014 - 108016			
Micr Numbers	128065 - 128070	7/3/2018	\$ 1,501.86	W-07032018-19
Warrant Numbers	108017 - 108082			
Micr Numbers	128098 - 128162	7/11/2018	\$ 125,352.81	W-07112018-3
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Electronic transfer for payment of comp tax			\$	
<b>Sub-Total of Accounts Payable</b>			\$ 792,402.56	
<b>ASB - #6158</b>				
Warrant Numbers	19793 - 19795			
Micr Numbers	128065 - 128067	7/3/2018	\$ 613.83	W-07032018-17
Warrant Numbers	19796 - 19811			
Micr Numbers	128081 - 128096	7/11/2018	\$ 13,115.36	W-07112018-2
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Electronic Transfer for payment of comp tax:			\$	
<b>Sub-Total of ASB Payable</b>			\$ 13,729.19	
<b>Capital Projects - #6135-04 (Bond)</b>			\$ 157,006.21	
<b>Capital Projects - #6135I (Impact)</b>			\$ 21,313.57	
<b>Capital Projects-#6135</b>			\$	
Warrant Numbers	2361 - 2361			
Micr Numbers	128008 - 128008	6/26/2018	\$ 7,250.00	W-06262018-7
Warrant Numbers	2362 - 2370			
Micr Numbers	128071 - 128079	7/11/2018	\$ 109,966.70	W-07112018-1
Warrant Numbers	2371 - 2371			
Micr Numbers	128080 - 128080	7/5/2018	\$ 61,103.08	W-07052018-7
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
Electronic Transfer for payment of comp tax:			\$	
<b>Sub-Total of Capital Projects Payable</b>			\$ 178,319.78	
<b>Private Purpose Fund - #6178</b>				
Warrant Numbers	-		\$	
Micr Numbers	-		\$	
<b>Sub-Total of Private Purpose Payables</b>			0.00	
<b>Transportation Vehicle Fund- #6198</b>				
Warrant Numbers	-		\$	
Micr Numbers	-		\$	

As of this date July 10th, 2018 THE BOARD, by a \_\_\_\_\_ vote.  
Voted to approve the Funds listed above for payment.

\_\_\_\_\_  
Secretary, Board of Directors Director

\_\_\_\_\_  
President, Board of Directors Director

\_\_\_\_\_  
Vice President, Board of Directors Director

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$665,547.89. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 107979 through 108013, totaling \$665,547.89

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107979	AMER FAM LIFE ASSU	06/29/2018	20180629ADS0119	Payroll accrual	0	78.10	103.90
			20180629ADS1119	Payroll accrual	0	25.80	
107980	AMERICAN FIDELITY ASSUR. CO.	06/29/2018	20180629ADI0128	Payroll accrual	0	2,626.66	4,768.30
			20180629ADI1128	Payroll accrual	0	2,141.64	
107981	AMERICAN FIDELITY ASSURANCE	06/29/2018	20180629ADL0129	Payroll accrual	0	1,093.85	3,511.95
			20180629ADS0129	Payroll accrual	0	1,815.62	
			20180629ADS1129	Payroll accrual	0	602.28	
107982	AMERICAN FIDELITY HEALTH SERVI	06/29/2018	20180629ADNSAAF	Payroll accrual	0	250.00	250.00
107983	AMERICAN FIDELITY ASSURANCE CO	06/29/2018	20180629ADS1140	Payroll accrual	0	2,196.91	2,202.41
			20180629ADS2140	Payroll accrual	0	5.50	
107984	DEPT OF RETIREMENT SYSTEMS	06/29/2018	20180629AD1ReT3	Payroll accrual	0	47,235.13	47,235.13
107985	DEPT OF RETIREMENT SYSTEMS	06/29/2018	20180629AD1ReE0	Payroll accrual	0	0.00	42,019.40
			20180629AD1ReE2	Payroll accrual	0	7,930.45	
			20180629AF1ReE0	Payroll accrual	0	0.00	
			20180629AF1ReE2	Payroll accrual	0	14,704.62	
			20180629AF1ReE3	Payroll accrual	0	19,384.41	
107986	DEPT OF RETIREMENT SYSTEMS	06/29/2018	20180629AD1ReE3	Payroll accrual	0	10,467.66	10,467.66
107987	ESD #112 / UNEMP	06/29/2018	20180629AF1UC	Payroll accrual	0	2,816.33	2,816.33
107988	ESD112 WORK/COMP	06/29/2018	20180629AD1WC	Payroll accrual	0	1,860.81	12,350.86
			20180629AF1WC	Payroll accrual	0	10,490.07	
107989	IQ CREDIT UNION	06/29/2018	20180629ADJ0115	Payroll accrual	0	2,769.00	2,769.00
107990	KAISER FOUNDATION	06/29/2018	20180629ADM0	Payroll accrual	0	27,137.03	114,078.86
			20180629ADM0111	Payroll accrual	0	0.00	
			20180629ADM0250	Payroll accrual	0	205.27	
			20180629ADM025d	Payroll accrual	0	25.26	
			20180629ADM0500	Payroll accrual	0	1,736.95	
			20180629ADM050d	Payroll accrual	0	32.00	
			20180629ADM0ded	Payroll accrual	0	789.09	
			20180629ADMOEP	Payroll accrual	0	0.00	
			20180629AFM0	Payroll accrual	0	78,881.13	
			20180629AFM0111	Payroll accrual	0	0.00	
			20180629AFM0250	Payroll accrual	0	2,296.43	
			20180629AFM0500	Payroll accrual	0	2,975.70	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107991	KAISER FOUNDATION	06/29/2018	20180629ADD2	Payroll accrual	0	0.00	8,359.37
			20180629AFD2	Payroll accrual	0	8,359.37	
107992	METLIFE SBC	06/29/2018	20180629ADD0	Payroll accrual	0	0.00	13,747.85
			20180629AFD0	Payroll accrual	0	13,747.85	
107993	MUTUAL OF OMAHA	06/29/2018	20180629ADL2	Payroll accrual	0	0.00	3,171.77
			20180629ADS0	Payroll accrual	0	0.00	
			20180629ADS01	Payroll accrual	0	0.00	
			20180629ADS02	Payroll accrual	0	0.00	
			20180629ADS03	Payroll accrual	0	0.00	
			20180629AFL1	Payroll accrual	0	41.60	
			20180629AFL2	Payroll accrual	0	205.73	
			20180629AFS01	Payroll accrual	0	2,016.74	
			20180629AFS02	Payroll accrual	0	654.42	
				(adj: -16.78 for e. jacob to send w/ july & aug payments)			
			20180629AFs03	Payroll accrual	0	253.28	
107994	OREGON DEPT OF JUSTICE	06/29/2018	20180629ADMISC2	REMITTANCE ID: 071DAX120841 OBLIGOR: CRAWFORD, EMILY ANNE	0	780.00	780.00
107995	PROVIDENT LIFE & ACCIDENT	06/29/2018	20180629ADS1149	Payroll accrual	0	5.96	5.96
107996	RIDGEFIELD PUBLIC SCHOOLS FOUN	06/29/2018	20180629ADRSDF	Payroll accrual	0	117.49	117.49
107997	RIDGEFIELD BOOSTERS	06/29/2018	20180629ADRSDB	Payroll accrual	0	125.50	125.50
107998	SCHOOL EMPLOYEES CU OF WASH	06/29/2018	20180629ADJ0120	Payroll accrual	0	2,991.00	2,991.00
107999	SOUTH RIDGE PTA	06/29/2018	20180629ADSRPTA	Payroll accrual	0	20.00	20.00
108000	STATE TREASURER	06/29/2018	20180629ADD1160	Payroll accrual	0	6,720.00	6,720.00
108001	TEACHER RET SYST	06/29/2018	20180629AD1Ret0	Payroll accrual	0	0.00	184,894.94
			20180629AD1Ret1	Payroll accrual	0	399.87	
			20180629AD1Ret2	Payroll accrual	0	27,955.15	
			20180629AF1Ret0	Payroll accrual	0	0.00	
			20180629AF1Ret1	Payroll accrual	0	1,012.99	
			20180629AF1Ret2	Payroll accrual	0	60,186.74	
			20180629AF1Ret3	Payroll accrual	0	95,340.19	
108002	THE OMNI GROUP	06/29/2018	20180629ADA1101	Payroll accrual	0	15,445.00	15,673.00
			20180629ADA2101	Payroll accrual	0	350.00	
			20180629ADA3101	Payroll accrual	0	2,878.00	
108003	THE STANDARD	06/29/2018	20180629ADV1S1	Payroll accrual	0	0.00	2,363.32
			20180629AFVIS1	Payroll accrual	0	2,363.32	
108004	VEBA TRUST	06/29/2018	20180629ADV0145	Payroll accrual	0	2,290.84	2,640.84
			20180629ADV0146	Payroll accrual	0	350.00	
108005	WASH STATE SUPPORT REGISTRY	06/29/2018	20180629ADMISC5	\$300.00 FOR: ACCOUNT#: IN 6347917, L. TOWNSEND \$332.80 FOR: ACCOUNT#: IN 4524840, C. URBINA-ANTHONY	0	632.80	632.80

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108006	WASHINGTON STATE TREASURER	06/29/2018	20180629AFH1HA	Payroll accrual (adj: -128.14 for e. jacob to send w/ july & aug payments)	0	14,559.91	15,713.16
			20180629AFH1HA2	Payroll accrual	0	384.44	
			20180629AFH1HA3	Payroll accrual	0	752.79	
			20180629AFH1HA4	Payroll accrual	0	16.02	
108007	Vendor Continued Void	06/29/2018					0.00
108008	WEA Aetna	06/29/2018	20180629ADABPO	Payroll accrual	0	943.74	117,141.07
			20180629ADABPOD	Payroll accrual	0	50.19	
			20180629ADACAO	Payroll accrual	0	3,575.84	
			20180629ADACAOB	Payroll accrual	0	204.70	
			20180629ADACAW	Payroll accrual	0	639.90	
			20180629ADACAWD	Payroll accrual	0	12.64	
			20180629ADACBO	Payroll accrual	0	3,635.96	
			20180629ADACBOD	Payroll accrual	0	219.63	
			20180629ADACBW	Payroll accrual	0	0.00	
			20180629ADACBWD	Payroll accrual	0	13.14	
			20180629ADAE20	Payroll accrual	0	3,521.72	
			20180629ADAE20D	Payroll accrual	0	155.52	
			20180629ADAE30	Payroll accrual	0	2,122.22	
			20180629ADAE30D	Payroll accrual	0	115.88	
			20180629ADAE3W	Payroll accrual	0	0.00	
			20180629ADAE3WD	Payroll accrual	0	16.96	
			20180629ADAE50	Payroll accrual	0	1,799.14	
			20180629ADAE50D	Payroll accrual	0	57.20	
			20180629ADAEQ0	Payroll accrual	0	638.71	
			20180629ADAEQ0D	Payroll accrual	0	20.24	
			20180629ADAEQW	Payroll accrual	0	0.00	
			20180629ADAEQWD	Payroll accrual	0	4.86	
			20180629AFABPO	Payroll accrual	0	7,201.62	
			20180629AFACAO	Payroll accrual	0	25,516.05	
			20180629AFACAW	Payroll accrual	0	1,354.93	
			20180629AFACBO	Payroll accrual	0	27,924.14	
			20180629AFACBW	Payroll accrual	0	1,521.71	
			20180629AFAE20	Payroll accrual	0	14,494.34	
			20180629AFAE30	Payroll accrual	0	11,146.73	
			20180629AFAE3W	Payroll accrual	0	1,680.02	
			20180629AFAE50	Payroll accrual	0	5,519.79	
			20180629AFAEQ0	Payroll accrual	0	2,552.55	
			20180629AFAEQW	Payroll accrual	0	481.00	
108009	WEA PAYROLL DEDUCTIONS	06/29/2018	20180629ADH0110	Payroll accrual	0	13,252.82	13,558.82
			20180629ADH2110	Payroll accrual	0	306.00	
108010	WEA PAYROLL DEDUCTIONS	06/29/2018	20180629ADH0158	Payroll accrual (adj: -37.56 for e. jacob to send w/ july & aug payments)	0	2,580.13	2,607.13
			20180629ADH2158	Payroll accrual	0	27.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount				
108011	WEA UHC	06/29/2018	20180629ADUCAC	Payroll accrual	0	1,176.31	24,053.57				
			20180629ADUCACD	Payroll accrual	0	50.01					
			20180629ADUCAN	Payroll accrual	0	21.11					
			20180629ADUCAND	Payroll accrual	0	6.26					
			20180629ADUCBC	Payroll accrual	0	439.14					
			20180629ADUCBCD	Payroll accrual	0	57.60					
			20180629ADUH2C	Payroll accrual	0	1,234.90					
			20180629ADUH2CD	Payroll accrual	0	21.59					
			20180629ADUH3C	Payroll accrual	0	54.65					
			20180629ADUH3CD	Payroll accrual	0	18.60					
			20180629ADUH5C	Payroll accrual	0	0.00					
			20180629ADUH5CD	Payroll accrual	0	11.94					
			20180629ADUHBC	Payroll accrual	0	0.00					
			20180629ADUHBCD	Payroll accrual	0	11.60					
			20180629ADUHEN	Payroll accrual	0	103.42					
			20180629ADUHENB	Payroll accrual	0	5.24					
			20180629ADUHQN	Payroll accrual	0	62.03					
			20180629ADUHQND	Payroll accrual	0	9.62					
			20180629AFUCAC	Payroll accrual	0	5,674.86					
			20180629AFUCAN	Payroll accrual	0	807.83					
			20180629AFUCBC	Payroll accrual	0	6,228.46					
			20180629AFUH2C	Payroll accrual	0	1,638.17					
			20180629AFUH3C	Payroll accrual	0	1,786.17					
			20180629AFUH5C	Payroll accrual	0	1,162.48					
			20180629AFUHBC	Payroll accrual	0	1,148.04					
			20180629AFUHEN	Payroll accrual	0	854.56					
			20180629AFUHQN	Payroll accrual	0	1,448.98					
			108012	WEA Willamette Dental	06/29/2018	20180629ADD3		Payroll accrual	0	0.00	4,651.40
						20180629AFD3		Payroll accrual	0	4,651.40	
			108013	WSSRA	06/29/2018	20180629ADH0150		Payroll accrual	0	5.00	5.00

35 Computer Check(s) For a Total of 665,547.89

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	35	Computer	Checks For a Total of	665,547.89
Total For	35	Manual, Wire Tran, ACH & Computer	Checks	665,547.89
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	665,547.89

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,501.86, and voids/cancellations, totaling \$1,233.36. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 108014 through 108016, totaling \$1,501.86  
Voids/Cancellations, totaling \$1,233.36

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108014	Adams, Alan Stuart	07/03/2018	NTRC- PPGI FUNDS	2017-18 PPGI Reimbursements - Adams	1041700188	302.18	302.18
108015	KIMBER HUNTINGTON WEBB	07/03/2018	007	SITE MONITORING AND UPDATES FOR APRIL 2018	0	550.00	1,100.00
			008	SITE MONITORING AND UPDATES FOR MAY 2018	0	550.00	
108016	Varney, Geoffrey S	07/03/2018	TRC- MAY 2018	Tech Mileage 2017-2018 Fiscal Year	501700655	99.68	99.68
				3 Computer	Check(s) For a Total of		1,501.86

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
107855	Adams, Alan Stuart	06/22/2018	NTRC- PPGI FUNDS	2017-18 PPGI Reimbursements - Adams	1041700188	429.00	429.00
107920	KIMBER HUNTINGTON WEBB	07/03/2018	007	SITE MONITORING AND UPDATES FOR APRIL 2018	0	55.00	605.00
			008	SITE MONITORING AND UPDATES FOR MAY 2018	0	550.00	
107965	Varney, Geoffrey S	07/03/2018	TRC- MAY 2018	Tech Mileage 2017-2018 Fiscal Year	501700655	99.68	199.36
			TRC-MAY 2018	Tech Mileage 2017-2018 Fiscal Year	501700655	99.68	
				3 Void	Check(s) For a Total of		1,233.36



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	1,501.86
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	1,501.86
Less	3	Voided	Checks For a Total of	1,233.36
			Net Amount	268.50

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$125,352.81. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:

Warrant Numbers 108017 through 108082, totaling \$125,352.81

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108017	Vendor Continued Void	07/11/2018					0.00
108018	AIRGAS USA, INC.	07/11/2018	9073929996	AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	367.02	371.27
			9075660635	AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	36.55	
			9600516997	AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	-181.36	
			9952616227	AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	47.70	
			9953332276	AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	50.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			9954004135	through) - Not to Exceed \$350 - Shipp AirGas - cylinder rental and gas (for last few invoices coming through) - Not to Exceed \$350 - Shipp	3101700144	50.68	
108019	Andersen, Rosalyn	07/11/2018	REFUND	REFUND OF LIBRARY FINE, BOOK WAS RETURNED	0	18.99	18.99
108020	Bishop-Smith, Kathryn	07/11/2018	LUNCH REFUND	REFUND FOR LUNCH ACCOUNT FOR SALLY	0	37.05	37.05
108021	Breuer, Kara Jean	07/11/2018	TRC- JUNE 2018	2018 CAPS SUMMER HUDDLE IN KANSAS CITY KANSAS	0	127.50	127.50
108022	Burlingame, Kristine	07/11/2018	LUNCH REFUND	LUNCH BALANCE REFUND FOR DONOVAN	0	5.00	5.00
108023	CASCADIA TECH ACADEMY	07/11/2018	SSB5644	PER STUDENT CHARGE FOR SKILL CENTER MINOR REPAIR AND MAINTENANCE OF CTA FACILITIES	0	48.00	48.00
108024	CDW GOVERNMENT	07/11/2018	NDH0285	Purchase solid state drive upgrades for RHS STEM Engineering computers. CONTRACT: KCDA 018-A	501700680	3,881.26	3,881.26
108025	CENTURYLINK	07/11/2018	360-887-2138 703B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	50.53	385.72
			360-887-2144 890B	Encumbrance for Elevator Lines and Maintenance Fax Machine Charges for Fiscal Year 17-18	501700157	93.50	
			360-887-3615 983B	Encumbrance for Elevator Lines and Maintenance Fax Machine	501700157	52.28	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			360-887-5636 768B	Charges for Fiscal Year 17-18 Encumbrance for Elevator Lines and Maintenance Fax Machine	501700157	189.41	
108026	CHARTWELLS INC	07/11/2018	656500032	Charges for Fiscal Year 17-18 Chartwells - Groceries for Foods Classes - Foster (Not to exceed \$1,000.00)	3101700063	115.56	115.56
108027	CHEVRON & TEXACO CARD SERVICES	07/11/2018	53592104	FUEL FOR MOTOR POOL VANS/EXPLORER FOR THE DISTRICT. USED BY SPEC. ED, ADMIN., TECH, AND ATHLETICS	0	458.14	458.14
108028	CLARK PUBLIC UTILITIES	07/11/2018	7206-474-4	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	131.60	11,531.79
			7206-597-2	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	869.30	
			7206-599-8	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	854.65	
			7206-621-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	5,155.90	
			7206-640-0	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	1,450.79	
			7206-649-1	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	315.50	
			7206-650-9	ELECTRICITY FOR THE SCHOOL DISTRICT	501700068	1,971.93	
			7206-706-9	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal Year	501700135	605.34	
			7206-751-5	Encumbrance for Water and Sewer Services for the 2017-2018 Fiscal	501700135	176.78	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108029	CONSOLIDATED TECHNOLOGY SERVIC	07/11/2018	90112018050003	Year ENCUMBRANCE FOR LONG DISTANCE CHARGES FOR STAFF FOR FISCAL YEAR 17-18	501700161	150.57	361.41
			90112018060003	ENCUMBRANCE FOR LONG DISTANCE CHARGES FOR STAFF FOR FISCAL YEAR 17-18	501700161	210.84	
108030	Vendor Continued Void	07/11/2018					0.00
108031	COPYTRONIX INC	07/11/2018	1670988	Copytronix - Office Copier overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per Lisa	1021700047	489.57	1,683.89
			1670989	Copy machine overage	1051700010	209.66	
			1675869	Copytronix - Office Copier overages Not to Exceed \$6840 - **Note: Increase amount to accommodate more teachers - per Lisa	1021700047	12.38	
			1680545	Maint. Dept. Copy Machine	601700012	3.51	
			1680546	2017-18 Copier Overages & Supplies	1041700174	306.52	
			1680547	2017-18 Copier Overages & Supplies	1041700174	164.72	
			1680548	Encumbrance for Copier Agreement Services for 2017-2018 Fiscal Year	501700133	497.53	
108032	Durben, Nancy	07/11/2018	REFUND	REFUND OF TEXTBOOK FINE, BOOK RETURNED	0	30.00	30.00
108033	Edmondson, Gyneth	07/11/2018	REFUND FOR TEXTBOOK	REFUND FOR TEXTBOOK	0	7.15	7.15

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108034	Vendor Continued Void	07/11/2018					0.00
108035	Vendor Continued Void	07/11/2018					0.00
108036	ESD 112	07/11/2018	132391	AUDIOLOGY SERVICES FOR SY 2017-18 PER CONTRACT NUMBER 18013-019	501700087	681.70	43,953.24
			136457	REGIONAL SPECIAL EDUCATION TRANSITION PROGRAM - STEPS FOR SY 17-18. ESD CONTRACT NUMBER 18005-019	501700072	1,886.11	
			136463	REGIONAL SPECIAL EDUCATION TRANSITION PROGRAM - STEPS FOR SY 17-18. ESD CONTRACT NUMBER 18005-019	501700072	1,886.11	
			136477	Encumbrance of Open Doors Enrollment	501700154	2,496.76	
			136561	AUDIOLOGY SERVICES FOR SY 2017-18 PER CONTRACT NUMBER 18013-019	501700087	681.70	
			136576	LPN NURSE SERVICES - CONTRACT #18077-019	501700436	5,220.00	
			136579	SCHOOL NURSING SERVICES CONTRACT NUMBER 18078-019 FOR SCHOOL YEAR 17-16	501700074	6,234.90	
			136590	ESD Contract #18030-Prevention Intervention	501700121	4,000.00	
			136612	STEM LEARNING NETWORK PARTNERSHIP PER CONTRACT NUMBER 18106-019	501700180	501.80	
			136647	STEM MATERIALS COOPERATIVE PER INTERLOCAL AGREEMENT NUMBER	501700182	9,684.00	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			136671	18064-019 ESD 112 Contract #18000-019 COOPERATIVE INFORMATION MANAGEMENT SERVICES	501700204	9,311.96	
			136689	LEGAL SERVICES FOR DISTRICT'S CAPITAL FACILITIES PLAN, SCHOOL IMPACT FEES AND CLARK COUNTY COORDINATED LAND USE PLANNING FOR SY 17-18. CONTRACT NUMBER 18047-019	501700078	437.50	
			136730	Teacher of Hearing Impaired services for 2017-18 school year	2101700034	330.70	
			136732	HEARING SCREENING SERVICES	501700085	400.00	
108037	Esplin, Dianne	07/11/2018	REFUND	TEXTBOOK FINE REFUND BECAUSE BOOK WAS RETURNED	0	34.88	34.88
108038	FIRL, STACY	07/11/2018	6-18-2018	SAFE SITTER INSTRUCTION	501700685	312.00	312.00
108039	Fisher, Jeff	07/11/2018	REFUND FOR TEXTBOOK	REFUND FOR TEXTBOOK FINE, BOOK RETURNED	0	12.00	12.00
108040	Gaspar, Dawn	07/11/2018	BOOK REFUND	REFUND FOR A BOOK RETURNED BY WYATT	0	4.99	4.99
108041	GOULD, TIFFANY	07/11/2018	TRC- JUNE 2018	2018 CAPS SUMMER HUDDLE IN KANSAS CITY KANSAS	0	127.50	127.50
108042	Granados, Anyy	07/11/2018	REFUND FOR TEXTBOOK	REFUND FOR LOST TEXTBOOK-BOOK RETURNED BY TRYAN	0	8.99	8.99
108043	GRAVES, TODD	07/11/2018	NTRC- JUNE 2018	Gen Funds 2017/2018 SRIS Release Day 1 Costco - Snacks 528.97 1 Safeway - Snacks \$6.75	1031700152	41.07	41.07
108044	Griffith, Christopher Jason	07/11/2018	NTRC- JULY 2018	Assistant Superintendent	501700313	24.37	24.37

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108045	Guccini, Jill K	07/11/2018	NTRC- JUNE 2018 NTRC- JUNE2018	meeting supplies Library books Books for IQ Credit Union Literacy Grant - Not to Exceed \$200 -	1051700040 1021700335	31.20 195.76	226.96
108046	HEARTSMART.COM	07/11/2018	HS337471	NEW AED FOR RHS STADIUM	501700653	865.00	865.00
108047	Helm, Brian Lee	07/11/2018	TRC- JUNE 2018	REIMBURSEMENT FOR MILEAGE FOR FIELD TRIP TO MT ST HELENS JOHNSTON OBSERVATORY	0	98.21	98.21
108048	Helm, Kyle Randolph	07/11/2018	NTRC- JUNE 2018	2017-18 PPGI Reimbursements - Helm	1041700190	295.00	295.00
108049	Hundley, Jared S	07/11/2018	00311_RSD	MARKETING SERVICES FOR SY 2017-18	501700089	968.75	968.75
108050	IMAGINEERING, INC.	07/11/2018	18217 18219 18220 18226	COMM ED SHIRTS CHEER, ROBOTICS, TENNIS SHIRTS CHEER, ROBOTICS, TENNIS SHIRTS ENCUMBRANCE FOR GRAPHIC DESIGN SERVICES	501700677 501700678 501700678 501700232	793.73 602.53 172.59 146.25	1,715.10
108051	INSTRUMENTALIST AWARDS LLC	07/11/2018	21559	Awards - End of the Year Band Awards - Greggerson - Do Not Exceed \$40.00	1021700302	35.00	35.00
108052	James, Kathryn N	07/11/2018	NTRC- JUNE 2018 GRAN	RPSF Grant	501700225	600.00	600.00
108053	JW PEPPER & SON, INC.	07/11/2018	14702833	Sheet Music - Band - Greggerson - DO NOT EXCEED \$500.00	1021700298	310.73	310.73
108054	Layman, Kam	07/11/2018	REFUND OF LUNCH	LUNCH BALANCE REFUND	0	4.45	4.45
108055	Lewis, Paul	07/11/2018	REFUND FOR TEXTBOOK	TEXTBOOK RETURNED, REFUND OF FINE	0	10.00	10.00
108056	MAILFINANCE, INC	07/11/2018	N7196196	Encumbrance for Mail Machine Mainten7196196	501700160	428.71	428.71
108057	McElhose, Wendy	07/11/2018	REFUND FOR TEXBOOK	REFUND FOR TEXTBOOK FINE, BOOK RETURNED	0	9.00	9.00



Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108058	NAPA WOODLAND AUTO PARTS	07/11/2018	040953	VEHICLE PARTS	601700237	329.73	287.49
			044779	VEHICLE PARTS	601700237	-42.24	
108059	OBC NORTHWEST INC	07/11/2018	629455	OBC Northwest - Baskets/Pots/Hange rs/Flats for Plant Sale - Horticulture - Shipp	3101700151	1,025.31	1,025.31
108060	Palmer, Christen Schmidt	07/11/2018	TRC- JUNE 2018	2018 CAPS SUMMER HUDDLE IN KANSAS CITY KANSAS	0	127.50	127.50
108061	PORTER FOSTER RORICK	07/11/2018	107704	LEGAL SERVICES FOR SY 2017-18	501700432	13,947.50	13,947.50
108062	PPC SOLUTIONS, INC.	07/11/2018	354845	Security Services 2017-2018 Fiscal Year HIGH SCHOOL GRADUATION	501700131	200.00	200.00
108063	PRO GRO	07/11/2018	PG25534	Pro-Gro Mixes 10 yard delivery of potting soil - Shipp	3101700145	692.20	692.20
108064	Reinertson, Andrea A	07/11/2018	TRC- JUNE 2018	2018 CAPS SUMMER HUDDLE IN KANSAS CITY KANSAS	0	181.14	181.14
108065	RIDGEFIELD HIGH SCHOOL ASB	07/11/2018	SC 2018 CHEER	SUMMER CAMPS BY RHS TEAMS	501700686	743.00	4,240.00
			SC 2018 WRESTLING	SUMMER CAMPS BY RHS TEAMS	501700686	325.00	
			SC BOYS BB 2018	SUMMER CAMPS BY RHS TEAMS	501700686	1,586.00	
			SC GIRLS BB 2018	SUMMER CAMPS BY RHS TEAMS	501700686	1,586.00	
108066	Rinard, Steven Jeei	07/11/2018	TRC- JUNE 2018	2018 CAPS SUMMER HUDDLE IN KANSAS CITY KANSAS	0	175.50	175.50
108067	RO HEALTH, INC	07/11/2018	23132	Substitute nursing services for SpEd Dept. for June 2018	2101700136	996.15	996.15
108068	Smith, Elisa E	07/11/2018	NTRC- JUNE 2018	MATH GAMES FOR PD 3 GRADE COURSE AND SUPPLIES FOR PD	0	393.46	404.58
			TRC- JUNE 2018	TRAVEL FOR MEETINGS AT THE BUILDINGS	0	11.12	
108069	SONITROL OF SW WASHINGTON, INC	07/11/2018	252059	SERCURITY AND FIRE MONITORING OF ALL DISTRICT BUILDING	501700063	584.11	759.34

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			252060	SERURITY AND FIRE MONITORING OF ALL DISTRICT BUILDING	501700063	175.23	
108070	Sprinters	07/11/2018	382	Yearbook Posters - Not to Exceed \$20.00 - Cook	3101700146	20.00	20.00
108071	Stenbak, Kimberly	07/11/2018	NTRC- JUNE 2018	2017-18 PPGI Reimbursements - Stenbak	1041700191	383.98	383.98
108072	THE NEW YORK TIMES	07/11/2018	902471523	Renewal of Newspaper subscription at educator rate (Mon-Fri) for 2017/2018 school year thru June 14	1021700034	31.50	72.45
			902471523B	Renewal of Newspaper subscription at educator rate (Mon-Fri) for 2017/2018 school year thru June 14	1021700034	40.95	
108073	THERAPISTS UNLIMITED	07/11/2018	36478-444621	Contract Physical Therapist services for 2017-18 school year	2101700033	827.57	1,776.33
			36478-445284	Contract Physical Therapist services for 2017-18 school year	2101700033	948.76	
108074	TROXELL COMMUNICATIONS, INC.	07/11/2018	126701	Purchase demo LG television for use in Professional Development department.	501700642	2,379.39	2,379.39
108075	Vendor Continued Void	07/11/2018					0.00
108076	US BANK EQUIPMENT FINANCE, INC	07/11/2018	360154843	2017-18 Bldg A Copier Lease Agreement/ID# 4J515 & ID# 4J499	1041700000	264.22	2,170.79
			360154843B	2017-18 Bldg A Copier Lease Agreement/ID# 4J515 & ID# 4J499	1041700000	264.22	
			360256366	Office Copier	1021700046	336.31	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
				Lease for 1 B&W Xerox & 1 Color Xerox Copy Machines			
			360256671B	Office Copier	1021700046	223.59	
				Lease for 1 B&W Xerox & 1 Color Xerox Copy Machines			
			36056671	Office Copier	1021700046	223.59	
				Lease for 1 B&W Xerox & 1 Color Xerox Copy Machines			
			360749501	2017-18 Bldg B Copier Lease Agreement - ID#7J194 (replacement for ID#4E983)	1041700001	206.81	
				Gen Funds 2017/2018 17/18 School year: lease for Konica 7J193 - lease agreement #1886055 (Replacement for ID #4E941) lease expires 08/25/2019 *Not to exceed \$2500.00	1031700029	205.47	
				Copier Agreement Services for 2017-2018 Fiscal Year	501700132	223.29	
			360749709	Copier Agreement Services for 2017-2018 Fiscal Year	501700132	223.29	
108077	Vance, Joseph	07/11/2018	REISSUE PAYROL	PAYROLL CHECK REISSUED 04/26/2017	0	92.25	92.25
108078	VARITRONICS, LLC	07/11/2018	06182018	Variquest Silver Sticker 4" - Marketing Class Services - Hundley	1021700323	231.41	231.41
108079	VERIZON	07/11/2018	9809286576	Encumbrance for	501700155	226.95	226.95

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
108080	WOODLAND SCHOOL DISTRICT #404	07/11/2018	1142	Cell Phone Plan Services for Emergency Usage for 2017-2018 Fiscal Year	501700317	22,502.00	25,673.39
			1146	ENCUMBRANCE FOR MONTHLY UNFUNDED TRANSPORTATION GPS SYSTEM FOR NEW VAN	0	3,171.39	
108081	Young, Kristi Lynn	07/11/2018	NTRC- JUNE 2018	LASPA CLASSROOM GRANT	501700394	39.48	65.48
			NTRC- JUNE 2018 CT	LASPA CLASSROOM GRANT	501700394	26.00	
108082	Zhiryada, Valentina	07/11/2018	REFUND OF SPORT FEE	BOYS SOCCER FEE REFUND FOR ARTYOM	0	75.00	75.00
				66 Computer	Check(s) For a Total of		125,352.61

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	66	Computer	Checks For a Total of	125,352.81
Total For	66	Manual, Wire Tran, ACH & Computer	Checks	125,352.81
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	125,352.81

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$613.83, and voids/cancellations, totaling \$613.83. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 19793 through 19795, totaling \$613.83  
Voids/Cancellations, totaling \$613.83

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19793	Hoodenpyl, Tamara Anne	07/03/2018	NTRC- APRIL 2018 ASB	Hoodenpyl - National Honor Society Cork Boards and Border	4021700228	302.83	302.83
19794	KEISO HIGH SCHOOL	07/03/2018	1071.01	Kim Simons - Wrestling - 17-18 Season Participation Fee for Girls to attend a tournament that was suspended and then rescheduled due to weather.	4021700280	40.00	40.00
19795	VICTORY AWARDS AND ENGRAVING	07/03/2018	2744	Gregg Ford - Track Flyers Meets - FR # 17-42 Ribbons for Meet	4021700259	271.00	271.00
				3 Computer	Check(s) For a Total of	613.83	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19749	KELSO HIGH SCHOOL	07/03/2018	1071.01	Kim Simmons - Wrestling - 17-18 Season Participation Fee for Girls to attend a tournament that was suspended and then rescheduled due to weather.	4021700280	40.00	40.00
19765	Hoodenpyl, Tamara Anne	07/03/2018	NTRC- APRIL 2018 ASB	Hoodenpyl - National Honor Society Cork Boards and Border	4021700228	302.63	302.63
107837	VICTORY AWARDS AND ENGRAVING	07/03/2018	2744	Gregg Ford - Track Flyers Meets - FR # 17-42 Ribbons for Meet	4021700259	271.00	271.00
				3 Void	Check(s) For a Total of		613.63

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	3	Computer	Checks For a Total of	613.83
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	613.83
Less	3	Voided	Checks For a Total of	613.83
			Net Amount	0.00



The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$13,115.36. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 19796 through 19811, totaling \$13,115.36

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19796	Brown, Heather	07/11/2018	NTRC- JUNE 2018	Reimbursement - PBIS	4051700016	49.70	49.70
19797	Castanares, Siena Cristina	07/11/2018	FOOTLOOSE	Kaitlyn Etter - Theatre - Pay musicians for Footloose Production	4021700291	600.00	600.00
19798	DeShazer, Jeremiah J	07/11/2018	NTRC- JUNE 2018	Equipment for field day	4051700050	425.00	425.00
19799	Floyd, Sharon Lynne	07/11/2018	FOOTLOOSE	Kaitlyn Etter - Theatre - Pay musicians for Footloose Production	4021700291	400.00	400.00
19800	James, Kathryn N	07/11/2018	NTRC- JUNE 2018	Reimbursement for National Honor Society	4051700049	34.56	66.92
			NTRC- JUNE 2018 ASB	Reimbursement - PBIS	4051700016	32.36	
19801	Maslyn, Melissa	07/11/2018	NTRC MAY 2018	Reimbursement for ASB high school and VR meeting	4051700051	132.88	173.32
			NTRC - JUNE 2018	Reimbursement - PBIS	4051700016	24.22	
			NTRC- JUNE 2018	Open purchase order for socials, awards, ASB supplies, etc.	4051700031	16.22	
19802	McCaskill, Sherri	07/11/2018	REFUND FOR DECA	REFUND FOR DECA CLUB FOR PRESLEY MCCASKILL	0	20.00	20.00
19803	Moeller, Katie Marie	07/11/2018	FOOTLOOSE	Kaitlyn Etter -	4021700291	600.00	600.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
19804	NORTHWEST YEARBOOK WORKSHOP	07/11/2018	SUMMER WKSP YB 2018	Theatre - Pay musicians for Footloose Production Mark Cook - NW Yearbook Workshop Fee for one adviser and two students to attend workshop over the summer in Washougal	4021700290	1,255.00	1,255.00
19805	R&H THEATRICALS, INC.	07/11/2018	298660	Kaitlyn Etter - Theatre - Footloose Copyright Bill The balance due from previous bill	4021700287	703.00	703.00
19806	RIDGEFIELD SCHOOL DISTRICT	07/11/2018	1001700079	Gregg Ford - Track - SpudderClassic 5/4/2018 Event Cashier Anja Felton and Timing Clerk Kippi Barbouletos	4021700283	139.14	290.75
			1001700080	Kaitlyn Etter - Theatre - Footloose Production FR # 17-34 ticket takers for play	4021700253	20.10	
			1001700080B	Gregg Ford - Track - SpudderClassic 5/4/2018 Event Cashier Anja Felton and Timing Clerk Kippi Barbouletos	4021700283	80.38	
			1001700082	Kaitlyn Etter - Theatre - Footloose Production FR # 17-34 ticket takers for play	4021700253	51.13	
19807	Vendor Continued Void	07/11/2018					0.00
19808	RIDGEFIELD HIGH SCHOOL GEN IMP	07/11/2018	3984	Debbie Bentler - Bob Ball - Post	4021700264	420.00	2,350.00

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	FO Number	Invoice Amount	Check Amount
				Season State Golf Tournament May 21-23 5 students/2 coaches \$20 per day times 7 times 3 days			
			3985	Debbie Bentler - Post Season Food \$ for state participants	4021700268	100.00	
			3986	Debbie Bentler - Post Season Food \$ for state participants	4021700268	990.00	
			3987	Debbie Bentler - Post Season Food \$ for state participants	4021700268	600.00	
			3988	Debbie Bentler - Post Season Food \$ for state participants	4021700268	60.00	
			RETURNED FUNDS	POST SEASON FUNDS RETURNED BECAUSE TEAMS RETURNED EARLY DUE TO ELIMINATIONS. TRACK AND SOFTBALL	0	180.00	
19809	Roberts, Sarah	07/11/2018	REFUND FOR DECA	REFUND FOR DECA CLUB FOR TUCKER ROBERTS	0	20.00	20.00
19810	WALSWORTH PUBLISHING COMPANY I	07/11/2018	1199718	Mark Cook - Yearbook Production - Final Bill includes tax	4021700289	6,127.19	6,127.19
19811	Young, Kristi Lynn	07/11/2018	NTRC- JUNE 2018	Reimbursement - PBIS	4051700016	34.48	34.48
			16	Computer	Check(s) For a Total of		13,115.36

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	16	Computer	Checks For a Total of	13,115.36
Total For	16	Manual, Wire Tran, ACH & Computer	Checks	13,115.36
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	13,115.36

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$7,250.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2361 through 2361, totaling \$7,250.00

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2361	CITY OF RIDGEFIELD	06/26/2018	PERMITS K-4	COMPREHENSIVE PLAN/ZONE CHANGE REQUEST, STATE ENVIRONMENTAL POLICY ACT, AND MASTER LAND USE APPLICATION	0	7,250.00	7,250.00
			1	Computer	Check(s) For a Total of		7,250.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	7,250.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	7,250.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	7,250.00

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$109,966.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2362 through 2370, totaling \$109,966.70

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2362	CDW GOVERNMENT	07/11/2018	NBN9578	Purchase Chromebooks and carts for 5-8 school project CONTRACT: KCDA 018-A	2501700066	80,701.63	80,701.63
2363	CHRISTENSON ELECTRIC INC	07/11/2018	352352	Install cabling in RHS Admin and Media modular office buildings.	2501700033	13,646.48	13,646.48
2364	CITY OF RIDGEFIELD	07/11/2018	864	HIGH SCHOOL EXPANSION PLAN REVIEW	0	3,132.50	3,132.50
2365	COLUMBIA WEST ENGINEERING INC.	07/11/2018	16364-24	COLUMBIA WEST ENGINEERING GEOTECHNICAL CONSTRUCTION MONITORING SPECIAL INSPECITON SERVICES	2501600033	615.00	2,810.00
			16364-24 RORC	GEOTECH MONITORING CITY OF RIDGEFIELD - RORC	2501700005	2,195.00	
2366	DEPARTMENT OF ENTERPRISE SERVI	07/11/2018	9511736	REMODEL AND ADDITION FOR HIGH SCHOOL	0	2,000.00	2,000.00
2367	PROFESSIONAL ROOF CONSULTANTS,	07/11/2018	100044	EXTERIOR ENVELOPE CONSULTING SERVICES	2501700017	1,734.00	4,520.18
			11076	EXTERIOR ENVELOPE CONSULTING	2501600025	1,644.68	

Check Nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
			11077	SERVICES EXTERIOR ENVELOPE CONSULTING	2501700017	1,141.50	
2368	System Commissioning Consultan	07/11/2018	RMS08	SERVICES SYSTEM COMMISSIONING CONSULTANT	2501600018	1,825.00	1,825.00
2369	TROXELL COMMUNICATIONS, INC.	07/11/2018	125587	SERVICES FOR NEW 5-8 SCHOOLS PROJECT Purchase projector, lens, projector mounts and screen for the new 5-8 school project.	2501700063	913.82	913.82
2370	WORTHINGTON DIRECT HOLDINGS, L	07/11/2018	313817RID005	CONTRACT: NCPA LOCKING WALL CABINET FOR HS OFFICE	2501700058	417.09	417.09
			9	Computer	Check(s) For a Total of		109,966.70



	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	9	Computer	Checks For a Total of	109,966.70
Total For	9	Manual, Wire Tran, ACH & Computer	Checks	109,966.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	109,966.70

The following vouchers, as audited and certified by the Auditing Officer as required by RCW 42.24.080, and those expense reimbursement claims certified as required by RCW 42.24.090, are approved for payment. Those payments have been recorded on this listing which has been made available to the board.

As of July 10, 2018, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$61,103.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2371 through 2371, totaling \$61,103.08

Secretary \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_  
Board Member \_\_\_\_\_ Board Member \_\_\_\_\_

Check nbr	Vendor Name	Check Date	Invoice Number	Invoice Desc	PO Number	Invoice Amount	Check Amount
2371	CITY OF RIDGEFIELD	07/05/2018	COM-18-0021	BUILDING PERMIT FEE, PLAN CHECK FEE, TRAFFIC IMPACT FEE FOR RHS REMODEL/ADDITION	0	61,103.08	61,103.08
1	Computer	Check(s) For a Total of					61,103.08

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	61,103.08
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	61,103.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	61,103.08



## Donations Received - June 2018

Building	Donor Name	Purpose	Type of Donation	Value/Amount
District	Robert Clasey	Family Resource Center	Cash	\$200.00
District	Ridgefield High School- ASB	Family Resource Center	Cash	\$1,661.50
VRMS	Tara Ross-Brown	Music Supplies- (1) Alto Sax, Clarinet Books	Cash	\$1,050.00
District	Ridgefield Public Schools Foundation	Paul Lewis Innovation Grant	Cash	\$14,977.12
VRMS	Ridgefield Boosters	VRMS Field Trip Costs	Cash	\$1,000.00
S.RIDGE	PTA	South Ridge Field Trip Costs	Cash	\$1,605.48
S.RIDGE	PTA	South Ridge Field Trip Costs	Cash	\$321.60
District	JB Homes	District Calendars	Cash	\$425.00
District	Prairie Electric, Inc.	District Calendars	Cash	\$425.00
District	R & C Management Group	District Calendars	Cash	\$425.00
District	LSW Architects, Inc.	District Calendars	Cash	\$425.00



**Board Agenda Item**

Agenda Item Number:

V. A.

Meeting Date:

07/10/2018

Item:

Reports: Superintendent Update

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

Dr. McCann will provide an update of activities and events around the school district and community.

- A. Superintendent – Dr. Nathan McCann
  - 1) Bond Project Monthly Update – Scott Rose, R & C Management Group
  - 2) Experience Ridgefield Set for Saturday, September 8, 2018
  - 3) Financial Update – Paula McCoy

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 LOCAL TAXES	6,257,464	560,957.17	6,161,520.61		95,943.39	98.47
2000 LOCAL SUPPORT MONTAX	922,820	103,931.97	776,967.17		145,852.83	84.19
3000 STATE, GENERAL PURPOSE	20,890,787	1,133,309.92	15,407,420.03		5,483,366.97	73.75
4000 STATE, SPECIAL PURPOSE	4,552,018	295,934.97	3,279,300.62		1,272,717.38	72.04
5000 FEDERAL, GENERAL PURPOSE	0	60.13	68.32		68.32-	0.00
6000 FEDERAL, SPECIAL PURPOSE	1,113,858	67,622.93	676,550.55		437,307.45	60.74
7000 REVENUES FR OTH SCH DIST	13,000	1,300.00	16,877.50		3,877.50-	129.83
8000 OTHER AGENCIES AND ASSOCIATES	0	.00	.00		.00	0.00
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>33,749,947</b>	<b>2,163,117.09</b>	<b>26,318,704.80</b>		<b>7,431,242.20</b>	<b>77.98</b>
<b>B. EXPENDITURES</b>						
00 Regular Instruction	18,757,950	1,511,702.59	13,156,804.41	4,573,376.24	1,027,769.35	94.52
10 Federal Stimulus	0	.00	.00	0.00	.00	0.00
20 Special Ed Instruction	3,990,711	329,200.30	2,833,605.68	952,277.71	204,827.59	94.87
30 Voc. Ed Instruction	1,177,333	74,468.11	687,295.44	249,750.21	240,287.35	79.59
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50-60 Compensatory Ed Instruct.	857,395	55,838.00	498,330.22	273,892.67	85,172.11	90.07
70 Other Instructional Pgms	300,933	12,321.57	119,174.19	15,665.19	166,093.62	44.81
80 Community Services	306,187	24,790.41	117,225.37	97,157.51	91,804.12	70.02
90 Support Services	7,643,401	594,052.24	5,256,844.25	1,812,479.44	574,077.31	92.49
<b>Total EXPENDITURES</b>	<b>33,033,910</b>	<b>2,606,373.22</b>	<b>22,669,279.56</b>	<b>7,974,598.99</b>	<b>2,390,031.45</b>	<b>92.76</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	677,000	253,523.93	412,661.93			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)</b>						
	39,037	696,780.06-	3,236,773.31		3,197,736.31	> 1000
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	3,624,622		4,110,241.90			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		357.35-			
<b>H. TOTAL ENDING FUND BALANCE (E+F + OR - G)</b>						
	3,663,659		7,346,657.86			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2018

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	1,814,000	327,689.50	1,822,756.57		8,756.57-	100.48
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	10,000,000	.00	.00		10,000,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	5,000,000	719,982.04	2,502,140.30		2,497,859.70	50.04
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>16,814,000</b>	<b>1,047,671.54</b>	<b>4,324,896.87</b>		<b>12,489,103.13</b>	<b>25.72</b>
<b>B. EXPENDITURES</b>						
10 Sites	725,000	.00	28,177.27	19,343.50	677,479.23	6.55
20 Buildings	67,731,625	6,259,887.94	45,985,096.11	10,661,602.02	11,084,926.87	83.63
30 Equipment	3,543,375	14,360.46	99,549.54	2,657,578.88	786,246.59	77.81
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>72,000,000</b>	<b>6,274,248.40</b>	<b>46,112,822.92</b>	<b>13,338,524.40</b>	<b>12,548,652.68</b>	<b>82.57</b>
C. OTHER FIN. USES TRANS. OUT (GL 536)	300,000	.00	104,172.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXP/OTH FIN USES (A-B-C-D)	55,486,000-	5,226,576.86-	41,892,098.05-		13,593,901.95	24.50-
F. TOTAL BEGINNING FUND BALANCE	73,000,000		72,123,277.75			
G. G/L 598 PRIOR YEAR ADJUSTMENTS (+OR-)	XXXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	17,514,000		30,231,179.70			

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCE	BALANCE	PERCENT
<b>A. REVENUES/OTHER FIN. SOURCES</b>						
1000 Local Taxes	4,862,950	523,176.78	4,780,769.84		82,180.16	98.31
2000 Local Support Nontax	5,000	5,119.42	18,630.50		13,630.50	372.61
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	2,000	.00	.00		2,000.00	0.00
9000 Other Financing Sources	357,000	3,523.93	160,022.93		196,977.07	44.82
<b>Total REVENUES/OTHER FIN. SOURCES</b>	<b>5,226,950</b>	<b>531,820.13</b>	<b>4,959,423.27</b>		<b>267,526.73</b>	<b>94.88</b>
<b>B. EXPENDITURES</b>						
Matured Bond Expenditures	1,523,300	.00	1,523,260.14	0.00	39.86	100.00
Interest On Bonds	4,781,451	.00	2,430,716.81	0.00	2,350,734.19	50.84
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	500	.00	.00	0.00	500.00	0.00
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>6,305,251</b>	<b>.00</b>	<b>3,953,976.95</b>	<b>0.00</b>	<b>2,351,274.05</b>	<b>62.71</b>
<b>C. OTHER FIN. USES TRANS. OUT (GL 536)</b>						
	0	.00	.00			
<b>D. OTHER FINANCING USES (GL 535)</b>						
	0	.00	.00			
<b>E. EXCESS OF REVENUES/OTHER FIN. SOURCES OVER (UNDER) EXPENDITURES (A-B-C-D)</b>						
	1,078,301	531,820.13	1,005,446.32		2,083,747.32	193.24
<b>F. TOTAL BEGINNING FUND BALANCE</b>						
	2,873,459		2,945,842.21			
<b>G. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXXXX		.00			
<b>H. TOTAL ENDING FUND BALANCE (E-F + OR - G)</b>						
	1,795,158		3,951,289.53			
<b>I. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	1,795,158		3,951,289.53			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>1,795,158</b>		<b>3,951,289.53</b>			



40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2018

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
<b>A. REVENUES</b>						
1000 GENERAL STUDENT BODY	178,140	10,491.03	108,218.27		69,921.73	60.75
2000 ATHLETICS	370,492	6,104.16	120,594.87		249,897.13	32.55
3000 CLASSES	0	.00	.00		.00	0.00
4000 CLUBS	164,880	8,573.15	37,824.08		127,055.92	22.94
6000 PRIVATE MONEYS	42,000	.00	5,280.39		36,719.61	12.57
<b>Total REVENUES</b>	<b>755,512</b>	<b>25,168.34</b>	<b>271,917.61</b>		<b>483,594.39</b>	<b>35.99</b>
<b>B. EXPENDITURES</b>						
1000 GENERAL STUDENT BOD	185,575	6,903.75	40,677.30	15,896.25	129,001.45	30.49
2000 ATHLETICS	300,429	10,934.47	129,511.33	33,593.39	137,324.28	54.29
3000 CLASSES	0	.00	.00	0.00	.00	0.00
4000 CLUBS	131,632	2,308.67	28,230.68	3,934.68	99,416.64	24.47
6000 PRIVATE MONEYS	41,300	.00	3,938.39	0.00	37,301.61	9.68
<b>Total EXPENDITURES</b>	<b>658,936</b>	<b>20,146.89</b>	<b>202,467.70</b>	<b>53,424.32</b>	<b>403,043.98</b>	<b>38.83</b>
<b>C. EXCESS OF REVENUES OVER (UNDER) EXPENDITURES (A-B)</b>						
	96,576	5,021.45	69,449.91		27,126.09-	28.09-
<b>D. TOTAL BEGINNING FUND BALANCE</b>						
	202,803		232,142.34			
<b>E. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>						
	XXXXXXX		.00			
<b>F. TOTAL ENDING FUND BALANCE (C+D + OR - E)</b>						
	299,379		301,592.25			
<b>G. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	299,379		297,392.25			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		4,200.00			
<b>TOTAL</b>	<b>299,379</b>		<b>301,592.25</b>			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT  
Fiscal Year 2017 (September 1, 2017 - August 31, 2018)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2018

<u>A. REVENUES/OTHER FIN. SOURCES</u>	<u>ANNUAL BUDGET</u>	<u>ACTUAL FOR MONTH</u>	<u>ACTUAL FOR YEAR</u>	<u>ENCUMBRANCES</u>	<u>BALANCE</u>	<u>PERCENT</u>
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	0	.01	6.45		6.45	0.00
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
<b>A. TOTAL REV/OTHER FIN. SRCS (LESS TRANS)</b>	<b>0</b>	<b>.01</b>	<b>6.45</b>		<b>6.45</b>	<b>0.00</b>
<b>B. 9900 TRANSFERS IN FROM GF</b>	<b>620,000</b>	<b>250,000.00</b>	<b>356,801.00</b>		<b>263,199.00</b>	<b>57.55</b>
<b>C. Total REV./OTHER FIN. SOURCES</b>	<b>620,000</b>	<b>250,000.01</b>	<b>356,807.45</b>		<b>263,192.55</b>	<b>57.55</b>
<b>D. EXPENDITURES</b>						
Type 30 Equipment	620,000	.00	106,801.00	0.00	513,199.00	17.23
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
<b>Total EXPENDITURES</b>	<b>620,000</b>	<b>.00</b>	<b>106,801.00</b>	<b>0.00</b>	<b>513,199.00</b>	<b>17.23</b>
<b>E. OTHER FIN. USES TRANS. OUT (GL 536)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>F. OTHER FINANCING USES (GL 535)</b>	<b>0</b>	<b>.00</b>	<b>.00</b>			
<b>G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER (UNDER) EXP/OTH FIN USES (C-D-E-F)</b>	<b>0</b>	<b>250,000.01</b>	<b>250,006.45</b>		<b>250,006.45</b>	<b>0.00</b>
<b>H. TOTAL BEGINNING FUND BALANCE</b>	<b>0</b>		<b>.00</b>			
<b>I. G/L 898 PRIOR YEAR ADJUSTMENTS (+OR-)</b>	<b>XXXXXXXX</b>		<b>.00</b>			
<b>J. TOTAL ENDING FUND BALANCE (G+H + OR - I)</b>	<b>0</b>		<b>250,006.45</b>			
<b>K. ENDING FUND BALANCE ACCOUNTS:</b>						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	0		250,006.45			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restricted For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
<b>TOTAL</b>	<b>0</b>		<b>250,006.45</b>			



**Board Agenda Item**

Agenda Item Number: V. B. Meeting Date: 07/10/2018

Item: Reports: Board Members

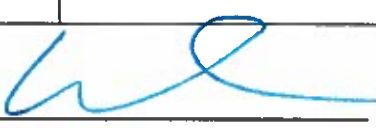

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: School Board Members

B. Board Members

The Board of Directors will have an opportunity to provide an update of activities and events around the district and community.

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:  Superintendent: 



**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:

Submitted By:


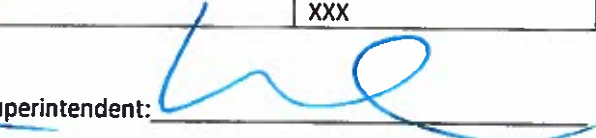
Will Be Presented By:

**VI. Public Comment**

*Comments from the public are invited relating to agenda items and non agenda items. A "Citizen's Request to Speak" form must be filled out and submitted to the Board President or Secretary before speaking during the public comment section. Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals.*

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:  Superintendent: 



**Board Agenda Item**

Agenda Item Number: VIII. A. Meeting Date: 07/10/2018

Item: New Business: Approve Donation for PLIG from the Ridgefield Public Schools Foundation

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

A. Approve Donation for Paul Lewis Innovation Grant from the Ridgefield Public Schools Foundation

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent:



MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
 Dr. Nathan McCann, Superintendent  
**FROM:** Ridgefield School District Business Office  
 Joannie Jequinto, Accounting Specialist  
**SUBJECT:** Paul Lewis Innovation Grant from Ridgefield Public School Foundation  
**DATE:** June 29<sup>th</sup>, 2018  
**TYPE:** Action

**Background:** The Ridgefield Public School Foundation has awarded the following grants totaling \$14,977.12

<u>School</u>	<u>Teacher</u>	<u>Year</u>	<u>Duration</u>	<u>Grant Subject</u>	<u>Amount</u>
Union Ridge	Alan Adams	2018	1 year	21st Century Art	\$ 5,031.56
High School	Shannon Hemrick, Kent Lind, Katy Sheley	2018	1 year	Science Tech Equipment	\$ 5,000.00
High School and Elementary	Jeff Brink	2018	1 year	Spud Bot Academy	\$ 4,945.56

**Board Policy:** Any gift or donation to the district or to an individual school or department of money, materials or equipment having a value of \$3,000 or greater shall be subject to board approval.



**Board Agenda Item**

Agenda Item Number: VIII. B. Meeting Date: 07/10/2018

Item: New Business: Approve Quotes No. JWSL990 and No. JWSM016 for HP Chromebooks

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

B. Approve Quotes No. JWSL990 and No. JWSM016 for HP Chromebooks

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent:

# QUOTE CONFIRMATION



**DEAR GEOFF VARNEY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JWSL990	6/28/2018	72 CB	2655957	<b>\$17,762.42</b>

QUOTE DETAILS				
ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HP Chromebook 11 G6 - Education Edition - 11.6" - Celeron N3350 - 4 GB RAM</a> Mfg. Part#: 3NU57UT#ABA UNSPSC: 43211503 Contract: KCDA Catalog Agreement - Chromebooks Only (018-A)	72	4946649	\$188.00	\$13,536.00
<a href="#">Google Chrome Management Console License</a> Mfg. Part#: CROSSWD!SEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: KCDA Catalog Agreement- Contract# 018-A (018-A)	72	3577022	\$25.00	\$1,800.00
<a href="#">AVerCharge E36c - cart</a> Mfg. Part#: CHRGE36C UNSPSC: 56101535 Contract: KCDA Catalog Agreement- Contract# 018-A (018-A)	2	4119924	\$525.00	\$1,050.00

PURCHASER BILLING INFO		SUBTOTAL	
<b>Billing Address:</b> RIDGEFIELD SCHOOL DISTRICT ACCTS PAYABLE 2724 S HILLHURST RD RIDGEFIELD, WA 98642-9089 Phone: (360) 619-1310 Payment Terms: NET 30 Days-Govt/Ed	<b>SHIPPING</b>		\$0.00
	<b>SALES TAX</b>		\$1,376.42
	<b>GRAND TOTAL</b>		<b>\$17,762.42</b>
	<b>DELIVER TO</b>		Please remit payments to:
<b>Shipping Address:</b> RIDGEFIELD SCHOOL DISTRICT GEOFF VARNEY 3215 S HILLHURST RD SUNSET RIDGE INTERMEDIATE SCHO RIDGEFIELD, WA 98642-9832 Shipping Method: FEDEX Ground	CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515		

Read Assistance Below SALES CONTACT INFORMATION



Ashley Bruser

(877) 698-5228

ashibru@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
For more information, contact a CDW account manager

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# QUOTE CONFIRMATION



**DEAR GEOFF VARNEY,**

Thank you for considering CDW•G for your computing needs. The details of your quote are below. [Click here](#) to convert your quote to an order.

QUOTE #	QUOTE DATE	QUOTE REFERENCE	CUSTOMER #	GRAND TOTAL
JWSM016	6/28/2018	684 CB	2655957	\$159,637.43

## QUOTE DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<a href="#">HP Chromebook 11 G6 - Education Edition - 11.6" - Celeron N3350 - 4 GB RAM</a> Mfg. Part#: 3NUS7UT#ABA UNSPSC: 43211503 Contract: KCDA Catalog Agreement - Chromebooks Only (018-A)	684	4946649	\$189.00	\$128,592.00
<a href="#">Google Chrome Management Console License</a> Mfg. Part#: CROSSWDISEDU UNSPSC: 43232804 Electronic distribution - NO MEDIA Contract: KCDA Catalog Agreement- Contract# 018-A (018-A)	684	3577022	\$25.00	\$17,100.00
<a href="#">AverCharge E36c - cart</a> Mfg. Part#: CHRGE36C UNSPSC: 56101535 Contract: KCDA Catalog Agreement- Contract# 018 A (018 A)	3	4119924	\$525.00	\$1,575.00

PURCHASER BILLING INFO		SUBTOTAL	
<b>Billing Address:</b> RIDGEFIELD SCHOOL DISTRICT ACCTS PAYABLE 2724 S HILLHURST RD RIDGEFIELD, WA 98642-9088 Phone: (360) 619-1310 <b>Payment Terms:</b> NET 30 Days Govt/Ed		\$147,267.00	
		<b>SHIPPING</b> 50.00	
		<b>SALES TAX</b> \$12,370.43	
		<b>GRAND TOTAL</b> \$159,637.43	
DELIVER TO		Please remit payments to:	
<b>Shipping Address:</b> RIDGEFIELD SCHOOL DISTRICT GEOFF VARNEY 3215 S HILLHURST RD SUNSET RIDGE INTERMEDIATE SCHO RIDGEFIELD, WA 98642-9932 <b>Shipping Method:</b> UPS Freight LTL, Special Services		CDW Government 75 Remittance Drive Suite 1515 Chicago, IL 60675-1515	

View Quote Details | CDW Government | CDW Government | Ridgefield School District



Ashley Brusler

(877) 698-5228

ashibru@cdwg.com

This quote is subject to CDW's Terms and Conditions of Sales and Service Projects at <http://www.cdw.com/content/terms-conditions/product-sales.aspx>  
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**Board Agenda Item**

Agenda Item Number: VIII. C.

Meeting Date: 07/10/2018

Item: New Business: Approve Increase to Emerick Construction Company Contract for the 5-8 School Project

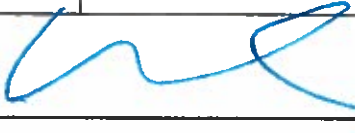

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

C. Approve Increase to Emerick Construction Company Contract for the 5-8 School Project

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 



Recommendation to Approve Increase to Emerick Construction Company Contract for the 5-8 Middle School Project

Rationale:

Through the course of the last 13 months, changes to the scope of the 5-8 Middle School project have occurred that have drawn fully from the contingency within the existing contract. While there have been contractor-based changes (which do not warrant an increase to the contract) there have also been Owner draws against that same contingency. Such draws must be reimbursed to the contract. An increase of this size to the contract requires Board approval per the approved Project Management Plan.

Additional Information:

With last month's transfer of \$1.5 million in project contingency from the 5-8 Middle School Project, there remains approximately \$1 million in project contingency funds. This request is to increase the existing contract with Emerick Construction Company by \$700,000 to compensate for previous draws from their contingency, which will in turn support currently pending requests for compensation based on changes in the scope of work. As work is scheduled to be substantially complete by 8/2/18, and 2 of the 6 work areas have been turned over to the District for furniture move-in, it is reasonable to conclude that the number of yet-to-be-realized changes on the project will be minimal. This contract increase will still leave approximately \$300,000 in that project's contingency.

Fund Source:

Capital Bond Proceeds

Recommendation:

The Board of Directors approves the increase of the Emerick Construction Company contract for the 5-8 Middle School by \$700,000.

Board Meeting: July 10, 2018

Ridgefield 2019 Bond Architectural Services RFQ  
SCORE SHEET

RFQ Advertisements: 6/8/2018  
6/15/2018  
Addendum #1 Issue: 6/18/2018  
RFQ Due: 6/22/18, 2:30 p.m.

SCORER #1

Architectural RFQ Holders	Response	Experience & Capabilities (30)	Project Approach (30)	Local Experience (15)	Claims, Litigation & Arbitration (10)	References (15)	TOTAL SCORE
BLRB	YES	23	26	10	10	15	84
Blue	NO						0
DOWA-IBI	NO						0
Integrus Architecture	NO						0
LSW Architects	YES	28	28	15	10	15	96
MacKay Sposito	NO						0
Mahlum	NO						0
NAC Architecture	NO						0
Opsis Architecture	NO						0
Soderstorm	NO						0
TCF Architecture	NO						0

SCORER #2

Architectural RFQ Holders	Response	Experience & Capabilities (30)	Project Approach (30)	Local Experience (15)	Claims, Litigation & Arbitration (10)	References (15)	TOTAL SCORE
BLRB	YES	24	27	8	10	15	84
Blue	NO						0
DOWA-IBI	NO						0
Integrus Architecture	NO						0
LSW Architects	YES	29	29	15	10	15	98
MacKay Sposito	NO						0
Mahlum	NO						0
NAC Architecture	NO						0
Opsis Architecture	NO						0
Soderstorm	NO						0
TCF Architecture	NO						0

COMBINED SCORES

BLRB 168  
LSW Architects 194



**Board Agenda Item**

Agenda Item Number: VIII. D. Meeting Date: 07/10/2018

Item: New Business: Approve Recommendation to Award the Selection of the Architect for the 2019 Bond



Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

D. Approve Recommendation to Award the Selection of the Architect for the 2019 Capital Bond Early Design Scope

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 



Recommendation to Approve the Selection of the Architect for the 2019 Capital Bond Early Design Scope

Rationale:

With the intent of breaking ground late Spring 2019 in order to keep pace with current growth trends, the District has proceeded with a selection process for a design team to prepare pre-design, schematic, and design development documents ahead of the February 2019 election. Continued design activity will be dependent on passage of the bond.

Additional Information:

- R&C Management Group facilitated the selection process
- The District advertised for services on June 8, 2018
- 11 Architects requested the RFQ
- 2 Architects provided Qualification Statements by the June 22, 2018 deadline
- Scoring was performed on the 2 submittals, and LSW Architects was selected (scoring sheet attached)
- An Intent to Award was issued to LSW Architects on 6/27 and a notice of that intent provided to the second firm.
- Draft contracts are being reviewed currently by legal counsel.

Fund Source:

General Fund

Recommendation:

The Board of Directors approves the selection of LSW Architects for the 2019 Capital Bond Work with authorization to proceed with early design work up till the February 2019 election date.

Board Meeting: July 10, 2018







**Board Agenda Item**

Agenda Item Number: VIII. E. - I. Meeting Date: 07/10/2018

Item: New Business: Approve Student Handbook for All Schools


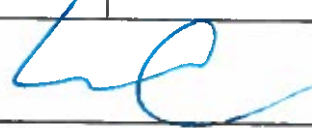
Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- E. Approve Student Handbook for Ridgefield High School for 2018-2019 School Year
- F. Approve Student Handbook for View Ridge Middle School for 2018-2019 School Year
- G. Approve Student Handbook for Sunset Ridge Intermediate School for 2018-2019 School Year
- H. Approve Student Handbook for Union Ridge Elementary School for 2018-2019 School Year
- I. Approve Student Handbook for South Ridge Elementary School for 2018-2019 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 





TO: Superintendent Nathan McCann  
Ridgefield School District Board of Directors  
FROM: Allen Andringa  
SUBJECT: Ridgefield High School Student Handbook  
DATE: June 12, 2018  
TYPE: Action

**Background:**

The student handbook has been updated from 2017-2018 as follows:

Update p. 3 teaching staff

Update p. 4 Schedule changes to reflect our current practice that schedule changes are made for the reasons outlined in the handbook (p. 4)

Update p. 5 last day schedule to reflect a 10:45 dismissal time (rather than 11:15)

Update p. 5 dates for first/second semester

Update p. 5 Student Council and ASB members

Update p. 6 to include added sports (boys' tennis) and clubs as well as start dates for sports

Update p. 7 to reflect our practice for clubs and ASB funds

Update p. 8 fees increasing the fee for AP to \$94 (from \$90) as that is the cost of the AP exam which is passed along to students

Add to p. 17 *fight promotion* (#14) as a disciplinary infraction

Update p. 19 *Excused absence procedures* to align District-wide to a 72-hour policy to excuse an absence

Clarify #14 on the *Guidelines for applying School Sanctions* page to *Use/possession drugs and/or alcohol* (from use/possession drugs/Sale/delivery of alcohol)

Clarify #16 on *Guidelines for applying School Sanctions* page to *Sale/delivery of drugs or alcohol* (from sale/delivery of drugs)

Update calendar pp. 27 and forward to reflect 2018-2019 school year

Add to p. 40 Board Policy 3245

**Considerations:**

Approval of the above changes to the student handbook.

**Recommendation:**

It is my recommendation that the Ridgefield High School Student Handbook be approved for use in the Ridgefield School District.

**Students and Telecommunication Devices**

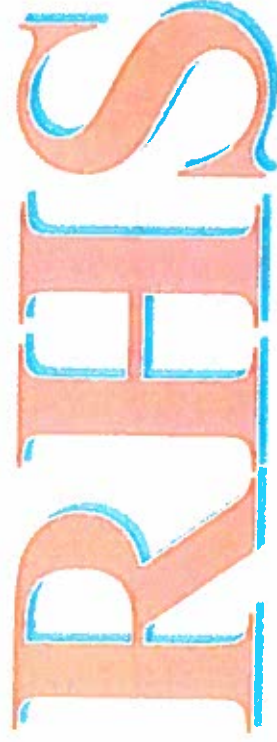
Students in possession of telecommunications devices, including, but not limited to, pagers, beepers and cellular phones, while on school property or while attending school-sponsored or school-related activities will observe the following conditions:

- A. 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;
- B. 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;
- C. 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;
- D. 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;
- E. 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;
- F. 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;
- G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
- H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Handbook Review May 10, 2018

# Ridgefield High School

## Student Handbook



**Ridgefield High School**  
*"Home of the Spudders"*  
2630 S. Hillhurst Road  
Ridgefield, WA 98642  
Telephone: (360) 619-1320  
**2018-2019**



**Step 2. School District Investigates Your Complaint** - Once the school 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 | [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)

## RIDGEFIELD HIGH SCHOOL STAFF

### Administration

Christen Palmer, Principal  
Allen Andringa, Assistant Principal  
New Hire, Athletic Director

### Teaching Staff

Brittiany Rodin, English  
Cathy Falk, English  
New Hire, English

Tyler Ochsner, English  
Mike Raff, English  
Jill Uhacz, English  
Nick Allen, Soc. Studies/Alt. Learning

George Black, Soc. Studies  
Bob Ford, Soc. Studies  
Gregg Ford, Soc. Studies  
Aziza Mansuri, Soc. Studies/English

Shawna Driscoll-Thomas, Spec. Ed  
Jamie Heim, Spec. Ed  
Kelly Primus, Spec. Ed  
Kathy Santiago, Spec. Ed

Jael Thompson, Spec. Ed  
Austin Biel, Math/Stem  
Andrew Gardner--Math  
Stephanie Horn, Math

Steve Rinard, Math/Stem  
Nick Veys, Math  
David Wear, Math  
Kaitlyn Eitter, Theater

Charlie Greggerson, Band  
Bob Meek, Choir  
Tainara Hoodenpyl, Fine Arts  
Ted Beyer—Health & Fitness

Jason Buffum—Health & Fitness  
Corynn Fiechiner—Health & Fitness/Ldrslrp

### Teaching Staff cont'

Mark Cook, Voc. Arts/Photo/Yearbook  
Sarah Fontyn, FACSE  
Stefanie Foster, FACSE

Angela Gardner, FACSE  
Jared Hundley, Digital Graphics/Design  
Andrea Reinertson, Business Mking

Chris Shipp, CTE/Metals, Woods  
David Dennett, Spanish  
Rebecca Frommlet, French

Julie Oster, Spanish  
Jennifer Zora, Spanish  
Kara Breuer, Science/STEM  
Jeff Brink, Science

Shannon Hcmrtch, Science/STEM  
Jarod Hicks, Science  
Kerry Savage, Science  
Katy Sheley, Science

Jill Guccini, Library Media  
Monica DeShazer, Counselor 9 & 11  
Tatsuya Kee, Counselor 10 & 12

### Support Staff

Chris Peterson Secretary  
Suzanne Tudor, Athletic Secretary  
Donna Siegel, Registrar/Asst. Secretary

Roz Andersen, Asst. Sec./Attendance  
New Hire, ASB Secretary  
Kathleen Fias, Health Assistant

Lenée McDaniel, Pam-Pro/Alt. Learning  
Amy McKenna, Career Center  
Stephanie Johnson, Media Center Asst.

Denise Morgan, Nurse  
Howard Anderson, School Safety  
Brooke Bowhay, School Psych

### HIGH SCHOOL GRADUATION REQUIREMENTS

- There are four requirements that must be met to graduate from Ridgefield Public Schools
1. Credit Requirements: Twenty-three to 24 credits are required for graduation from Ridgefield Public Schools. Each semester course is worth .5 credits. Students take six classes for a total of 3 credits each semester. Students may be required to take additional classes based on their state exam score. See curriculum guide for specific credit requirements.
  2. High School and Beyond Plan is a non-credit graduation requirement with a variety of elements that must be completed and passed. This includes community service, portfolio, and presentation.
  3. Successful completion of the State requirements in the areas of ELA, math and science.

## CLASS SCHEDULES & DROP/ADD POLICY

It is the intent of Ridgefield High School to offer an academic schedule that not only satisfies the requirements of graduation, but also reflects the academic goals of individual students. The teaching schedule is built upon students requested academic choices. Changing a student's schedule can have an impact on the entire student population.

Changes made prior to the start of classes (first or second semester) or within the first five days of class may be made without credit/grade consequences for the reasons listed below. Changes after the first five days of class will only be granted due to extenuating reasons, require administrative approval, and will have credit/grade consequences.

### Procedures for Schedule Changes.

1. Schedule a meeting with your counselor.
2. Parent/guardian permission may be required.
3. Counselors may make changes for one of the following reasons ONLY:
  - The student has an empty period in his/her schedule.
  - The student was placed in a class without satisfying the appropriate prerequisite. For example, a student is placed in Spanish II without having had Spanish I.
  - The student has a duplicate class on his/her schedule.
  - The student's schedule had an obvious programming error.

No credit/grade consequence will occur

### Credit and Grading Consequences

Changes made after the 5<sup>th</sup> class period will result in credit/grade implications. Students will receive an "F" grade posted to transcript for courses dropped unless administratively approved. If administratively approved due to improper placement or teacher recommendation, the student will receive a no credit (NC) grade and the administrator may allow for the student to earn partial credit in their new class.

### AP Classes

Please note there are additional expectations and guidelines for students enrolled in any AP Course which are outlined in the course description/syllabus.

### **HONOR ROLL REQUIREMENTS**

To be placed on the semester Honor Roll, a student must have a current grade point average of 3.5 to 4.0 for that semester.

## 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@ridgefielded.org](mailto:chris.griffith@ridgefielded.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://ridgefield.wa.apexva.us/district/browse4811> (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://ridgefield.wa.apexva.us/district/browse4811> (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 resolve 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.

**BELL SCHEDULE**

**DAILY SCHEDULE (M, T, Th, F)**

- 1<sup>st</sup> Period 8:00 – 9:00
- 2<sup>nd</sup> Period 9:05 – 10:05
- 3<sup>rd</sup> Period 10:10 – 11:05
- LUNCH 11:05 – 11:35
- 4<sup>th</sup> Period 11:40 – 12:40
- 5<sup>th</sup> Period 12:45 – 1:40
- 6<sup>th</sup> Period 1:45 – 2:45

**WEDNESDAY – Late Start**

- 1<sup>st</sup> Period 9:00 – 9:45
- 2<sup>nd</sup> Period 9:50 – 10:40
- 3<sup>rd</sup> Period 10:45 – 11:35
- LUNCH 11:35 – 12:05
- 4<sup>th</sup> Period 12:10 – 1:00
- 5<sup>th</sup> Period 1:05 – 1:55
- 6<sup>th</sup> Period 2:00 – 2:45

**TWO HOUR LATE START**

- 1<sup>st</sup> Period 10:00 – 10:35
- 2<sup>nd</sup> Period 10:40 – 11:20
- 3<sup>rd</sup> Period 11:25 – 12:00
- LUNCH 12:00 – 12:30
- 4<sup>th</sup> Period 12:35 – 1:15
- 5<sup>th</sup> Period 1:20 – 2:00
- 6<sup>th</sup> Period 2:05 – 2:45

**EARLY RELEASE SCHEDULE**

- 1<sup>st</sup> Period 8:00 – 8:35
- 2<sup>nd</sup> Period 8:40 – 9:10
- 3<sup>rd</sup> Period 9:15 – 9:45
- 4<sup>th</sup> Period 9:50 – 10:20
- 5<sup>th</sup> Period 10:25 – 10:55
- 6<sup>th</sup> Period 11:00 – 11:30

**LAST DAY SCHEDULE**

Finals periods 5 & 6 8:00 – 10:45

**GRADING SCHEDULE FOR 2017-2018**

**FIRST SEMESTER**  
**SECOND SEMESTER**

August 29, 2018 – January 24, 2019  
January 28, 2019 – June 13, 2019

For the most current progress of your student's grades, please view the grade book in Family Access.

**STUDENT LEADERSHIP**

**Associated Student Body**

- Ian Abrams—President
- Caitlin Kong—Vice President
- Kelli Paterson—Secretary
- Kylie Greenwald—Treasurer
- Tyler Lehnertz—Activities Director
- Madison Syring—Historian

**Sophomore Class Council**

- Bryce Harrison\*—Class Council
- Noah Altman—Class Council
- Aiden Baker—Class Council
- Clexious Mendoza—Class Council
- Kira Newnan—Class Council

**Senior Class Council**

- Ashley Hunter\*—Class Council
- Joliette Gullickson—Class Council

**Freshmen Class Council**

- Micah Abrams\*—Class Council
- Bailey Matney—Class Council
- Charlie Fisher—Class Council
- Annika Hill—Class Council
- Josie Rinta—Class Council

**Junior Class Officers**

- Trey Knight\*—Class Council
- Brent Cleveland—Class Council
- Sydney Pankow—Class Council
- Marissa Ryerson—Class Council
- Stefan Vossenkuhl—Class Council

\*Speaker

JUNE 2019	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		



<u>Ridgefield Athletics</u>		
FALL	WINTER	SPRING
Girls' Soccer Cross Country Football Volleyball Boys' Golf Boys' Tennis	Boys' Basketball Girls' Basketball Wrestling Girls' Gymnastics Girls' Bowling	Boys' Baseball Girls' Fast Pitch Softball Girls' Golf Boys' Soccer Girls' Tennis Track and Field

<u>Ridgefield High School Activities and Clubs*</u>	
Choir Cheerleading International Thespians Speech and Debate HOSA Spanish Club	Knowledge Bowl Equestrian Team National Honor Society Mock Trial Skills USA DECA
	Band Photo Club GSA Art Club Robotics

\*Some clubs charge a fee for dues

### Required Paperwork for Athletics and Activities

You will ONLY be allowed to participate in practice or games if you have completed the online registration process which includes:

WIAA Physical Form - Signed and dated, completed bi-annually by your doctor, submitted to the Athletic Office.

Code of Conduct - Signed and dated by parent/legal guardian and student.

Medical Emergency Authorization Form - Completed, signed and dated by parent/legal guardian.

Fees - See list of fees on subsequent pages.

Proof of Insurance Safety Guidelines Concussion Information Sheet

Running Start Home School Alternative Ed.

Sudden Cardiac Arrest Information Sheet

#### Athletic Turnout Dates:

**Fall: Football August 15, 2018/ All others August 20, 2018**

**Winter: Bowling Oct. 29, Gymnastics Nov. 5 Basketball & Wrestling Nov. 12 Spring: February 25, 2019**

### Grades/Eligibility

In order to maintain athletic eligibility during the current Semester, the student shall maintain passing grades in all 6 classes in a 6 period class schedule.

Running start course equivalent: 2 - 5 credit Quarter courses = 2 HS credits

Spring grades count towards eligibility for the following fall at the high school. 2 - 3 credit Semester courses = 2 HS credits

			MAY 1 2019	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	

NO  
SCHOOL  
MEM'L  
DAY

# Ridgefield Athletics/Activities/Clubs Policy

Students will need to secure the following in order to participate in:

	Athletics	Activities	Clubs
Purchase ASB Card	Yes	Yes	Yes
User Fee (District)	Yes	Yes	No
Eligible for Letter	Yes	Yes	No
Sign Code of Conduct	Yes	Yes	No

## Events that Qualify

Athletics*	Activities*	Clubs
Football Cross Country Boys/Girls Golf Boys/Girls Tennis Boys/Girls Soccer Volleyball Wrestling Boys/Girls Basketball Baseball Softball Track Gymnastics Girls Bowling	Cheerleading Knowledge Bowl Speech & Debate Mock Trial  Equestrian^ *(User Fee Not Required) ^(Not eligible for travel)	For clubs to be eligible for additional ASB funds, all members must have an ASB card.  *Must sign Code of Conduct
Costs: ASB Card	\$35	\$35
User Fee (District)	\$75	\$50



Paying the User Fee—District will incur the cost of travel and officials (when applicable).



This will create equity between activities, and holds all students to the same expectations.



This policy defines athletic and activity parameters.

### FEES

APRIL 1 2019	NO SCHOOL SPRING BREAK	8	NO SCHOOL SPRING BREAK	9	NO SCHOOL SPRING BREAK	10	NO SCHOOL SPRING BREAK	11	NO SCHOOL SPRING BREAK	12	13
7											
14		15	16	17	18	19	20				
21		22	23	24	25	26	27				
28		29	30								

A.S.B. Card.....\$5.00  
 Yearbook: ..... \$60.00--\$65.00  
 Sept. 1-Dec. 31--\$60;  
 Jan. 1 - Feb. 28--\$65 yearbook orders are placed on March 1—  
 there is no guarantee that yearbooks will be available for purchase  
 after the order has been placed—after March 1--\$65 (if available)  
 Horn rental.....\$50.00  
 Athletic User Fee Per Sport.....\$75.00  
 Activities User Fee\* (Refer to page 7) Per Activity.....\$50.00  
 National Honor Society.....\$5.00  
 Education  
 Advanced Placement (coincide w/College Board cost).....\$94.00  
 All Cooking Classes.....\$25.00 Art  
 All  
 Classes.....\$20.00  
 Graphic Design/Digital Photography.....\$20.00  
 Floral Design.....\$30.00  
 Metal Arts and Wood  
 Tech.....\$30.00

**INCLEMENT WEATHER CLOSURE/LIMITED OPERATIONS**

If the need arises for the school(s) to be closed, start late, or end early due to inclement weather or other emergency, the word will be put out over the local radio and TV stations. School closure and length of closures are determined by the School District Superintendent. Word about all day closures and/or late starts will be broadcast beginning at approximately 6:00 a.m. Word about early dismissals will be broadcast as early in the day as possible.

Up to the minute information is posted on-line at [www.FlashAlert.Net](http://www.FlashAlert.Net).

**STUDENT LEARNING EXPECTATIONS**

As a student at Ridgefield, you are expected strive for excellence, to develop and improve your individual capabilities and potential, and to be accountable for their education. In addition, you are expected to accept and increase your share of the responsibility for learning as you develop, maintaining a positive attitude for a lifetime of learning and helping to generate a positive learning environment. This can best be accomplished when you:

- Complete all homework and class work assignments on time and actively participate in classroom activities.
- Set aside a regular time and place for homework, study, and reading improvement.
- Set challenging goals and work to reach them.
- Arrive in class, on time, and aim for perfect attendance.
- Listen to, and carry out, directions in class.
- Support and contribute to the classroom and campus behaviors that create an atmosphere for learning.
- Encourage and help others to learn, contribute to a good learning atmosphere
- Treat yourself and others with dignity and respect.

MARCH 2019	3	4	5	6	7	8	1	2
					½ DAY FOR SENIOR BOARDS	NO SCHOOL TEACHER TRI-DAY		
	10	11	12	13	14	15		16
	17	18	19	20	21	22		23
	24	25	26	27	28	29		30

## RIGHTS AND RESPONSIBILITIES FOR STUDENTS

**Student responsibilities** – students have the responsibility to:

- Pursue their required course of studies.
- Attend school daily and be on time to class
- Be aware of and comply with all rules governing student behavior.
- Submit to the authority of school district personnel, subject to such disciplinary or other action as determined by school officials.
- Express their ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner which is not disruptive to the educational process
- Conduct themselves in a manner that will not disrupt their education nor disrupt or deprive others of their education.
- Respect the rights of others and exercise self-discipline.
- Follow established procedures in seeking change to policies, rules or regulations which affect them and with which they disagree.
- Identify themselves, upon request, to any school district personnel or authorities in the school building, on school grounds, at school sponsored events or on school buses.
- Comply with reasonable requests of District employees while in the performance of their duties.
- Keep personal property/values secure. Students are discouraged from bringing large sums of money or other valuables to school.

**Student rights** – no student shall be unlawfully denied an equal educational/extra-curricular opportunity or be unlawfully discriminated against because of national origin, race, religion, economic status, gender, pregnancy, marital status, previous arrest, previous incarceration or physical, mental or sensory disability. Subject to reasonable limitations upon the time, place and manner of exercising such rights, and the recognized needs of the educational process, students shall have the right to:

- Expect the maintenance of high educational standards in the district.
- Physical safety and protection of personal property.
- Safe buildings and sanitary facilities.
- Consult with teachers, counselors and administrators and other school personnel
- Free election of their peers in student government and to seek and hold office subject to the provisions of A.S.B. constitutions.
- Be instructed on rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, etc.
- Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.

FEB 2019							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				

- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- A relevant education consistent with the stated district goals.
- Know the requirements of the course of study and to know on what basis grades will be determined.
- Be free from unlawful interference in their pursuit of an education while in the custody of the school.
- Citizenship as delineated in the United States Constitution and its amendments.
- Not be deprived of the right to an equal educational opportunity in whole or in part by the school district without due process of law.

The enumeration of these rights shall not be construed to deny or disparage other rights set forth in the constitution and the laws of the state of Washington or the rights retained by the people.

**GENERAL RULES AND REGULATIONS**

The school is a community, and the rules and regulations of a school are the laws of the community. All those enjoying the rights of citizenship in the school community must also accept the responsibilities of citizenship. A basic responsibility of citizens is to respect the laws of the community and comply with its rules and regulations (RCW28A.600.040). The list of rules is not exhaustive, and general practices and expectations in a public-school setting will be our overarching guide.

**1.5 ALL RULES APPLY TO STUDENTS:**

- 1.5 On the school grounds or within reasonable proximity to school grounds during and immediately before or immediately after school hours.
- 1.2 On the school grounds at any other time when the school is being used by a school group.
- 1.3 Off the school grounds, on school buses, at a school activity, function, or event.
- 1.4 Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds.
- 1.5 Whenever the misconduct has a real and substantial relationship to the lawful maintenance and operation of the school district, including the health and safety of the students and employees, and what is conducive to the process of learning.



DEC 30	DEC 31	JAN 1 2019	2	3	4	5
	NO SCHOOL WINTER BREAK	NO SCHOOL WINTER BREAK	TEACHER IN-SERVICE TRI DAY NO SCHOOL			
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
	NO SCHOOL MLK DAY				NO SCHOOL TEACHER TRI DAY	
27	28	29	30			
	SECOND SEMESTER BEGINS					

**2.20 RIDING SCHOOL BUSES** - Students shall observe all appropriate school rules while riding buses. These rules will be distributed each fall to those students who are bus riders, and copies of the rules are also available in each school office.

1. Students shall obey the directions of the bus drivers.
2. Students shall ride their regularly assigned bus at all times, unless permission has been granted by school authorities to do otherwise.
3. No student shall be permitted to leave the bus, except at the regular stop, unless permission has been granted by school authorities.
4. Each student may be assigned a seat in which they will be seated at all times, unless permission to change is given by the bus driver.
5. Students shall: (1) sit properly in their seat, (2) not throw anything on the bus, (3) keep their hands to themselves, (4) be courteous to other passengers (5) not talk loud or make other noises.
6. Students are to assist in keeping the bus clean by keeping their waste paper and other trash off the floor. Eating on the school bus is not allowed without the permission of the driver.
7. No student shall smoke, light matches or lighters, or use any type of flame, sparking or exploding device on the school bus.
8. Students shall not have in their possession any alcoholic beverage, marijuana, narcotics, stimulant drugs, or drug paraphernalia or any over the counter drug that is used outside of the normal and customary guidelines for that drug.
9. Electronic games or trading cards or other collectibles that cause a disruption may be confiscated.
10. Windows shall not be opened without the permission of the driver. No student shall at any time extend any body part out of the windows whether the school bus is in motion or standing still. Students must not throw anything out the windows.
11. Students must see that they have nothing in their possession that may cause injury to themselves or another, such as sticks, breakable containers, balloons, straps, or pins extending from their clothing. Also, no animal, reptile, fish or fowl is permitted on the bus, except seeing-eye dogs.
12. All firearms, pellet guns, bb guns, dart guns or any device that discharges a projectile are not allowed. Likewise, knives, clubs, throwing stars, num-chucks, and any item commonly considered to be a weapon are banned. Even ordinarily approved items, such as textbooks or backpacks, may not be used in a manner that is likely to be injurious or disruptive.
13. Aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus unless secured in a bag.
15. Bullying or harassment is not allowed and students are subject to additional penalties and provisions of school district policies.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. All items or behaviors that are banned or not approved at school are also disallowed on the bus.

DEC	2018								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			

18. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.

19. Students should not talk to the driver more than is necessary and avoid shouts, screams, whistles, bumps and other noises that would distract a driver. Students shall refrain from using vulgar or obscene language or gestures.

20. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.

21. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.

22. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind it.

23. Students must arrive at the bus stop on time, (5 minutes before bus arrives), and must not stand or play on the roadway while waiting for the bus to arrive.

24. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.

25. Students who have to walk some distance along the highway to the bus-loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.

26. Students are not to run errands between the bus stops and home. (For example, students running behind a bus to cross a busy street to get mail create an extremely dangerous situation.)

27. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.

28. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.

29. Failure to abide by these rules may result in the loss of bus riding privileges.

30. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques... especially when children are present.

- a. School discipline
- b. Denial of bus privileges



					NOV 1 2018	2	3
4	5	6	7	8	9	10	
11	12 NO SCHOOL VETS DAY OBSERVED	13	14	15	16	17	
18	19	20	21 NO SCHOOL TGIVING BREAK	22 NO SCHOOL TGIVING BREAK	23 NO SCHOOL TGIVING BREAK	24	
25	26	26	27	29	30		

**RIDGEFIELD HIGH SCHOOL ACADEMIC INTEGRITY POLICY**

**PHILOSOPHY**

The desire of the Ridgefield High School community is to behave with honesty and integrity. Honesty is a value that holds each person to tell the truth and to defend the truth. Honesty supports intellectual growth and creates a fair learning environment. Integrity is firm adherence to our values with or without the presence of others. In an environment of honesty and integrity the work we turn in as our own is our own. Teachers and administrators at RHS understand that pressure to get good grades can sometimes create the incentive to cheat. However, we firmly believe that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Academic Integrity 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**

Having academic integrity means valuing and demonstrating positive regard for:

- Intellectual honesty
- Personal infulness
- Learning for its own sake
- The creations and opinions of others (i.e. intellectual property)

You are acting with academic integrity to the extent that you demonstrate these values, and in particular:

- 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.
- Collaborate with other students only as specifically directed and authorized.
- Report breaches of academic integrity to a teacher, counselor, or administrator.

**What is cheating?**

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means.

**Some examples of what cheating looks like:**

Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission) or allowing someone else to present your work as his or her own. Taking shortcuts (such as unauthorized use of study aids) to bypass steps of an assignment. 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. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam. Missing class in order to avoid turning in an assignment or taking a test.

**TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES**  
**Students' Responsibilities**

- Read and know the school's Academic Integrity Policy.
- In addition to observing the RHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- 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.
- Do not use study aids (such as SparkNotes) as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.

SEPT 30 2018	OCT 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			

NO  
SCHOOL  
TEACHER  
TRI-DAY



- Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
- If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
- Take responsibility for doing your fair share on a collaborative assignment.
- On papers, do not summarize, paraphrase or quote without proper documentation
- During tests and quizzes, keep your paper covered and your eyes on your own paper.
- When in doubt, clarify with the teacher what aids may be used
- Do not talk during a test except to teacher.
- Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

#### Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.
- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher.
- Tell students when they are allowed to discuss a test after it has been given.

#### Parent Responsibilities

- Read and know the school's Academic Integrity Policy.
- Help the student understand you value academic integrity and expect the student to comply with the school's Academic Integrity Policy.
- Support the imposition of consequences if the Academic Integrity Policy is violated.
- Require students to do their own work.

- When helping students with assignments, ensure that their work remains their own.

#### Administrator Responsibilities

- Make available to all students, teachers and parents a copy of the school's Academic Integrity Policy.
- Facilitate ongoing conversations and reflection about the Academic Integrity Policy.
- Administer fair and consistent consequences for offenses of the Academic Integrity Policy.
- Maintain records of Academic Integrity Policy offenses.
- Reference: Ridgefield High School Student Handbook

#### PROCEDURES AND CONSEQUENCES

##### First Offense

1. The teacher writes a referral to the administration for academic dishonesty.
2. After an investigation by the teacher and/or the administrator (if needed), a contact with the parent and student will occur.
3. The student, who committed plagiarism/cheating will receive a zero on the assignment, and all connecting assignments. That means all possible credit may be lost on any quizzes, papers, tests, discussion and participation points, as well as any speeches or presentations in that unit. Any make-up work, retakes, or extra credit is not allowed to recover points lost due to plagiarism.
4. Committing plagiarism/cheating should be noted that losing points may influence academic eligibility. The student may be removed from any class, club, and/or ASB office position depending upon rules that are in force.

Continued Offenses: The plagiarist will lose all credit for the class, and must withdraw and re-enroll at a later date.

The earliest that the class can be retaken is the following semester

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AUG 26	AUG 27	AUG 28	AUG 29	AUG 30	AUG 31	SEPT 1
			FIRST DAY OF SCHOOL			
2	3	4	5	6	7	8
	NO SCHOOL LABOR DAY					
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29

-27-

**DANCES** – All guests must be enrolled and actively attending a high school. All guests must bring photo identification to the dance or they will not be admitted. An RHS student must accompany each guest and only one guest is allowed for the RHS student. In order for a student to be allowed into a dance, the visitor authorization form (even if the guest is 18) must be filled out completely prior to the dance, tickets will not be refunded.

Dancing must adhere to the RHS dance policy. An acceptable degree of closeness is accepted and if it exceeds that degree removal from the dance as well as disciplinary action may occur, including suspension from all future dances.

**FOR HOMECOMING, TOLO & PROM** - Guests may be graduated from high school, but they must be below the age of 21, a visitor authorization form will still be required. All other rules will apply as stated above.

**CLOSED CAMPUS LUNCHEON** – RHS operates a closed campus during lunch time. Students are to stay within school boundaries unless properly checking out of the office. Above leaving campus, students are not to be in clearly unsupervised areas (i.e. behind the barn, in the stadium, soccer fields, soccer concession, behind the metal shop, lower parking lot, etc.)

**ACADEMIC INTEGRITY** – Refer to Ridgefield High School Academic Integrity Policy (attached—pp 13 & 14)

**CLASSROOM DISRUPTIONS** - Birthday greetings, appointment reminders, last night's homework, lunch, flowers, balloons, gifts, etc. are considered a disturbance to instruction and will not be delivered to classrooms. Such deliveries will be held at the main desk where they may be obtained during lunch break or before/after school.

**Definitions of Offenses**— This is not an exhaustive list

1. **Arson** - The intentional setting of fire.
2. **Assault (physical)** - A student shall not physically attack another person causing or threatening physical injury.
3. **Knife/Dagger/Other Weapons** - Refer to definition 4, as defined by RCW
4. **Handgun/Rifle** - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment.

In accordance with RCW 9.41.270-280, it is unlawful for a person to carry onto public or private, elementary or secondary school premises, school-provided transportation, or areas of facilities while being used exclusively by public or private schools:

- a. Any firearm; or
- b. Any dangerous weapon as defined in RCW 9.41.250; such as, but not limited to, slung shot, sand club, metal knuckles, or spring blade knife; or
- c. Any device commonly known as "non-chu-ka sticks," consisting of two or more lengths of wood, metal plastic or similar substance connected with wire, rope, or other means; or
- d. Any device commonly known as "throwing stars," which are multi-pointed, metal objects designed to embed upon impact from any aspect; or
- e. Any air gun, including any air pistol or air rifle, designed to propel a BB, pellet, or other projectile
- f. Any look-a-like weapon
- g. Any knife, dagger, sword, or other cutting or stabbing instrument, or
- h. Ammunition or explosive devices; or
- i. Any object used in a manner to resemble a dangerous weapon

Any violation of the above subsections by students constitutes grounds for expulsion from the state's public schools in accordance with RCW 28A.600.010. However, any violation of subsection (a) of this section by a secondary school student shall result in expulsion for not more than one year under WAC 392-400-275 and the superintendent of the school district may modify the expulsion of a student on a case by case basis (RCW 28A.600.420). An appropriate school authority shall promptly notify law enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

5. **Extortion** – obtaining money or property by violence or threat of violence or forcing someone to do something against one's will.
6. **Harassment (sexual, bullying, intimidation, electronic)** - Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened. This also includes racial comments, slurs, statements (written or verbal)

Additionally Ridgefield High School adheres to Washington State Harassment, Intimidation, and Bullying Bill defined by:

- RCW 28A.300.285 defines harassment, intimidation and bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:
- Physically harms a student or damages the student's property.
  - Has the effect of substantially interfering with a student's education.
  - Is so severe, persistent or pervasive that it creates an intimidating or threatening educational environment.
  - Has the effect of substantially disrupting the orderly operation of the school.

Bullying is repeated negative behavior toward a less powerful person or persons. Hitting, name-calling, shunning, and shaming are all forms of bullying. Spreading rumors, gossiping and making threats are also forms of bullying. This includes cyber bullying.

7. Cheating/Plagiarism/Forgery – see policy described under Academic Integrity Policy

8. Theft - A student shall not steal school property or personal property. Nor shall a student be in possession of stolen school property or stolen personal property.

9. Disruptive Dress - see policy described under School Attire. Students are to observe modesty, appropriateness, neatness, and cleanliness in clothing and personal appearance. Students may express individuality in their dress and grooming, within reasonable bounds. Students are not appropriately dressed or groomed if their appearance causes a disruptive influence either to themselves or to others while in the pursuit of the educational process, or if their appearance presents a health or safety problem.

- a. Social or secret clubs and/or gangs are prohibited in the Ridgefield Schools. In keeping with this policy, students shall not be permitted to wear clothing, insignia or markings that identify them as members of such organizations.
  - b. Students are not permitted to wear clothes, hats, pins, buttons, patches, other insignia, or any other article of clothing that is profane, lewd, or would cause disruption, or interference with school operation.
  - c. Students are not allowed to wear clothes, hats, pins, patches, buttons or any other article of clothing that advertises alcohol, tobacco products, marijuana, illegal drugs, and/or illegal activities
10. Disruptive Behavior – Students should not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process. This includes causing an incident which affects the school attendance of other

Consequences:

- a. Temporary loss of parking privileges and/or w/ Discipline
- b. Permanent loss of parking privileges w/ Discipline
- c. Short-term suspension
- d. Long-term suspension

Students driving to school **MUST** show proof of valid driver's license and current insurance, must keep insurance on the vehicle driven and keep licenses current, and assume risk parking on school property.

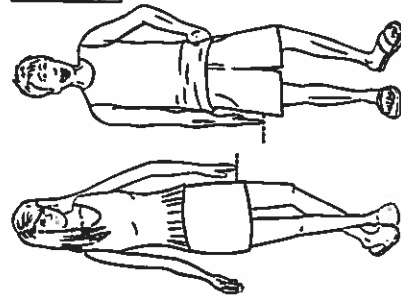
**MONDAY SCHOOL** – Monday School is up to a three hour detention that is held after school. Students who are assigned Monday School will be given a designated amount of time. Failure to serve this time will result in suspension.

**DETENTION** – Detention may be assigned by administrators and teachers. When students are given detention by a teacher they are to serve the assigned time with that teacher.

**SCHOOL ATTIRE** - Dress or appearance that has the potential for causing disruption is not permitted. The school administration will have the final decision as to the potential for disruption at school and the requirement that the attire be changed. The following list is not exhaustive.

Examples of inappropriate clothing are:

- halter tops; bare-backed tops; tube tops; "spaghetti strap" shirts; half shirts; pants worn below the hips; tank top style undershirts; clothing depicting alcohol, drugs or tobacco products or weapons; clothing with obscene gestures and/or suggestive markings or phrases.
- Midriffs must be covered.
- Undergarments may not be visible.
- The length of skirts and shorts, are to be longer than an arm's length on the leg, and not above
- Shoes are to be worn at all times



**EVENTS AND ACTIVITIES** – During events students are to stay at the building, athletic fields, or grounds during dances, games, or any school activity. If a student does leave the event/activity re-admission may be denied. Furthermore, violating school policy afterschool during such events may affect the students regular day.

**PARKING LOT** –

As stated in Board Policy students are not to occupy their vehicles during school hours (including lunch), without permission from the office. Furthermore, this is extended to all students in the parking areas.

**CLOSED CAMPUS** - Students shall remain on school grounds from scheduled time of arrival to departure, unless officially excused or dismissed. Students are not to remain at school after the normal dismissal time unless they are participating in a scheduled activity, or under teacher or school supervision.

**OUT OF DISTRICT STUDENTS** - Transfer students (boundary exceptions) accepted in the Ridgefield School District may be withdrawn for violating the rules listed in this policy. Student assessments may be required, at the parent’s expense, as a condition for entrance into the Ridgefield Schools.

**ELECTRONIC DEVICES** - Students are permitted to bring electronic devices including but not limited to Personal Computing Units (PCU). Students are personally responsible for electronic devices brought to school. Students accessing the District Bring Your Own Device (BYOD) Network must agree and adhere to Board Policy and Procedure 2022. Loss or theft of such items brought to school may not be investigated by school personnel.

**NETWORK/INTERNET POLICY** – The district network and internet is to be used for educational purposes ONLY. The building will operate in alignment with Board Policy and Procedure 2022. Searches that are not appropriate, attempts to bypass internet filters or network security, cyber bullying, violating copyright, and attempting to damage the network or computers may result in loss of internet, and/or network privileges and further discipline, up to but not limited to, suspension.

**USE OF MOTOR VEHICLES** - Students may drive vehicles to high school only if they follow these regulations:

- a. Students shall not be permitted to bring motor vehicles to school without the permission of the administration
- b. All students parking their vehicles on school property must register their vehicle with the school office.
- c. Vehicles must be parked at all times in designated places. Failure to comply with parking regulations may result in loss of parking privileges. Vehicles should not be entered during the school day without the permission of the administration.
- e. Vehicles must not leave the school parking lot during the school day without the driver receiving permission from the administration.
- f. Students driving vehicles to school must comply with all provisions governing the use of motor vehicles for the State of Washington.
- g. Vehicle speed on school property shall not exceed 10 MPH

students. Students should be discouraged to use noise, coercion, threat, bullying, intimidation, disrespectful action (including gestures), passive resistance, gang activity including hand signals or any other conduct intentionally cause the substantial and material disruption or obstruction of any lawful mission, process, or function of the school.

Students shall engage in such a conduct that does not cause substantial and material disruption, or obstruction of any lawful mission, process, or function of the school, if such a disruption or obstruction is reasonably certain to result.

Students should urge other students not to engage in such conduct for the purpose of causing the substantial and material disruption nor obstruction of any lawful mission, process, or function of the school if such a disruption or obstruction is reasonably certain to result from his urging.

11. Defiance- Refusal to comply with reasonable instruction of school authority, including refusal to identify oneself.

11A. Internet Abuse – Any attempt to view inappropriate sites, information, or any violation to the network policy which includes but is not limited to attempting to bypass security filters set by the school district (i.e. proxies, and loop around searches) or any use for any reason other than school assignments is forbidden resulting discipline and loss of privileges.

12. Immoral Conduct – Conduct which is willfully, flagrantly, or shamelessly which shows a moral indifference to the opinions of the good and respectable members of the staff, students, and community.

13. Fighting – A student shall not intentionally cause or attempt to cause physical injury or intentionally behave in such a way as could reasonably cause physical injury to any person.

14. Fight Promotion--Students shall not promote fighting by encouraging or watching/spectating or by recording in any fashion.

15. Use/Possession/Sale/Deliver Alcohol

16. Possession/Use/Sale/Deliver of Controlled Substance

17. Sale/Deliver Drugs

18. Possession Drug Paraphernalia

The school official in charge will immediately remove the pupil suspected of possession, selling, or being under the influence of drugs or alcohol on school property from contact with other pupils. Every attempt will be made to contact the parents or legal guardian. Law enforcement officers may be notified.

If the school official in charge cannot contact the parents or legal guardian, said official will take whatever action is deemed necessary in the interest and welfare of the pupil, e.g., calling the physician listed by the parents or calling 911. If law enforcement officers are notified, then an attempt will be made to notify the parents or legal guardian so that

they might be present at the law enforcement interview or might give their permission for an interview without their presence. -17-

If the school official suspects the use, sale, or have hard evidence to support that suspicion, the school official may contact the parents of the pupil relative to that suspicion. Law enforcement officers may be notified.

**18. Use/Possession Tobacco/e-cigarettes** – Students are not permitted to use or possess nicotine, tobacco or tobacco “look-alikes” in any form at any time in the school building, or on the school grounds. This applies to all school sponsored activities on or off the school campus as well as during the regular school day. Violation of this rule constitutes a serious offense and immediate disciplinary action will be taken. The sanctions (p. 20-21) will be applied to anyone who violates this rule or serves who serves as a “look out” or in any other way abets the use of tobacco on or about the school grounds.

*Confiscated items that are not allowed on campus will not be returned. Selling of contraband is also not allowed on school property.*

**19. Vulgarity/Profanity** – Racial, ethnic or religious slurs and profane, vulgar or lewd language is not allowed.

**20. Verbal Abuse**

**21. Vandalism School Property** - Students who damage school district or student-owned property shall be responsible for their actions. Parents or guardians shall be liable for damages and will pay restitution.

**22. Truancy/Unexcused absences** - Students shall be punctual and regular in attendance and are expected to be in class on time.

**23. Criminal Act** – As defined by the law.

**24. Mind-Altering Substances**—Substances not generally thought of as drugs, but intended to alter one’s normal state of being are not allowed and will be treated as drugs.

**25. Interference by force or violence with district staff member, student, or any other person** - Neither shall a student singly or in concert with others, interfere by force or violence with any administrator, teacher, classified employee, person under contract with the school or school district, or student of any common school who is in peaceful discharge or conduct of his or her duties or studies.

**26. Repeat Violations/Aggravating Factor** - Students who consistently violate various school policies, rules and regulations will be subject to suspension regardless of seriousness of the violation.

**27. Intimidation/Threats to Staff** – No student will be allowed to intimidate or threaten staff members in any fashion.

**28. Pornography** in any form is not allowed, including electronic form.

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**DISCIPLINE CLAUSE** – Students who violate school rules may be assigned consequences that would be in alignment with the discipline matrix which may result in additional assignments (papers, projects, etc.) and/or loss of privileges (Dances, Parking, etc.). The discipline outlined in this handbook is not exhaustive.

**CHECKING IN AND OUT OF THE FRONT OFFICE** – Any student arriving to school late (after 10 minutes) or who is leaving school before the designated end time for the day must check out of the office.

**PROGRESSIVE DISCIPLINE** – Under Washington Administrative Code all school discipline must be progressive in nature.

**GANG ACTIVITY** - A student may be suspended or expelled if the student is a member of a gang and knowingly engages in gang activity on school grounds or at a school related activity on or off school grounds. “Gang” means a group which: (a) Consists of three or more persons; (b) has identifiable leadership; and on an ongoing basis, regularly conspires and acts in concert mainly for criminal purposes.

**SEXUAL MISCONDUCT** - Any exploitive act with or to another student including, but not limited to the following:

- Handling or touching the clothing of others to cause an exposure;
- Sexual intercourse as defined in RCW 9A.44.010;
- Indecent exposure as defined in RCW 9A.88.010;
- Sexual contact, i.e., intentional touching of the sexual or other intimate parts of a student;

**MATERIALS PUBLICATION AND DISTRIBUTION** - Students are entitled to express in writing their personal opinions. The distribution of such material shall not interfere with or disrupt the educational process. Such written expressions must be signed by the authors.

- a. Students who edit, publish, or distribute hand-written printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publication.
- b. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all publications.
- c. All publications intended to be distributed on school property must be submitted first to the building principal for approval and regulation regarding time, place and manner.
- d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

**SPEECH AND ASSEMBLY** - Students are encouraged to verbally express their personal opinions in such a manner and at such times as does not disrupt or interfere with the educational process or with the freedom of others to express themselves. The use of obscenities, lewdness, vulgarity, profanity or personal attacks is prohibited. All student meetings on school property may function only as scheduled and regulated by school authorities.

Leaving at Lunch  
Ridgefield High School is a closed campus. Students are to stay on campus during lunch. Leaving at lunch will be considered a defiance of school authority.

Absences and Athletics/Activities

As stated in the code of conduct, all athletes/activity participants must be present to ALL of their classes. The only absences that will be excused are medical appointments, court appointments, or administrative release; documentation may be requested for these absences. All other absences to any class will result ineligibility for that day.

**Examples of Various Absences**

Excused	Pre-Excused Absence
<ul style="list-style-type: none"> <li>• Illness</li> <li>• Health condition</li> <li>• Medical/Dental appointment</li> <li>• Family emergency</li> <li>• Bereavement</li> <li>• Religious observance</li> <li>• Disciplinary actions that remove students from the school setting</li> <li>• School Related Activities (note not required)</li> <li>• Court Appointments</li> </ul>	<ul style="list-style-type: none"> <li>• School Activity</li> <li>• Driver's Education</li> <li>• Any Appointment not listed under "Excused"</li> <li>• Family Activity</li> <li>• Church Activity</li> <li>• Family Trips</li> <li>• College Visits</li> </ul>

Unexcused
<ul style="list-style-type: none"> <li>• Oversleeping</li> <li>• Missing the bus, your ride, or car trouble</li> <li>• Hair, nail or tanning appointments</li> <li>• Leaving and/or remaining out of class or an activity without teacher permission</li> <li>• Leaving school without checking out in the office</li> <li>• Using a hall pass and not returning promptly</li> <li>• Failure to attend scheduled assemblies or lunch during the school day</li> </ul>

\*Note: It is the right and responsibility of Ridgefield High School to ultimately determine whether to excuse an absence or not.  
Homework for Absent Students

An absent student's homework will be provided upon request, but will not be available until 24 hours after the request. Staff is not able to provide student work at a moment's notice.

Students with excused absences have the right to the number of days absent to complete missed assignments as long as it does not give them more days than attending students. Students who have acquired unexcused absences may not have the opportunity to make up the assignment.

29. Violation of Driving/Parking Regulations - Students may drive vehicles to high school only if they follow these regulations:

- a. Students shall not be permitted to bring motor vehicles to school without the permission of the administration.
  - b. All students parking their vehicles on school property must register their vehicle with the school.
  - c. Middle school students are not permitted to drive vehicles to school.
  - d. Vehicles must be parked at all times in designated student parking areas.
- Failure to comply with parking regulations may result in impounding of vehicle involved, discipline, and/or loss of parking privileges on RSD property.
- e. Vehicles should not be entered during the school day without permission of the school administration.
  - f. Vehicles must not leave the school parking lot during the school day without the driver receiving permission of the administration office
  - g. Students driving vehicles to school must comply with all provisions governing the use of motor vehicles for the State of Washington.
  - h. Vehicle speed on school property shall not exceed 10 MPH.

School Procedures

ATTENDANCE- Students shall be punctual and regular in attendance, and are expected to be in class on time. If a student will be absent please send your student to the office with a written note which states your name (parent/guardian), the name of the student, the current date, the date of the absence, and reason for the absence. Parents may also log-on to their skyward account and utilize the absence section found in the website.

Upon returning to school following an absence, students must clear their absence in the office with a note from the parent/guardian, or confirming the online request. Failure to clear the absence within three days may result in the appropriate level of discipline

Excused Absence Procedure

- a. Have your parents write a note, call, or clear on Skyward within 72 hours (3 days).
- b. Students should verify parent/guardian online requests to verify the absence is excused in the office.
- c. If a student has been absent for three days due to illness, the school office may ask for a physician's note to verify the illness.
- d. Once the absence is excused remember to gather the assignments that you missed during the absence.

Unexcused/Tuamney

Students shall be expected to be in school each day unless excused by their parent/guardian or by a school official. Students who violate this expectation without the knowledge of parents/guardians or school officials will be considered truant/unexcused.

Pre-Arranged Absence

If an absence is expected, a pre-arranged absence form is required. These forms can be obtained in the office and must be signed by all of the student's teachers. Teachers will be able to provide a recommendation as to whether or not the absence should occur.

Tardiness—Students should be to class on time. Excessive tardiness to class will result in Monday School. Tardiness more than 10 minutes is considered an absence.

# RIDGEFIELD HIGH SCHOOL

## Guidelines for applying school sanctions

### OFFENSE

\*Educational or treatment programs may be offered in lieu of a portion of a suspension or expulsion

Offense	Counseling	Conference (Teacher/Parent)	Conference (Principal/Parent)	Detention/School Service	Discipline/Loss of Activities	Suspension (1-10 Days)	Suspension (11-20 Days)	Suspension (21+ Days)	Expulsion (up to one calendar yr)
1. Arson									
2. Assault (physical)									
3A. Knife/dangerous items or incident									
3B. Other weapons incident as defined by RCW 9A.1.250 and 9A.1.280									
4A. Handgun Incident									
4B. Rifle Incident									
5. Extortion									
6A. Harassment/Racism/Prejudice									
6B. Sexual Harassment of Student									
6C. Bullying/Intimidation of Student									
6D. Aggravating Factor: Misuse of computer									
7. Theft									
8. Academic Dishonesty/Forgery									
9. Disruptive Dress									
10. Disruptive Behavior including PDA									
10A. Tardiness									
10B. Aggravating Factor: Gang/Gang-related activity									
11. Defiance of School Authority (includes failure to properly identify oneself)									
11A. Internet Abuse									
11B. Off-campus violation									
12. Immoral Conduct									
13. Fighting/ including fight promotion, aiding, recording, spectating									
*14. Use/Possession of drugs and/or alcohol									
*15. Possession/Use/Sale/Delivery of Controlled Substance other than alcohol (including prescription and over-the-counter medication)									
*16. Sale/Delivery of Drugs or Alcohol									
*17. Possession of Drug Paraphernalia									
18. Use/Possession of Tobacco, nicotine, e-cigarettes (including partials), and look-alikes									
19. Vulgarity/Profanity									
20. Verbal Abuse									
21. Vandalism to School Property or of other's property									
22. Truancy/Unexcused absences									
23. Criminal Acts as defined by law									
24. Interference by force or violence with any staff member, student, or any other person									
25. Violation of driving/parking regulations									

26. Aggravating Factor: Repeated violations																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																																								
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## MEMORANDUM

**TO:** Superintendent Nathan McCann  
Ridgefield School District Board of Directors

**FROM:** Tony Smith, Principal  
View Ridge Middle School

**SUBJECT:** View Ridge Middle School Student Handbook 2018-2019

**DATE:** July 5, 2018

**TYPE:** Action

**Background:** View Ridge Middle School's student handbook has been updated to include pertinent dates for the 2018-2019 school year. No substantive modifications have been made save for alignment of a PBIS matrix with Sunset Ridge Intermediate School, staff roster, and some formatting improvements.

**Recommendation:**

It is my recommendation that the VRMS Student Handbook be approved for use in the Ridgefield School District.

# View Ridge Middle School 2018-2019



## Student Handbook and Planner

### 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](http://www.ridgefieldsd.org/o/middle-school)

This planner belongs to:

Name \_\_\_\_\_

Grade \_\_\_\_\_



# STUDENT PLANNER/HANDBOOK SIGN-OFF

After reading the student handbook and planner, please sign below and return this page to school with your child.

DATE: \_\_\_\_\_

***I have read and understand the View Ridge Middle School Student Planner/Handbook 2018/2019.***

STUDENT SIGNATURE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_

PARENT/GUARDIAN SIGNATURE: \_\_\_\_\_

PRINT \_\_\_\_\_

NAME:

PLEASE INITIAL:

\_\_\_\_\_ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

\_\_\_\_\_ Students may not be dropped off at school prior to 7:35 AM.

\_\_\_\_\_ I will follow the school's arrival and dismissal procedures.

\_\_\_\_\_ If a child is absent, I will call the school before 7:40 AM.

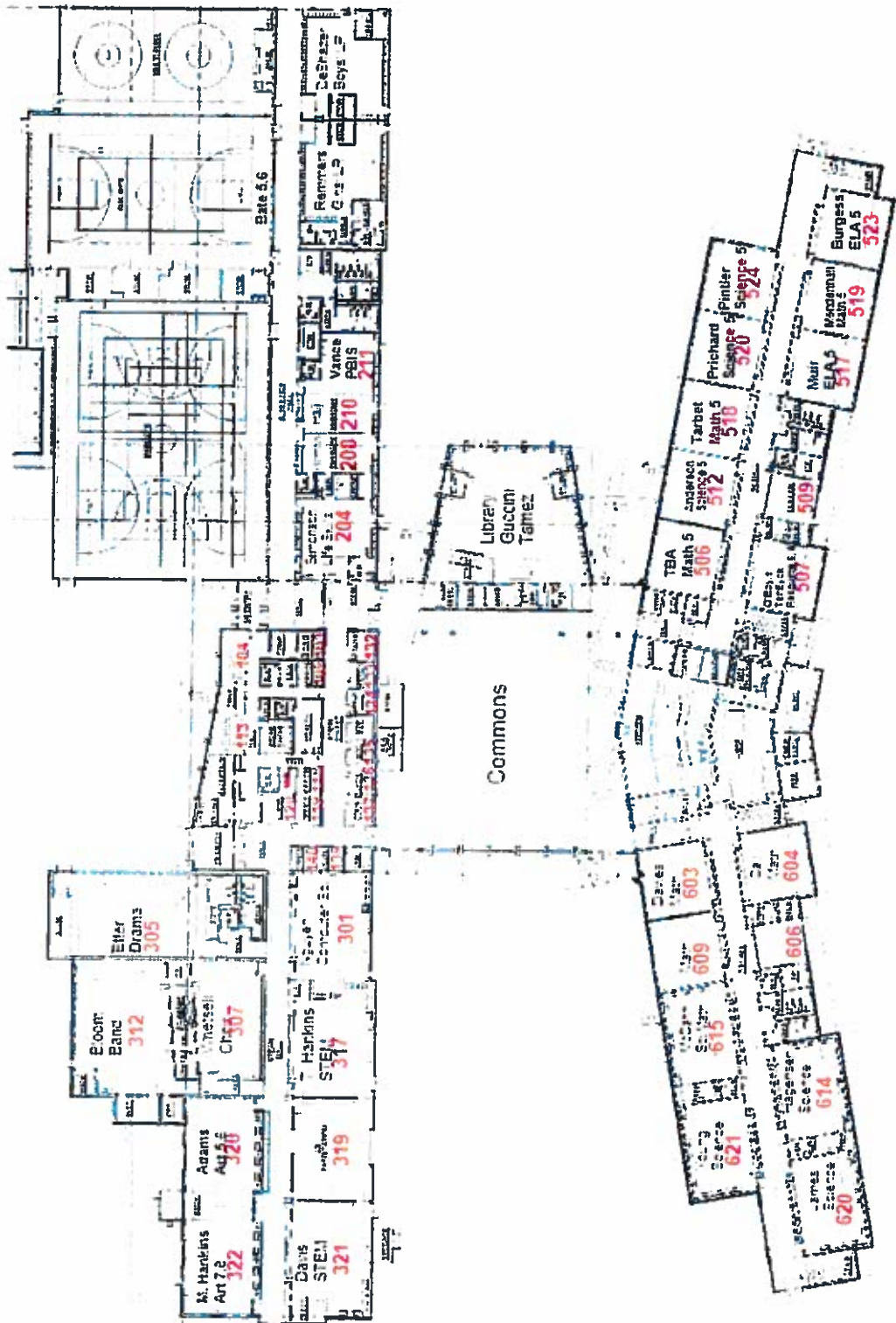
**ThankYou!**

**View Ridge Middle School**

**<http://www.ridgefieldsd.org/o/middle-school>**

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**RIDGEFIELD SCHOOL DISTRICT**  
2724 S. Hillhurst Road, Ridgefield, WA 98642 (360) 619-1300



**School Calendar**

2018							2019						
<b>July</b> 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							<b>January</b> 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						
<b>August</b> 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							<b>February</b> 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						
<b>September</b> 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							<b>March</b> 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						
<b>October</b> 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							<b>April</b> 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						
<b>November</b> 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							<b>May</b> 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						
<b>December</b> 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							<b>June</b> 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						

**Important Dates**

August 23, 24, 27	Teacher In-Service TRI Days
August 29	First Day of Classes
September 3	Labor Day Holiday
October 12	Teacher In-Service TRI Day
November 12	Veterans Day Holiday
November 21-23	Thanksgiving Break
November 28	End of First Trimester
Week of December 3	K-6 Report Cards Home
December 20 - January 2	Winter Break
January 2	Teacher In-Service TRI Day
January 3	School Resumes
January 21	Martin Luther King, Jr. Holiday
January 24	End of Semester
January 25	Teacher In-Service TRI Day
Week of Jan 28	7-12 Report Cards Home
February 15	No School
February 18	Presidents' Day Holiday
March 7	End of 2nd Trimester (K-6)
March 8	Teacher In-Service TRI Day
Week of March 11	K-6 Report Cards Home
April 1-5	Spring Break
May 27	Memorial Day Holiday
June 7	RHS Graduation Day
June 13	Final Day of Classes

**School Closure Make-Up Days**

The first makeup day would be February 15, followed by June 14. Any additional makeup days will be added at the end of the school year (week of June 17).

**Early Release Dates**

October 25-26	Elementary, Intermediate and Middle
November 29-30 & December 3	Elementary and Intermediate
March 7	Elementary and Intermediate
May 21	High School
May 30	Elementary and Intermediate

- School Holiday or Non Attendance Day
- First and Last Days of School
- ◇ Teacher In Service TRI Day - No School
- ◇ Teacher In Service TRI Day (1/2 teacher workday) No School
- E Early Release - Elementary & Intermediate
- M Early Release - Middle, Intermediate & Elementary
- H Early Release - High School Only
- L One Hour Late Start - All Schools

Approved by Board of Directors 4/11/2017 Modified and approved 4/10/2018  
\*\* Start of school may be delayed due to construction



**VIEW RIDGE MIDDLE SCHOOL**

**Front Office**

Tony Smith -----Principal  
 Stephanie Goad -----Assistant Principal  
 Joshua Cornwell -----Counselor  
 Denise Krause -----Principal Secretary  
 Sharon Bisila -----Attendance Secretary  
 Susan Amdt -----Athletics Secretary/Paraprofessional  
 Michelle Stangel -----Health Room Aide  
 Kirthy Bryant -----Receptionist  
 ATHLETIC DIRECTOR TBD

**Paraprofessionals**

Debbie Schwarz -----Classroom Support  
 Susan Gates -----STEM Support  
 Erika Harper -----Classroom support  
 Emily Jacob -----Classroom Support  
 Tiffany Tamez -----Library  
 Shannon Werbowski -----Classroom support  
 TBD -----Classroom Support  
 TBD -----Life Skills  
 TBD -----Life Skills

**Teachers**

Donna Allen -----English Language Arts  
 Stephanie Bloom -----Band  
 Aaron Broeckel -----Social Studies  
 Heather Brown -----English Language Arts  
 Kristina Call -----Math  
 Raechel Cowell -----English Language Arts/Social Studies  
 James Davies -----Math  
 Sheila Davis -----STEM  
 Jerry DeShazer -----Physical Education/Health  
 Kaillyn Etter -----Drama  
 Rebecca Fromlett -----French  
 Jill Guccini -----Librarian  
 Scott Hagensen -----Science  
 Michelle Hankins -----Art  
 Tylor Hankins -----STEM  
 Katie James -----Science  
 Melissa Johnson -----Math  
 Leilani Lamoreaux -----Social Studies  
 Melissa Maslyn -----Math/Science  
 Justin Nelson -----Social Studies  
 Nam Nguyen -----Computer Science  
 Ami Remmers -----PE/Health  
 Aubrey Slitt -----English Language Arts  
 Joe Thayer -----Math  
 Courtney Thompson -----English Language Arts  
 Bobbe Whetsell -----Choir  
 Kristi Young -----Science  
 Jennifer Zora -----Spanish

**Custodian**

TBD -----Head Custodian

**School Hours**

Doors Open -----7:35 a.m.  
 Class Hours -----8:05 a.m. - 2:35 p.m.  
 Office Hours -----7:00 a.m. - 3:30 p.m.  
 Buses Depart -----2:43 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](http://www.flashalert.net).

**Regular Bell Schedule**

Period	1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch	Period
1	8:05 - 9:01	8:00 - 8:56	1
2	9:05 - 9:56	9:05 - 9:56	2
Excel Time	10:00 - 10:25	10:00 - 10:25	Excel Time
3	10:29 - 11:20	10:29 - 11:20	3
Lunch	11:20 - 11:50	11:24 - 12:15	4
4	11:49 - 12:40	12:15 - 12:45	Lunch
5	12:49 - 1:40	12:49 - 1:40	5
6	1:44 - 2:35	1:44 - 2:35	6

**Collaboration / Success Time Schedule (Wed.)**

Period	1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch	Period
1	9:05 - 9:48	9:05 - 9:48	1
2	9:52 - 10:34	9:52 - 10:34	2
Success Time	10:38 - 11:03	10:38 - 11:03	Success Time
3	11:07 - 11:49	11:07 - 11:49	3
Lunch	11:49 - 12:19	11:53 - 12:35	4
4	12:23 - 1:05	12:35 - 1:05	Lunch
5	1:09 - 1:50	1:09 - 1:50	5
6	1:54 - 2:35	1:54 - 2:35	6

**Fee Schedule**

\* Please note that all fees are subject to change.

**Food Services:**

Breakfast \$ 1.50  
 Lunch \$ 2.95  
 Lunch Reduced \$ .40  
 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.

**Visitors**

Parents may visit school at any time. 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.

\*\*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 you will be absent from school for more than just a couple of days, please let the front office know so that plans can be made to keep your study program flowing smoothly.

### Excused Absence

Per Ridgefield School District Policy 3122, the following 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

If a student is going to be absent and their parent/guardian calls the attendance office at 360-619-1402 prior to the day of the absence, the student is not required to bring a note from home upon returning to school. If a phone call is inconvenient, the student will need to bring a note from home indicating the reason for the absence within 2 days of the students' return.

Failure to notify the office within the 2-day period results in that absence becoming unexcused. Absences from school other than the above reasons or by prearranged procedure are unexcused and subject to discipline and/or. Students with 7 days of unexcused absences in one month or 10 days in one school year will be referred to juvenile authorities.

### Late Arrival or Early Release

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 check in at the front office when they arrive late.

If your student needs to leave early due to appointments, please send them with a note or call beforehand. The student needs to bring the note to the front office first thing in the morning. We will document the release time and give the note back to the student. The student will use their note as their pass out of class and meet you at the front office to be checked out. We prefer not to disrupt the classroom by calling down to release a student.

**\*\*ALL STUDENTS BEING PICKED UP EARLY MUST BE SIGNED OUT OF SCHOOL.** We only release students to individuals who are listed on the student registration form, or other, if parent(s)/guardian(s) have made arrangements with the front office.

It is critical that REGISTRATION FORMS 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 on their REGISTRATION FORMS. You can request to have changes made through Skyward.

### Prearranged Absence

A student who knows in advance that he or she will be absent from school must complete a pre-arranged absence form (available in the main 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 a note from a physician for each absence after their twelfth excused absence (for each semester) or they will be recorded as "unexcused". The state defines "chronic absenteeism" as missing 18 or more days in one year. A pattern of 12 or more in a semester exceeds this trend. Parents will be notified in writing of this potential requirement when their student has reached seven (7) total excused absences for a semester.

### 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.

- 1. Tardy of the semester - Tardy slip and Warning
- 2. Tardy - Parent contacted, re-teach
- 3. Tardy - Letter sent home, detention, tardy re-teach packet

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

Students who are absent from school are responsible for making up the 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 first day the student returns. To obtain missed work, please check each staff member's webpage. Students are required to make arrangements with teachers immediately upon return to make up missed exams.

## 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 there. Students are not to contact parents directly from classrooms via mobile phones as their 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 in to 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.

## **GENERAL INFORMATION**

### ASB Cards

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

### Conferences

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

### Counselor

A counselor with special training and ability is 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 sign up in the main office. 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.

## **GRADES**

View Ridge uses a standards-based grading system to report student performance and progress. In-depth explanation of this system is shared under the grading tab on our website in the parents grading handbook.

**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.

## **Expectations Proficiency Levels**

### Classroom Expectations and Respect

**+**: 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.

### 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 final 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.

### Student Planners

All students will be provided with a school planner (included in back of this handbook) to record homework, plan for long term assignments and more. Teachers will periodically review student planners to ensure correct use, and we encourage parents to do the same.

### Textbooks

Students are responsible for the return of assigned textbooks at the end of the school year or when withdrawing. 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, have experienced or observed harassment or bullying, or 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:

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

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.

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

**LOCKOUT (external threat):** Lockout is called when there is a threat or hazard outside of the school building.

Cue: "Lockout: Secure the perimeter"

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).

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 three lockdown drills, one shelter-in-place drill, three evacuation/fire drills, one earthquake drill, and one drill using the school mapping information system (Rapid Responder).

### Activating a False Alarm

Any student activating a fire alarm, other than for the intended purpose, will be suspended. 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, obey 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."

### Positive Recognition:

As a part of our school wide management system we recognize students, with a Bird Buck, who have shown positive behavior by following school rules and expectations and going above and beyond. Bird Bucks may be redeemed at our school store.

### 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. Ultimately, the staff and students have the right to feel comfortable at school and if they don't, may ask students to change. Dress codes are in effect during dress-up ("spirit") days unless explicitly communicated otherwise.

#### **Dress Code Guidelines:**

1. Clothes shall be sufficient to conceal undergarments at all times. See-through, sheer, clothing with large holes, halter tops, low cut tops, racer backs, bare midriffs, and muscle T's are prohibited.
2. Tank tops must have two straps and be two fingers wide and conceal all undergarments.
3. All shorts, skirts, and dresses must extend past the longest fingertip when the student's arms and hands are extended by his/her leg with shoulders down.
4. Leggings, yoga pants, workout pants, etc. are prohibited to be worn without additional coverage. Leggings, yoga pants, workout pants etc. must be worn with a top that extends to at least the tip of the student's thumb when hands are held at their sides.
5. Jeans and pants with holes may not have holes that are see-through that are higher than the student's longest finger when placed to the side with shoulders down.
6. Pajamas are not allowed.
7. Hats, hoods, bandanas, or any other kind of head covering are to be taken off when on campus.
8. Apparel and accessories depicting and stating inappropriate content (including, but not limited to, drugs, alcohol, tobacco, vulgarities, sexual references or suggestive depictions and weapons) are not allowed.

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, music players, cameras, and iPads or other tablets, from the beginning bell to the final bell of the school day. 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:

- 1- violation: The item will be taken and held in the office for the day.
- 2- violation: The item will be taken and a parent or guardian will need to pick up the device.
- 3- violation: The item will be taken and held until a conference is held with the administrator.

### **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, communications about a potential fight (at school, off campus, or online), verbally encouraging a fight to break out, 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 will be subject to strict disciplinary measures, including possible expulsion, who participate in gang-related activities at school or school functions including (but 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.

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

### **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 to do so.

### **Valuables**

While students are provided lockers, 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.

## **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*. 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.

**ACTIVITIES**

Participation and good sportsmanship are the basic goals of the interscholastic program. 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 (August-October)	Fall 2 (October-December)	Winter (January-February)	Spring (March-May)
Football	Girls Basketball	Boys Basketball	Track and Field
Girls Volleyball	Wrestling		
Girls Soccer			
Cross Country			

**CLUBS**

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

Regulations require medical coverage and a sports physical prior to participation in athletics. In addition to the athletic user fee and the purchase of an ASB card, each student must complete an "athletic packet" before he or she will be allowed to participate.

Student athletes/participants are expected 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. 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 probation attend practice, go to the home games (but do not participate) and do not travel to away games. While on probation 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.

**Activity Bus**

Students can sign up to take the activity bus home from school if they participate in afterschool activities. Permission forms for this can be obtained in the main office, and it usually takes about a week to get the bus routes adjusted to accommodate a new student. Contact the counselor for more details.

**Honor Society**

For acceptance in the VRMS Honor Society, students are required to meet minimum academic and behavioral requirements. In addition, the staff evaluates the students in the areas of leadership, citizenship, and character. Students are also expected to maintain their adherence to these requirements. Failure to do so will result in removal from the society. All members inducted at VRMS will be required to perform community service projects. All service 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 from Honor Society.

**Socials**

Socials are after school events that offer a variety of activities for students. These include games, dancing, and other fun pursuits. All social events are faculty supervised. Regular school standards of behavior are expected and maintained 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.*

**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 back to class, topics covered during student council meetings for discussion.

**Problem Area 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 Involvement	Short Suspension Expulsion
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 <i>*Referred to professional C A C or comparable program</i> Expulsion	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

# HERON BEHAVIOR - SUCCESS BOUND!

(Positive Behavioral Interventions and Supports program - **PBIS**)

**GOAL:** To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

**PBIS DEFINED:** PBIS is an approach to supporting students to be successful in schools. PBIS developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## SCHOOL-WIDE RULES:



Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on three expectations, our message can be clear, consistent, and memorable for students. Expect that all school staff will be active participants in the school-wide programming.

**PARENTAL INVOLVEMENT:** Teaching a behavior that schools expect to see works best when there is consistency across home and school



settings. When a child exhibits challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is important in all aspects of PBIS. When parents are involved, outcomes for children are better.

Area	Respect	Responsible	Resilient
In All Areas of the School	<ul style="list-style-type: none"> <li>-Use kind words and actions</li> <li>-Follow adult directions</li> <li>-Offer to help others</li> <li>-Respect individual differences</li> <li>-Level 2 voice</li> <li>-Use respectful, non-biased language that may offend any individual or group</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>- Offer to help others</li> </ul>	<ul style="list-style-type: none"> <li>-Exhibit calm body language and be aware of your surroundings</li> <li>-Use positive self-talk</li> <li>-Listen patiently when an adult redirects you</li> <li>-Accept help when needed</li> </ul>
Before and After School	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Use kind words</li> <li>-Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in assigned areas</li> <li>-Use indoor voices</li> <li>-Keep area clean</li> <li>-Remain on campus once arrived</li> </ul>	<ul style="list-style-type: none"> <li>-Report directly to class when the bell rings</li> <li>-Go directly to bus or home after school</li> <li>-Use before/after school time to get academic support</li> <li>-patiently wait for office personnel to help you when taking care of business there</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Welcome others</li> <li>-Sit with feet on the floor and body facing the table</li> <li>-Voice level 2</li> <li>-Remain silent and focus on speaker when announcements are being made</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up area and follow recycling procedures</li> <li>-Keep all food to self</li> <li>-Food and other materials remain on the table</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated until you are dismissed</li> <li>-Continue cleaning by checking floor and surrounding area</li> <li>-Problem solve disagreements civilly, calmly, and constructively,</li> <li>-Enter the back of the line and wait your turn to get your food</li> </ul>
Hallways and Stairs	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Pass quickly (head straight to your classroom)</li> <li>-Keep the area Clean</li> <li>-Always keep hands, and feet, and objects to self</li> <li>-Voice level 1</li> <li>-Use respectful, non-biased language that may offend individual or group and respect others property</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right hand side</li> <li>-Allow others to pass</li> <li>-Slowly open doors carefully with hands</li> <li>-Keep moving</li> <li>-Headphones and/or ear buds out of sight</li> </ul>	<ul style="list-style-type: none"> <li>-Forgive accidental contact</li> <li>-Be patient with crowds</li> <li>-Report inappropriate or dangerous behavior</li> <li>-Help others who need assistance with materials, movement, or emotional support</li> </ul>
Learning Areas	<ul style="list-style-type: none"> <li>-Raise your hand and wait to be called on</li> <li>-Comments and questions should be related to class discussion</li> <li>-Use quiet voices</li> <li>-Wait to be dismissed</li> <li>-Keep hands and feet to self</li> <li>-Track the speaker</li> <li>-Voice level communicated by teacher</li> <li>-Practice SLANT when a teacher or students is presenting</li> </ul>	<ul style="list-style-type: none"> <li>-Walk into rooms one at a time</li> <li>-Stay in your seat unless instructed otherwise</li> <li>-Keep all chair legs on the floor</li> <li>-Keep hands and feet to self</li> <li>-Clean up learning area</li> <li>-Follow adult directions</li> <li>-Bring all required supplies to class</li> </ul>	<ul style="list-style-type: none"> <li>-Always do your best</li> <li>-Show continuous effort</li> <li>-Practice determination through difficulties</li> <li>-Be an active learner</li> <li>-When unsuccessful, ask for help or try a new strategy</li> <li>-Arrange time outside of class for extra help when needed</li> </ul>
Office	<ul style="list-style-type: none"> <li>-Hands, feet, and objects to self</li> <li>-Wait in line until called to the counter</li> <li>-Voices off while waiting and transitioning through the office</li> <li>-Always use kind words</li> <li>-Voice level 2</li> <li>-Let school guests be helped first</li> <li>-Comply with all office staff requests</li> </ul>	<ul style="list-style-type: none"> <li>-Always have a hall pass</li> <li>-Leave all materials that belong in the office in the office</li> </ul>	<ul style="list-style-type: none"> <li>-When talking to an adult, have a calm body and calm voice</li> <li>-Show privacy towards others being helped in the office by waiting your turn</li> <li>-Computer screens are only to be viewed by office staff</li> </ul>
Playground	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Include everyone in games</li> <li>-Share and take turns</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>-Always walk to and from play area</li> </ul>	<ul style="list-style-type: none"> <li>-Play games according to posted rules</li> <li>-Win or lose, be a team player</li> <li>-Manage emotions appropriately when</li> </ul>

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

## VIEW RIDGE MIDDLE SCHOOL 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 acting with academic integrity if 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 scores 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](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.appteqv.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://ridgofield.wa.ednet.wa.us/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 resolve 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](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)

## **THE RIDGE—Sunset Ridge and View Ridge Parent Support Organization**

### **JOIN US - MEMBERSHIP IS FREE!**

The Ridge encourages all parents to join PTO/PTA/Boosters.

While most people think the role of a PTO/PTA/Boosters is to fundraise, we believe successful PTO/PTA/Boosters don't live to fundraise, they fundraise to live. In other words, we focus on building the kind of school community where teachers and students can do their best work.

With reduced state level funding, fundraising is essential in filling the gaps to provide continued quality educational experiences for our children.

Here are just a few of the areas The Ridge PTO/PTA/Boosters provides funding:

- Field Trip Transportation
- Teacher Discretionary Funds
- Extra Curriculum and Resources for Teachers
- Library Books and Upgrades
- Playground Equipment
- Family Activities

In addition to fundraising, we host family focused events to help bring our families closer to each other and our educational community. We also celebrate our teachers and everyone who helps make Sunset Ridge a great school!

**VOLUNTEER!** We are always looking for volunteers to help. Friend us on Facebook to keep up with all our latest efforts.

Membership forms are available at the front office and on the school website.



## MEMORANDUM

**TO:** Superintendent Nathan McCann  
Ridgefield School District Board of Directors

**FROM:** Todd Graves, Principal  
Sunset Ridge Intermediate School

**SUBJECT:** Sunset Ridge Intermediate School Student Handbook 2018-2019

**DATE:** July 5, 2018

**TYPE:** Action

**Background:** Sunset Ridge Intermediate School's student handbook has been updated for the 2018-2019 school year.

**Recommendation:**

It is my recommendation that the Sunset Ridge Intermediate School Student Handbook be approved for use in the Ridgefield School District.

**SUNSET RIDGE INTERMEDIATE**

**PARENT + STUDENT HANDBOOK**

**2018/2019**

**COYOTES**

Respectful, Responsible, Resilient

*Unlimited Possibilities for Every Student*



3215 S Hillhurst Rd Ridgefield, WA 98642

[ridgefieldsd.org](http://ridgefieldsd.org)



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# Welcome to Sunset Ridge Intermediate

## HOME OF THE COYOTES!

As the city of Ridgefield grows, so does our strength as a community and our educational opportunities for our students. Sunset Ridge Intermediate is a wonderful combination of talented teachers, assistants, support staff, and volunteers. We work together to ensure each student reaches his or her highest potential. We approach each situation with the district-wide mindset of *pursuing premier*.

As a parent, you are critical to the success of your child. Research shows that the biggest and most important factor in a student's school success is the involvement of the parent/guardian in daily school experiences. We urge you to be involved by reading with your child daily, joining our PTO, attending school meetings and conferences, and talking with your child about his or her school experiences. We will communicate with you throughout the school year through a variety of communication vehicles, but please do not hesitate to contact us at any time. In addition to the information provided here in this handbook, our staff directory and a growing wealth of information is available on our website.

As the Principal of Sunset Ridge, I am proud to be a part of a community committed to meeting the needs of every child and ensuring all children feel valued and capable of achieving great things!

We look forward to working together as a team - student, teacher, staff, and parents. Together, we will ensure the success of our students and open up *unlimited possibilities!*

Thank you,

Todd Graves,  
Principal Sunset Ridge Intermediate



### 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.

# COYOTE BEHAVIOR - SUCCESS BOUND!

(Positive Behavioral Interventions and Supports program - PBIS)

**GOAL:** To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

**PBIS DEFINED:** PBIS is an approach to supporting students to be successful in schools. PBIS developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## SCHOOL-WIDE RULES:



Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on three expectations, our message can be clear, consistent, and memorable for students. Expect that all school staff will be active participants in the school-wide programming.

**PARENTAL INVOLVEMENT:** Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child exhibits challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is important in all aspects of PBIS. When parents are involved, outcomes for children are better

## COYOTE Behavior – SUCCESS BOUND! A Three Tiered Approach

As a school community, we are responsible for teaching both academic and social behavior skills. We will teach all of our students how to be safe, responsible members of the community in every setting. We will reinforce these behaviors through a system of positive reinforcement.

**Tier One** - teaching and reinforcement of expected behaviors will be enough support for 80-90% of our students.

**Tier Two** - designed for the 5-10% of our students who may need further teaching and individualized supports.

**Tier Three** - designed for the 1-5% of our students who continue to display behaviors of concern despite Tier two interventions. The Response to Intervention (RTI) team implements support and/or services.

### Addressing Problem Behaviors

In order to address problem behaviors, we will change the way we look at behavior. Behavior is not good or bad. We understand repeated problem behaviors serve a purpose for the student. Problem behaviors provide attention or an escape from uncomfortable, difficult, or even boring situations.

Misbehavior is a form of communication. Our job is to use professional judgement to hypothesize the purpose, or function, of behavior and how it meets a need for the student. We then work to find an alternate way to meet that need in a safe and respectful way.

Parents of children with behavior challenges are important in a system of school-wide positive behavior interventions and supports because they already know punishment does not teach skills. Parents already know what individual strategies may work with their own child. Parents are important contributors in developing school-wide PBIS in their child's school, because parents have a great deal at stake – the lives and futures of their children. By becoming involved, parents can have a vital role in improving school climate, safety, and instructional time. Most important, parents can have a role in helping their child to develop the positive behavior skills that are the foundations for a successful future.

## COYOTE Behavior – SUCCESS BOUND Behavior Management Process

We are committed to preventing inappropriate behavior before it occurs by intentionally teaching and reinforcing expected behaviors.

**Tier I – Minor Behaviors:** Behaviors handled in the classroom using intervention strategies and teachable moments including a verbal reminder, re-teaching, positive reinforcement (four positive reinforcements for every correction), and redirecting.

**Tier II – Minor Behaviors:** The students taught AND re-taught the expectation AND has received positive reinforcement to promote the expected behavior however, the student continues to present escalating behavior and is not responding to interventions.

When a teacher determines a student's behavior requires documentation, the following will take place:

- Fill out a Referral form and check the box for Minor Behavior.
- Student completes a Reflection sheet (in the classroom or a buddy classroom)
- Teacher reviews Reflection sheet with student
- Teacher contacts parent/guardian
- Teacher turns the completed Referral form into the office at the end of each day.
- If a student receives three Referrals for Minor Behaviors in a month-long period, the teacher will follow the procedures for a Major Behavior and the Assistant Principal/Principal will take action.

**Tier III – Major Behaviors:** The teacher has followed through with Minor Referral forms, reflection sheets, teacher conference and parent contact, yet the student chooses to continue behavior that is not consistent with SUCCESS BOUND and/or the student exhibits Level 3 behavior which requires mandatory office referral.

When a student exhibits a Major Behavior, the following will take place:

- Fill out a Referral form and check the box for Major Behavior.
- The referrals are then sent to the office and the Assistant Principal will take action. If the Assistant Principal is not available, the Principal will take action. If the Principal is not available, the counselor will handle the situation until an administrator is available.

# BEHAVIOR - SUCCESS BOUND

# 5

Area	Respect	Responsible	Resilient
In All Areas of the School	<ul style="list-style-type: none"> <li>-Use kind words and actions</li> <li>-Follow adult directions</li> <li>-Offer to help others</li> <li>-Respect individual differences</li> <li>-Level 2 voice</li> <li>-Use respectful, non-biased language that may offend any individual or group</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>-Offer to help others</li> </ul>	<ul style="list-style-type: none"> <li>-Exhibit calm body language and be aware of your surroundings</li> <li>-Use positive self-talk</li> <li>-Listen patiently when an adult redirects you</li> <li>-Accept help when needed</li> </ul>
Before and After School	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Use kind words</li> <li>-Voice level 2</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in assigned areas</li> <li>-Use indoor voices</li> <li>-Keep area clean</li> <li>-Remain on campus once arrived</li> </ul>	<ul style="list-style-type: none"> <li>-Report directly to class when the bell rings</li> <li>-Go directly to bus or home after school</li> <li>-Use before/after school time to get academic support</li> <li>-patiently wait for office personnel to help you when taking care of business there</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Welcome others</li> <li>-Sit with feet on the floor and body facing the table</li> <li>-voice level 2</li> <li>-Remain silent and focus on speaker when announcements are being made</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up area and follow recycling procedures</li> <li>-Keep all food to self</li> <li>-Food and other materials remain on the table</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated until you are dismissed</li> <li>-Continue cleaning by checking floor and surrounding area</li> <li>-Problem solve disagreements civilly, calmly, and constructively.</li> <li>-Enter the back of the line and wait your turn to get your food</li> </ul>
Hallways and Stairs	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Pass quickly (head straight to your classroom)</li> <li>-Keep the area clean</li> <li>-Always keep hands, and feet, and objects to self</li> <li>-voice level 1</li> <li>-Use respectful, non-biased language that may offend individual or group and respect others property</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right hand side</li> <li>-Allow others to pass</li> <li>-Slowly open doors carefully with hands</li> <li>-Keep moving</li> <li>-Headphones and/or ear buds out of sight</li> </ul>	<ul style="list-style-type: none"> <li>-Forgive accidental contact</li> <li>-Be patient with crowds</li> <li>-Report inappropriate of dangerous behavior</li> <li>-Help others who need assistance with materials, movement, or emotional support</li> </ul>
Learning Areas	<ul style="list-style-type: none"> <li>-Raise your hand and wait to be called on</li> <li>-Comments and questions should be related to class discussion</li> <li>-Use quiet voices</li> <li>-Wait to be dismissed</li> <li>-Keep hands and feet to self</li> <li>-Track the speaker</li> <li>-Voice level communicated by teacher</li> <li>-Practice SLANT when a teacher or students is presenting</li> </ul>	<ul style="list-style-type: none"> <li>-Walk into rooms one at a time</li> <li>-Stay in your seat unless instructed otherwise</li> <li>-Keep all chair legs on the floor</li> <li>-Keep hands and feet to self</li> <li>-Clean up learning area</li> <li>-Follow adult directions</li> <li>-Bring all required supplies to class</li> </ul>	<ul style="list-style-type: none"> <li>-Always do your best</li> <li>-Show continuous effort</li> <li>-Practice determination through difficulties</li> <li>-Be an active learner</li> <li>-When unsuccessful, ask for help or try a new strategy</li> <li>-Arrange time outside of class for extra help when needed</li> </ul>
Office	<ul style="list-style-type: none"> <li>-Hands, feet, and objects to self</li> <li>-Wait in line until called to the counter</li> <li>-Voices off while waiting and transitioning through the office</li> <li>-Always use kind words</li> <li>-Voice level 2</li> <li>-Let school guests be helped first</li> <li>-Comply with all office staff requests</li> </ul>	<ul style="list-style-type: none"> <li>-Always have a hall pass</li> <li>-Leave all materials that belong in the office in the office</li> </ul>	<ul style="list-style-type: none"> <li>-When talking to an adult, have a calm body and calm voice</li> <li>-Show privacy towards others being helped in the office by waiting your turn</li> <li>-Computer screens are only to be viewed by office staff</li> </ul>
Playground	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Include everyone in games</li> <li>-Share and take turns</li> <li>-Voices off in line</li> <li>-Use polite language and respectful tone of voice</li> <li>-voice level 4 unless adults tell you otherwise</li> <li>-Use respectful, non-biased language that may offend and individual or group</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>-Always walk to and from play area</li> <li>-Use equipment as intended</li> <li>-Keep hands, feet, and objects to self</li> <li>-Be aware of your surroundings</li> <li>-Remain in appropriate play areas</li> <li>-Follow procedures for equipment check-out and use and use as intended</li> </ul>	<ul style="list-style-type: none"> <li>-Play games according to posted rules</li> <li>-Win or lose, be a team player</li> <li>-Manage emotions appropriately when disappointed or frustrated</li> <li>-Transition appropriately back to the classroom and focus on learning upon return</li> </ul>

# BEHAVIOR - SUCCESS BOUND

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

## VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes that in order to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging, valuing what is comfortable and known, as well as leading students to an understanding, and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understandings is an essential part of this process. Through their experience with such differences, students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Respect for diversity mirrors Sunset Ridge's commitment to character education. It is the school's goal that all students, school families, faculty and staff feel welcome, valued, and respected at Sunset Ridge. The values that anchor our SUCCESS BOUND program—respectful, responsible and resilient — also characterize our attitude toward the diversity in our school community.

### DISTRICT NON-DISCRIMINATION STATEMENT

*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](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/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, Chris Griffith. You also have the right to file a complaint (see complaint options).

For a copy of our district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205).

## **COMPLAINT OPTIONS: DISCRIMINATION + 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, Chris Griffith. This is often the fastest way to resolve 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: PO Box 47200, Olympia, WA 98504-7200

Hand deliver 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)

## **BULLY PREVENTION: STOP. WALK. TALK.**

Sunset Ridge is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. We will not tolerate unlawful bullying and harassment of any type.

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other "setting."

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and (d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior.

Students are taught the Stop. Walk. Talk. approach to unwanted behavior. This empowering technique teaches students how to stand up to behavior they feel is offensive or not wanted. By promoting self-advocacy and self-determination we foster a more self-reliant, responsible, and safe climate.

**PARENTAL INVOLVEMENT:** Parents play a key role in preventing and responding to bullying. If you know or suspect that your child is involved in bullying, several resources may help on our website including school counselor contact information and a form to report an alleged incident.

### **CISPUS:**

The Cispus Learning Center is a 68-acre campus, located in the Gifford Pinchot National Forest that provides a unique northwest outdoor learning environment for students. The purpose of Cispus Learning Center is to support improvement of the K-12 educational programs for the students in the schools of the State of Washington. Fifth grade students at Sunset Ridge have the opportunity to attend the Cispus Learning Center in Randal Washington. This year Cispus will be October 7-11<sup>th</sup>. The fee for Cispus is \$120.00.

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

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 Cards

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. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated

on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### **Bring ID to Check In**

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it 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.

## **INCLEMENT WEATHER**

In times of inclement weather or other emergencies, the Superintendent, in consultation with appropriate authorities, will assess the situation and determine a course of action if necessary. Information about all day closures and/or late starts will be broadcast over the local radio and t.v. stations beginning at approximately 6:00 am. Information about early dismissals will be broadcast as early in the day as possible.

Up-to-date information is available at **[www.FlashAlert.Net](http://www.FlashAlert.Net)**

## IMMUNIZATIONS

State law requires a completed "Certificate of Immunization Status" form on file before attending school. Certified waivers are permitted if parents have medical, religious or personal objections, but need to be on file with the school.

### Required Immunizations

*5 doses of DTP or DTaP vaccine (the last dose at or after age four)*

*4 doses of Polio (OPV or IPV) vaccine (the last dose at or after age four)*

*2 doses of the MMR vaccine (first dose given on or after the 1st birthday and the 2nd booster given at least 28 days after the 1st dose)*

*3 doses of the Hepatitis B vaccine*

*2 doses of the Varicella vaccine for all students, only if students have not already had a documented case of the chickenpox disease.*

*1 Tdap booster (given after 11th birthday or prior to entering 6th grade)*

## ATTENDANCE

State law (RCW.28A 225) requires students to attend school daily, unless excused for illness, doctor's appointments or other family emergencies. All absences longer than one day must be excused in advance with the principal, by filling out a Long-term/Prearranged Absence form available at the front office or on the school website. Illness absences of 3 days or more, require a doctor's note upon return to school.

**If a student is absent, you need to either call the office before 7:40AM, send an email to [sharon.bisila@ridgefieldsd.org](mailto:sharon.bisila@ridgefieldsd.org), or send a note when your child returns to school.** If we do not hear from you within 3 days of your child's absence, the absence will be unexcused. 2 unexcused absences will result in a meeting with your student's teacher to discuss attendance/academic concerns. 5 unexcused absences will result in a meeting with the principal to enter into an attendance agreement. Once you have received the unexcused absence letter, the status of the absence cannot be changed.

## WHEN NOT TO SEND YOUR CHILD TO SCHOOL

For the protection of everyone, students should not come to school with any of the following symptoms:

- fever
- vomiting
- severe cough
- earache
- sore throat

**Students with a known communicable disease** (chicken pox, impetigo, strep throat, scarletina, scabies, ringworm, pink eye, etc.) **must have clearance from a doctor before returning to school.**

**HEAD LICE:** Students must be treated and free of live lice.



## DAILY SCHEDULE

Students who walk, ride bicycles or are brought to school by their parents, should arrive NO EARLIER than 7:40 AM (\*8:40 AM on late start Wednesdays).

If students arrive prior to the first warning bell, they will need to report to the gym to assemble either with their classmates or the cafeteria to eat breakfast. Students will be excused from the gym at 8:00 AM (\*9:00 AM) to report to class.

7:40 AM	*8:40 AM	Breakfast Available
7:30 AM	*8:30 AM	Teachers arrive at school
8:00 AM	*9:00 AM	Warning bell
8:05 AM	*9:05 AM	Class begins
11:40-12:10 & 12:35-1:05		5/6 Student lunches/Recesses
2:35 PM		Students dismissed
3:00 PM		End of teacher day
3:00 PM		Office closes

\* indicates Wednesday late start for teacher collaboration

## DRESS CODE

- Wear appropriate clothing at all times
- No clothing with inappropriate or questionable logos or messages
- Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh in non-see-through materials. In order to assure that clothing stays above the top of the chest, shoulder straps will be necessary.
- Clothing must extend beyond fingertips when held to your side
- No hats or visors indoors (unless medically necessary)
- No sunglasses (unless medically necessary)
- Shoes are to be worn at all times. No "Heelies"
- Flip-flops are strongly discouraged. Participation in P.E. and other physical activities will be prohibited if flip-flops are worn.

## CELL PHONES + PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day. Students are not allowed to use the school phone to make afterschool social plans; such plans need to be made at home and a permission note sent to school with the child.

Students who walk, ride bicycles or are brought to school by their parents, should arrive NO EARLIER than 7:40 AM (\*8:40 AM on Wednesdays) and follow the SAFE SCHOOL ROUTE. If students arrive prior to the first warning bell, they will need to report to the gym to either assemble with their classmates or eat breakfast in the cafeteria. Students will be excused from the gym at 8:00 (\*9:00) to report to class.

## TRANSPORTATION CHANGES

Parents must inform the school in writing as to what their plan is for transportation home on a normal day. If there are any last-minute changes, please call the office by 1:30 p.m. Students must have written permission from a parent or guardian to stay after school or ride home with someone else.

## BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of: Kalama, Woodland, Ridgefield and La Center. If you have questions regarding transportation services, please contact KWRL at **(360) 225-6105**, or visit them online at <https://sites.google.com/woodlandschools.org/kwrl>.

Find **SNOW ROUTES** on our district website - [ridgefieldsd.org](http://ridgefieldsd.org) - under Departments/Transportation.

## MORNING DROP-OFF

If parents choose to park and walk students, they must drop students off at the front door.

For safety - parents are not allowed to enter the gym.

## AFTER SCHOOL PICK-UP

Students are to leave school promptly at the end of the school day to their normal destination. The school must have written permission from a parent/legal guardian to allow the student to go to a different destination.

If parents choose to pick up students after school they may park in the parking lot and walk to the waiting area for their student(s). Alternatively, parents may wait in the vehicle pick up line. Parents are unable to leave their vehicles and must slowly proceed to the pick-up area moving forward or stopping as directed by designated traffic coordinators.

**BREAKFAST - A GOOD START**

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy he needs to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class and behave better. Help your youngster begin his day on the right foot. Ridgefield School District offers your child a daily balanced breakfast, which includes fresh fruits and whole grains.

**EXERCISE - IT ALL ADDS UP**

Exercise does not have to be done all at once. Encourage your students to be active throughout the day---small amounts of time will add up!

In general, school-age children should get at least an hour of physical activity each day. *Remember:* Regular exercise will not only make your child healthier—it will help kids sleep better at night and be in better shape to learn and play all day.

**Chartwells Food Services** provides a nutritious school lunch program that is USDA approved. Students are required to eat lunch every day, either one packed from home or purchased from school. The procedures for payment of lunches are as follows:

1. Either, students bring cash or checks to the office before school begins, or parents can pay online through the Ridgefield School District website using the Skyward Family Access link. Individual usernames and passwords are available from the school office. Money is credited to the student's account. If payments need to be allocated to more than one student, you must notify the office or the food service director immediately.
2. Notices are sent home before an account reaches \$0 and again if the balance reaches \$0 and once again when or if the student has a negative balance of \$1.00 or greater.
3. Students will continue to be charged for lunches and notices will continue to go home regarding negative balances until the balance due is paid.
4. If your student has an outstanding balance or unpaid fines at the end of the school year, their final report card will be held. You may collect the report card from the front office by paying the outstanding balance or unpaid fine.

**For information regarding the National School Lunch Program/ School Breakfast Program visit our website or stop by the front office.**

## **JOIN US - MEMBERSHIP IS FREE!**

The Ridge encourages all parents to join PTO/PTA/Boosters.

While most people think the role of a PTO/PTA/Boosters is to fundraise, we believe successful PTO/PTA/Boosters don't live to fundraise, they fundraise to live. In other words, we focus on building the kind of school community where teachers and students can do their best work.

With reduced state level funding, fundraising is essential in filling the gaps to provide continued quality educational experiences for our children. Here are just a few of the areas The Ridge PTO/PTA/Boosters provides funding:

- Field Trip Transportation
- Teacher Discretionary Funds
- Extra Curriculum and Resources for Teachers
- Library Books and Upgrades
- Playground Equipment
- Family Activities

In addition to fundraising, we host family focused events to help bring our families closer to each other and our educational community. We also celebrate our teachers and everyone who helps make Sunset Ridge a great school!

**VOLUNTEER!** We are always looking for volunteers to help. Friend

us on Facebook to keep up with all our latest efforts.

Membership forms are available at the front office and on the school website.



## VISIT

The most important aspect of parent involvement is knowing what your child is doing at school. You may call anytime for an appointment with your child's teacher. Our staff is willing to answer your questions or address any concerns you may have. Staff are available from 7:30-8:00 AM (8:30-9:00 AM on Wednesdays) and 2:30-3:00 PM daily. Our staff directory is located on our website.

The school year is organized into trimesters and report cards are sent home with the students at the end of each 12-week period. Parent conferences are held in October and early December. However, you may call for an appointment with your child's teacher or the principal anytime during the year.

**Classroom visits are welcome, but must be pre-arranged with the classroom teacher. All parents and/or visitors MUST scan their driver's license at the front office to obtain a visitor's badge. You must also return your visitor's badge when leaving the building. Returning your badge is important so that all visitors can be accounted for in the event of an emergency.**

Celebrations are to be kept to a minimum to decrease disruption to the learning environment. Homemade treats are NOT allowed. Please do not send flowers, balloons or party invitations to school for students. In lieu of sending birthday treats for your child, please consider donating a book to our library.

Due to increasing allergies and liabilities, animals are not allowed at school, unless authorized through the office.

## VOLUNTEER

Volunteering at the school is a great way to get involved. Many parents chaperone field trips, support teachers as a room parent, classroom helper or assist with special events. Volunteers are to be fully present while at school. Phone calls (unless an emergency) and conducting business while volunteering is not allowed. Volunteers need to follow student dress codes and be appropriate role models.

If you are interested, stop by our office for an application and to be fingerprinted for a background check. This process is required prior to serving as a volunteer, including field trip chaperones.

Please remember as a volunteer it is critical to respect the privacy of students and staff. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.

# PARENT + STUDENT HANDBOOK SIGN-OFF

After reading the Parent + Student Handbook on the Sunset Ridge Intermediate website, please sign below and return this page to school with your child.

If you need a paper copy of the handbook, please let your child's teacher know so that one can be sent home with your student.

DATE: \_\_\_\_\_

***I have read and understand the Sunset Ridge Intermediate School Parent + Student Handbook 2018/2019.***

**STUDENT SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PLEASE INITIAL:**

\_\_\_\_\_ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

\_\_\_\_\_ Students may not be dropped off at school prior to 7:40 AM.

\_\_\_\_\_ I will follow the school's arrival and dismissal procedures.

\_\_\_\_\_ If a child is absent, I will call the school before 7:40 AM.

# Thank You!

**Sunset Ridge Intermediate School**

<http://www.ridgefieldsd.org/o/intermediate-school>



## MEMORANDUM

**TO:** Superintendent Nathan McCann  
Ridgefield School District Board of Directors

**FROM:** Kelly Macdonald, Principal  
Union Ridge Elementary School

**SUBJECT:** Union Ridge Elementary School Student Handbook 2018-2019

**DATE:** July 5, 2017

**TYPE:** Action

**Background:** Union Ridge Elementary School's student handbook has been updated for the 2018-2019 school year.

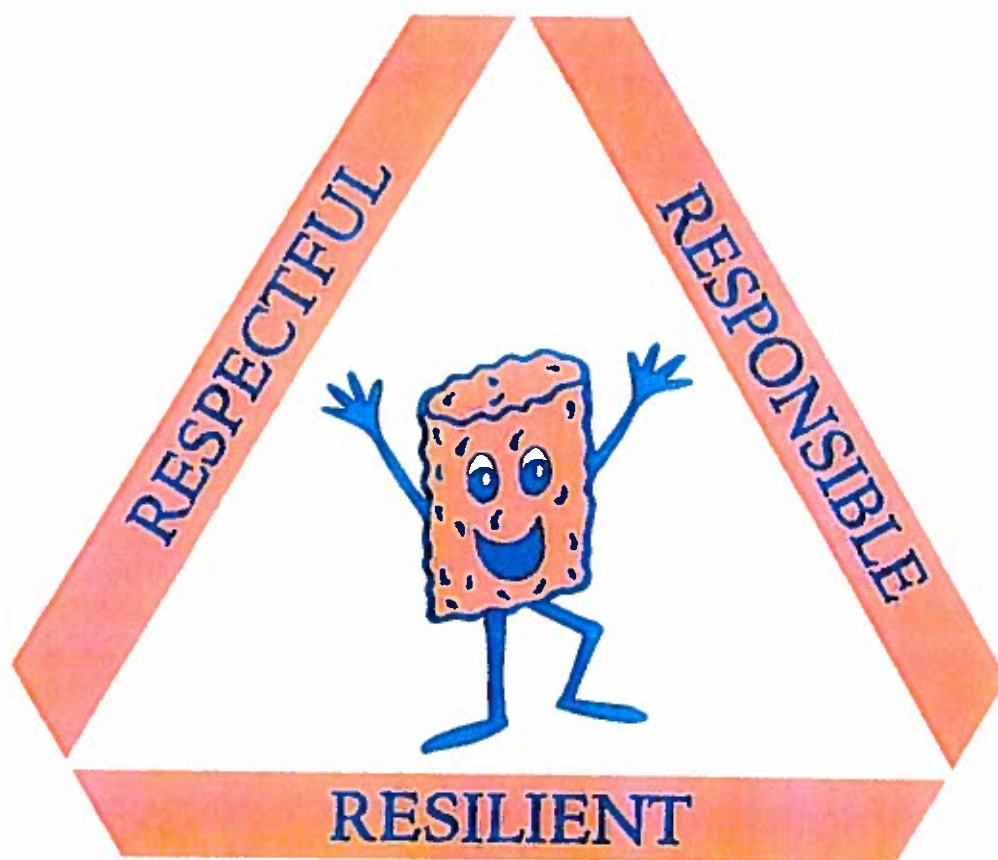
**Recommendation:**

It is my recommendation that the Union Ridge Elementary School Student Handbook be approved for use in the Ridgefield School District.

**UNION RIDGE ELEMENTARY**

**PARENT + STUDENT HANDBOOK**

2018/2019



330 N 5th Avenue Ridgefield, WA 98642

360.750.7600 • [ridgefieldsd.org](http://ridgefieldsd.org)



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# Welcome to Union Ridge Elementary

## HOME OF THE TATER TOTS!

As the city of Ridgefield grows, so does our strength as a community and our educational opportunities for our students. Union Ridge Elementary is a wonderful combination of talented teachers, assistants, support staff, and volunteers. We work together to ensure each student reaches his or her highest potential. We approach each situation with the district-wide mindset of *pursuing premier*.

As a parent, you are critical to the success of your child. Research shows that the biggest and most important factor in a student's school success is the involvement of the parent/guardian in daily school experiences. We urge you to become involved by reading with your child daily, joining our PTO, attending school meetings and conferences, and talking with your child about his or her school experiences. We will communicate with you throughout the school year through a variety of communication vehicles, but please do not hesitate to contact us at anytime. In addition to the information provided here in this handbook, our staff directory and a growing wealth of information is available on our website.

As the Principal of Union Ridge, I am proud to be a part of a community committed to meeting the needs of every child and ensuring all children feel valued and capable of achieving great things!

We look forward to working together as a team - student, teacher, staff, and parents. Together, we will ensure the success of our students and open up *unlimited possibilities!*

Thank you,

Kelly Macdonald  
Principal Union Ridge Elementary



### 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.

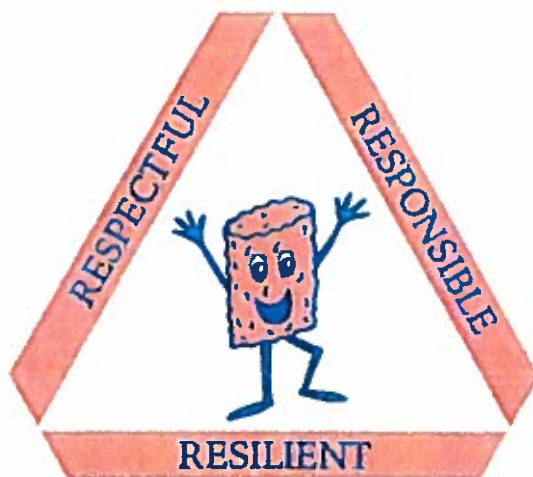
# TATER TOT 3 R's BEHAVIOR

(a **Positive Behavioral Interventions and Supports** program - **PBIS**)

**GOAL:** To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

**PBIS DEFINED:** PBIS is an approach to supporting students to be successful in schools. PBIS was developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## SCHOOL-WIDE RULES:



Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on five simple rules, our message can be clear, consistent, and memorable for students. It is expected that all school staff will be active participants in the school-wide programming.

**PARENTAL INVOLVEMENT:** Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child has challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is really important in all aspects of PBIS. When parents are involved, outcomes for children are better.

## Tater Tots 3 R's Behavior A Three Tiered Approach

As a school community, we are responsible for teaching both academic and social behavior skills. We will teach all of our students how to be safe, responsible members of the community in every setting. We will reinforce these behaviors through a system of positive reinforcement.

**Tier One** teaching and reinforcement of expected behaviors will be enough support for 80-90% of our students.

**Tier Two** is designed for the 5-10% of our students who may need further teaching and individualized supports. These students will be referred to the Student Intervention Team for further supports.

**Tier Three** is designed for the 1-5% of our students who continue to display behaviors of concern despite Tier Two interventions. Further supports and/or services will be implemented by the SIT Team.

### Addressing Problem Behaviors

In order to address problem behaviors, we will change the way we look at behavior. We understand behavior is not good or bad. Repeated problem behaviors serve a purpose for the student. Problem behaviors provide attention or an escape from uncomfortable, difficult, or even boring situations.

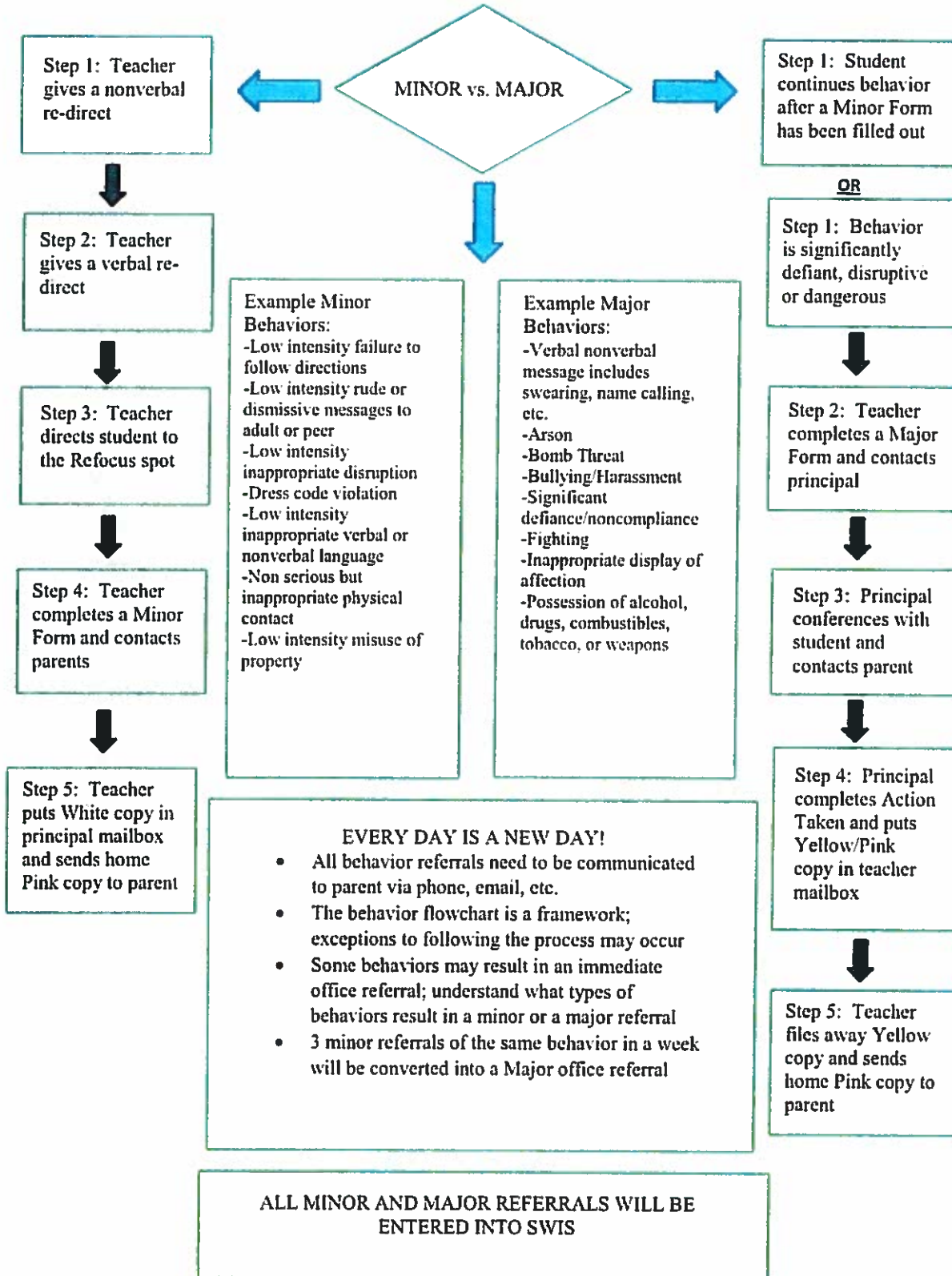
Misbehavior is a form of communication. Our job is to use professional judgement to hypothesize the purpose, or function, of the behavior and how it is meeting the student's needs. We then work to find an alternate way to meet that need in a safe and respectful way.

Parents of children with behavior challenges are important in a system of school-wide positive behavior interventions and supports because they already know punishment does not teach skills. Parents already know what individual strategies may work with their own child. Parents are important contributors in developing school-wide PBIS in their child's school, because parents have a great deal at stake – the lives and futures of their children. By becoming involved, parents can have a vital role in improving school climate, safety, and instructional time. Most important, parents can have a role in helping their child to develop the positive behavior skills that are the foundations for a successful future.

**UNION RIDGE PBIS FLOWCHART FOR DEALING WITH MINOR AND MAJOR BEHAVIORS**

**Staff Deals with  
Minor Behaviors**

**Office Deals with  
Major Behaviors**



## Tater Tots 3 R's Behavior Management Process

We are committed to preventing inappropriate behavior before it occurs by intentionally teaching and reinforcing expected behaviors.

**Tier 1 – Minor Behaviors:** Behaviors handled in the classroom using intervention strategies and teachable moments including a verbal reminder, re-teaching, positive reinforcement (four positive reinforcements for every correction), and redirecting.

**Tier 2 – Minor Behaviors:** The student has been taught AND re-taught the expectation AND has received positive reinforcement to promote the expected behavior. However, the student continues to present escalating behavior and is not responding to interventions.

When a teacher determines a student's behavior should be documented, the following will take place:

- Fill out a Referral form and check the box for Minor Behavior.
- Student completes a Reflection sheet (in the classroom or a buddy classroom)
- Teacher reviews Reflection sheet with student
- Teacher contacts parent/guardian
- Teacher turns the completed Referral form into the office at the end of each day.
- If a student receives three Referrals for Minor Behaviors in a month-long period, the teacher will follow the procedures for a Major Behavior and the Assistant Principal will take action.

**Tier 3 – Major Behaviors:** The teacher has followed through with a Minor Referral forms, reflection sheets, teacher conference and parent contact, yet the student chooses to continue behavior that is not consistent with ROCKS and/or the student exhibits Level 3 behavior which requires mandatory office referral.

When a student exhibits a Major Behavior, the following will take place:

- Fill out a Referral form and check the box for Major Behavior.
- The referral is sent to the principals and the Assistant Principal will take action. If the Assistant Principal is not available, the Principal will take action. If the Principal is not available, the counselor will handle the situation until an administrator is available.






# Union Ridge Common Area Positive Behavior Expectations

<b>Area/Expectation: Zona/Expectativa:</b>	<b><u>Be Respectful</u> Se Respetuoso</b>	<b><u>Be Responsible</u> Se Responsable</b>	<b><u>Be Resilient</u> Se Resiliente</b>
<b>Assembly</b> 	<ul style="list-style-type: none"> <li>*Follow movement and voice directions</li> <li>*Watch for silent signal*Give polite responses to speakers</li> </ul>	<ul style="list-style-type: none"> <li>*Listen actively</li> <li>*Participate appropriately</li> <li>*Wait for dismissal instructions</li> </ul>	<ul style="list-style-type: none"> <li>*Act as a positive role model for others and the community</li> </ul>
<b>Bathroom</b> 	<ul style="list-style-type: none"> <li>*Wash hands</li> <li>*Flush toilet</li> <li>*Stand up, seat up</li> <li>*Use walking feet</li> <li>*Use quiet or zero voice</li> </ul>	<ul style="list-style-type: none"> <li>*Quickly return to class to continue learning</li> <li>*Clean up</li> <li>*Give privacy</li> <li>*Watch for opening doors</li> <li>*Keep water in sink</li> </ul>	<ul style="list-style-type: none"> <li>*Wait quietly in line for my turn</li> <li>*Throw paper towel in trash</li> </ul>
<b>Bus</b> 	<ul style="list-style-type: none"> <li>*Use quiet voice</li> <li>*Respect property</li> <li>*Use kind language</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up</li> <li>*Take my belongings with me</li> <li>*Stay in seat</li> <li>*Keep on ear unplugged</li> <li>* Follow bus rules</li> </ul>	<ul style="list-style-type: none"> <li>*Look out for each other</li> <li>*Be flexible with seating</li> </ul>
<b>Cafeteria</b> 	<ul style="list-style-type: none"> <li>*Use indoor voice</li> <li>*Follow directions</li> <li>*Give personal space</li> <li>*Include everyone</li> </ul>	<ul style="list-style-type: none"> <li>*Make eye contact</li> <li>*Listen actively</li> <li>*Use a head nod</li> <li>*Eat my own food</li> <li>*Stay seated until dismissed by an adult</li> <li>*Follow traffic rules</li> </ul>	<ul style="list-style-type: none"> <li>*Use table manners</li> <li>*Engage in kind conversations</li> </ul>
<b>Classroom</b> 	<ul style="list-style-type: none"> <li>*Listen to speaker</li> <li>*Use materials purposefully</li> <li>*Respect personal</li> <li>*Include others</li> <li>*Think before speaking</li> </ul>	<ul style="list-style-type: none"> <li>*Clean up</li> <li>*Keep hands, feet, and objects to self</li> <li>*Keep 4 on the floor</li> </ul>	<ul style="list-style-type: none"> <li>*Do my best</li> <li>*Be curious</li> <li>*Support others</li> <li>*Share</li> </ul>
<b>Dismissal</b> 	<ul style="list-style-type: none"> <li>*Listen to directions</li> <li>*Stay with my class</li> <li>*Make eye contact</li> <li>*Smile, wave, and nod</li> </ul>	<ul style="list-style-type: none"> <li>* Know my plan</li> <li>*Go and stay in my pickup or bus area</li> <li>*Use walking feet</li> <li>*Use crosswalks</li> <li>*Stay on sidewalks</li> </ul>	<ul style="list-style-type: none"> <li>*Know my plan</li> <li>*Go and stay in my pickup or bus area</li> </ul>



# Union Ridge Common Area Positive Behavior Expectations

<p><b>Arrival in Gym</b></p> 	<ul style="list-style-type: none"> <li>*Use indoor voice</li> <li>*Follow directions</li> <li>*Welcome fellow students</li> <li>*Involve others</li> <li>*Smile</li> <li>*Make eye contact</li> </ul>	<ul style="list-style-type: none"> <li>*Bring appropriate activity</li> <li>*Clean your area</li> <li>*Take belongings with you</li> <li>*Use walking feet</li> <li>*Watch for silent signal</li> </ul>	<ul style="list-style-type: none"> <li>*Sit with my class</li> <li>*Engage in kind conversations</li> <li>*Give personal space</li> </ul>
<p><b>Pathways/Hallways</b></p> 	<ul style="list-style-type: none"> <li>*Use walking feet</li> <li>*Follow directions</li> <li>*Turn voices off</li> <li>*Keep hands to myself</li> <li>*Wave</li> <li>*Smile</li> </ul>	<ul style="list-style-type: none"> <li>*Yield to others</li> <li>*Give some space and keep the pace</li> <li>*Listen actively</li> <li>*Use head nod</li> <li>*Keep eyes up and forward</li> <li>*Watch for opening doors</li> </ul>	<ul style="list-style-type: none"> <li>*Make eye contact</li> <li>*Listen actively</li> <li>*Use head nod</li> </ul>
<p><b>Playground</b></p> 	<ul style="list-style-type: none"> <li>*Stay within designated play area</li> <li>*Follow agreed upon game rules</li> <li>*Solve problems with words</li> <li>*Solve problems with words</li> </ul>	<ul style="list-style-type: none"> <li>*Keep hands, feet, and objects to myself</li> <li>*Exit and enter area safety</li> <li>*Watch for opening doors</li> <li>*Take turns</li> <li>*Include others</li> <li>*Share equipment</li> <li>*Play safely</li> </ul>	<ul style="list-style-type: none"> <li>*Use equipment safely and correctly</li> <li>*Be a good sport</li> <li>*Put away equipment</li> </ul>



## VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging and valuing what is comfortable and known and leading students to an understanding and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understandings is an essential part of this process. Through their experience with such differences students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Respect for diversity mirrors Union Ridge's commitment to character education. It is the school's goal that all students, school families, and faculty and staff feel welcome, valued, and respected at Union Ridge. The values that anchor our ROCKS program—respect, ownership, community, kindness, and safety — also characterize our attitude toward the diversity in our school community.

### DISTRICT NON-DISCRIMINATION STATEMENT

*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](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/distinct/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 complaint options).

For a copy of our district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205).

## **COMPLAINT OPTIONS: DISCRIMINATION + 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](mailto:Equity@k12.wa.us)

Fax: 360-664-2967

Mail : PO Box 47200, Olympia, WA 98504-7200

Hand deliver: 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)

## BULLY PREVENTION: **STOP. WALK. TALK.**

Union Ridge is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. We will not tolerate unlawful bullying and harassment of any type.

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other "setting."

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and (d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior.

Students are taught the Stop. Walk. Talk. approach to unwanted behavior. This empowering technique teaches students how to stand up to behavior they feel is offensive or not wanted. By promoting self-advocacy and self-determination we foster a more self-reliant, responsible, and safe climate.

**PARENTAL INVOLVEMENT:** Parents play a key role in preventing and responding to bullying. If you know or suspect that your child is involved in bullying, there are several resources that may help on our website including school counselor contact information and a form to report an alleged incident.



## **STOP. WALK. TALK.**

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 can't 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.

## What if the Student Drove to School?

There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

## 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.

## INCLEMENT WEATHER

In times of inclement weather or other emergencies, the Superintendent, in consultation with appropriate authorities, will assess the situation and determine a course of action if necessary. Information about all day closures and/or late starts will be broadcast over the local radio and tv stations beginning at approximately 6:00 am. Information about early dismissals will be broadcast as early in the day as possible.

Up-to-date information is available at [www.FlashAlert.Net](http://www.FlashAlert.Net)



## IMMUNIZATIONS

State law requires a completed "Certificate of Immunization Status" form on file before attending school. Certified waivers are permitted if parents have medical, religious or personal objections, but need to be on file with the school.

### Required Immunizations

*5 doses of DTP or DTaP vaccine (the last dose at or after age four)*

*4 doses of Polio (OPV or IPV) vaccine (the last dose at or after age four)*

*2 doses of the MMR vaccine (first dose given on or after the 1st birthday and the 2nd booster given at least 28 days after the 1st dose)*

*3 doses of the Hepatitis B vaccine*

*2 doses of the Varicella vaccine for all students, only if students have not already had a documented case of the chickenpox disease.*

*1 Tdap booster (given after 11th birthday or prior to entering 6th grade)*

## ATTENDANCE

State law (RCW.28A 225) requires students to attend school daily, unless excused for illness, doctor's appointments or other family emergencies. All absences longer than one day must be excused in advance with the principal, by filling out a Long-term/Prearranged Absence form available at the front office or on the school website. Illness absences of 3 days or more, require a doctor's note upon return to school.

**If a student is absent, you need to either call the office before 9:30AM, send an email to [holly.andrews@ridgefieldsd.org](mailto:holly.andrews@ridgefieldsd.org), or send a note when your child returns to school.** If we don't hear from you within 3 days of your child's absence, the absence will be unexcused. 2 unexcused absences will result in a meeting with your student's teacher to discuss attendance/academic concerns. 5 unexcused absences will result in a meeting with the principal to enter into an attendance agreement. Once you have received the unexcused absence letter, the status of the absence can not be changed.

## WHEN NOT TO SEND YOUR CHILD TO SCHOOL

For the protection of everyone, students should not come to school with any of the following symptoms:

- fever
- vomiting
- diarrhea
- severe cough

**Students with a known communicable disease** (chicken pox, impetigo, strep throat, scarletina, scabies, ringworm, pink eye, etc.) **must have clearance from a doctor before returning to school.**

**HEAD LICE:** Students must be treated and nit-free.

## DAILY SCHEDULE

Students who walk, ride bicycles or are brought to school by their parents, should arrive NO EARLIER than 8:45 AM (\*9:45 AM on late start Wednesdays).

Students riding bikes or scooters to school are to enter school grounds on 8th AVE and leave school the same direction. If students arrive prior to the first warning bell, they will need to report to the gym to either assemble with their classmates or eat breakfast. Students will be excused from the gym at 9:00 (\*10:00) to report to class.

8:40 AM *9:40 AM	Breakfast Available
8:45 AM *9:45 AM	Students may arrive at school
9:00 AM *10:00 AM	Warning bell
9:05 AM *10:05 AM	Class begins
11:00-1:15	Student lunches / Recesses
3:35 PM	Students dismissed
4:05 PM	End of teacher day
4:15 PM	Office closes

\* indicates Wednesday late start for teacher collaboration

## DRESS CODE

- Wear appropriate clothing at all times
- No clothing with questionable logos or messages
- Undergarments are not to be showing
- No hats or visors (unless medically necessary)
- No sunglasses (unless medically necessary)
- Shoes are to be worn at all times. No "Heelies"
- Flip flops and heels are strongly discouraged. Participation in P.E. and other physical activities will be prohibited if flip flops or heels are worn.

## CELL PHONES + PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day.

Students who walk, ride bicycles or are brought to school by their parents, should arrive **NO EARLIER** than 8:45 AM (\*9:45 AM on Wednesdays) and follow the **SAFE SCHOOL ROUTE**. Students riding bikes or scooters to school are to enter school grounds on 8th AVE and leave school the same direction. If students arrive prior to the first warning bell, they will need to report to the gym to either assemble with their classmates or eat breakfast. Students will be excused from the gym at 9:00 (\*10:00) to report to class.

## **BUS TRANSPORTATION**

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of: Kalama, Woodland, Ridgefield and La Center. If your student will be transported by bus, you must register them with KWRL by going to [www.kwrl.org](http://www.kwrl.org) and clicking on the 2018-19 School Bus Registration link in the center of their page. If you have questions regarding transportation services, please contact KWRL at **(360) 841-2023**, or visit them online at <https://sites.google.com/woodlandschools.org/kwrl>.

Find **SNOW ROUTES** on our district website - [ridgefieldsd.org](http://ridgefieldsd.org) - under Departments/Transportation.

## **MORNING DROP-OFF**

If parents choose to park and walk students they must drop students off at the appropriate gym door. GYM A: K-2, GYM B: 3-4

For safety - parents are not allowed to enter the gym.

## **AFTER SCHOOL PICK-UP**

Students are to leave school promptly at the end of the school day to their normal destination. The school must have written permission from a parent/legal guardian to allow the student to go to a different destination.

If parents choose to pick up students after school they may park in the parking lot and walk to the waiting area for their student(s). Or parents may wait in the vehicle pick up line. Parents are unable to leave their vehicles and must slowly proceed to the pick up area moving forward or stopping as directed by designated traffic coordinators.

## **BREAKFAST - A GOOD START**

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy they need to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class and behave better. Help your youngster begin their day on the right foot. Ridgefield School District offers your child a daily balance breakfast which includes fresh fruits and whole grains.

## **EXERCISE - IT ALL ADDS UP**

Exercise doesn't have to be done all at once. Encourage your youngsters to be active throughout the day---small amounts of time will add up!

In general, school-age children should get at least an hour of physical activity each day. *Remember:* Regular exercise will not only make your child healthier—it will help kids sleep better at night and be in better shape to learn and play all day.

**Chartwells Food Services** provides a nutritious school lunch program that is USDA approved, meeting the NSLP (National School Lunch Program) guidelines. Students are required to eat lunch every day, either one packed from home or purchased from school. The procedures for payment of lunches are as follows:

1. The on-line payment program provides you with a fast, secure, and simple way to put money on your child's account, maintaining parental control. You may accomplish that through the Ridgefield School District website using the Skyward Family Access Link. Individual user names and passwords are available from the school office.

Students may also bring cash or checks to the office before school begins. Money is credited to the student's account. If payments need to be allocated to more than one student, you must notify the office or the food service director immediately.

2. Notices are sent home via email and/or an automated message when a student's account reaches \$3.00 and again if the balance reaches \$0 and once again when or if the student has a negative balance of \$1.00 or greater. Notices will continue to go home regarding negative balances until the balance due is paid.

3. Students will be allowed to charge food service costs to their student account up to negative \$12.00, for reimbursable breakfast and lunch meals only. The District does not permit students to charge any amounts for a la carte items (snack, beverages, etc.). Parents wishing to not allow charged meals can request so by contacting the District's Food Service Director, or cafeteria lead at the respective school building.

**For information regarding the National School Lunch Program/ School Breakfast Program visit our website or stop by the front office.**

## **PLEASE JOIN THE UNION RIDGE PTO! MEMBERSHIP IS FREE!**

As a Parent Teacher Organization, our primary goal is to encourage interaction between family and school. We are a non-profit organization that serves as a source of support for the teachers, staff and the community to enrich our children's educational experience. We fundraise to provide support in many ways throughout our school. With reduced state level funding, our PTO is essential in filling in the gaps to provide continued quality educational experiences for our children. Here are just a few examples of how Union Ridge PTO provides funding to our school:

- Field Trip Transportation
- Classroom Funds
- Extra Curriculum and Resources for Teachers
- Library Books
- Art and Music Enrichment
- Grade Level Grants

In addition to fundraising, we host a number of family focused events to help bring our school community closer together. We also take time to celebrate our teachers and everyone that makes Union Ridge a great school! Just some of our annual activities include: the Book Fair, son and daughter events, Holiday Bazaar, Movie Nights, Spring Carnival, Teacher Appreciation Week and the End of the Year Student Showcase.

Please consider volunteering to help our PTO. Our volunteers are vital to our school. Volunteering is always on your terms, with no pressure to participate more than you are able. Even if you are not interested in volunteering your time, we encourage you to become a member and stay connected to our upcoming events.

Membership forms are available at the front office and on the school website. You can also find us on Facebook! Search for Union Ridge Elementary PTO.

## VISIT

The most important aspect of parent involvement is knowing what your child is doing at school. You may call anytime for an appointment with your child's teacher. Our staff is willing to answer your questions or address any concerns you may have. Staff are available from 8:35-8:55AM (9:40-9:55AM on Wednesdays) and 3:50-4:05 PM daily. Our staff directory is located on our website.

The school year is organized into trimesters and report cards are sent home with the students at the end of each 12 week period. Parent conferences are held in early December. However, you may call for an appointment with your child's teacher or the principal anytime during the year.

**Classroom visits are welcome, but must be pre-arranged with the classroom teacher. All parents and/or visitors MUST sign in at the front office and wear a visitor's badge. You must also sign out when leaving the building. Signing out is important so that all visitors can be accounted for in the event of an emergency.**

Celebrations are to be kept to a minimum to decrease disruption to the learning environment. Homemade treats are NOT allowed. Please do not send flowers, balloons or party invitations to school for students. In lieu of sending birthday treats for your child, please consider donating a book to our library.

Due to increasing allergies and liabilities, animals are not allowed at school, unless authorized through the office.

## VOLUNTEER

Volunteering at the school is a great way to get involved. Many parents chaperone field trips, support teachers as a room parent, classroom helper or assist with special events. Volunteers are to be fully present while at school. Phone calls (unless an emergency) and conducting business while volunteering is not allowed. Volunteers need to follow student dress codes and be appropriate role models.

If you are interested, stop by our office for an application and to be fingerprinted for a background check. This process is required prior to serving as a volunteer, including field trip chaperones.

Please remember as a volunteer it is critical to respect the privacy of students and staff. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.

# PARENT + STUDENT HANDBOOK SIGN-OFF

After reading the Parent + Student Handbook on the Union Ridge Elementary website, please sign below and return this page to school with your child.

If you need a paper copy of the handbook, please let your child's teacher know so that one can be sent home with your student.

DATE: \_\_\_\_\_

***I have read and understand the Union Ridge Elementary School Parent + Student Handbook 2018/2019.***

**STUDENT SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PLEASE INITIAL:**

\_\_\_\_\_ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

\_\_\_\_\_ Students may not be dropped off at school prior to 8:45 AM (\*9:45).

\_\_\_\_\_ I will follow the school's arrival and dismissal procedures.

\_\_\_\_\_ If a child is absent, I will call the school before 9:30 AM.

\_\_\_\_\_ I will follow the school's celebration rules. No homemade treats. No flowers, balloons or party invitations to minimize disruptions to the learning environment.

*Thank You!*

Union Ridge Elementary  
[www.ridgefield.org/o/union-ridge-elementary](http://www.ridgefield.org/o/union-ridge-elementary)









## MEMORANDUM

**TO:** Superintendent Nathan McCann  
Ridgefield School District Board of Directors

**FROM:** Jill Neyenhouse, Principal  
South Ridge Elementary School

**SUBJECT:** South Ridge Elementary School Student Handbook 2018-2019

**DATE:** July 5, 2018

**TYPE:** Action

**Background:** South Ridge Elementary School's student handbook has been updated for the 2018-2019 school year.

**Recommendation:**

It is my recommendation that the South Ridge Elementary School Student Handbook be approved for use in the Ridgefield School District.

**SOUTH RIDGE ELEMENTARY**

**PARENT + STUDENT HANDBOOK**

**2018/2019**

# **ROADRUNNERS**

Respectful, Responsible, Resilient

*Unlimited Possibilities for Every Student*



502 NW 199<sup>TH</sup> St Ridgefield, WA 98642

[ridgefieldsd.org](http://ridgefieldsd.org)

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# Welcome to South Ridge Elementary

## HOME OF THE ROADRUNNERS!

As the city of Ridgefield grows, so does our strength as a community and our educational opportunities for our students. South Ridge Elementary is a wonderful combination of talented staff, and volunteers. We work together to ensure each student reaches his or her highest potential. We approach each situation with the district-wide mindset of *pursuing premier*.

As a parent, you are critical to the success of your child. Research shows that the biggest and most important factor in a student's school success is the involvement of the parent/guardian in daily school experiences. We urge you to be involved by reading with your child daily, joining our PTO, attending school meetings and conferences, and talking with your child about his or her school experiences. We will communicate with you throughout the school year through a variety of communication vehicles, but please do not hesitate to contact us at any time. In addition to the information provided here in this handbook, our staff directory and a growing wealth of information is available on our website.

As the Principal of South Ridge, I am proud to be a part of a community committed to meeting the needs of every child and ensuring all children feel valued and capable of achieving great things!

We look forward to working together as a team - student, teacher, staff, and parents. Together, we will ensure the success of our students and open up *unlimited possibilities!*

Thank you,

Jill Neyenhouse,  
Principal South Ridge Elementary



### 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.

# ROADRUNNER BEHAVIOR – 3 R's

(Positive Behavioral Interventions and Supports program - PBIS)

**GOAL:** To create a social-culture in our school that will encourage positive behaviors and interactions, while discouraging problem behaviors. This social-culture will lead to a safe environment where students achieve academically and build positive relationships with each other and with adults. The foundation of the approach emphasizes teaching students the behaviors we expect to see, reminding them to use those behaviors, acknowledging them when they do, and correcting them when they do not.

**PBIS DEFINED:** PBIS is an approach to supporting students to be successful in schools. PBIS developed from research in the fields of behavior theory and effective instruction. PBIS supports all students through intervention ranging from a school-wide system to a system for developing individualized plans for specific students. School-wide PBIS focuses on the development and implementation of pro-active procedures and practices to prevent problem behavior for all students and improve school climate.

## SCHOOL-WIDE RULES:



Having a few, simple, positively stated rules facilitates the teaching of behavioral expectations across school settings. By focusing on three expectations, our message can be clear, consistent, and memorable for students. Expect that all school staff will be active participants in the school-wide programming.

**PARENTAL INVOLVEMENT:** Teaching a behavior that schools expect to see works best when there is consistency across home and school settings. When a child exhibits challenging behavior at school, a strong partnership between the school and family is important. Family involvement is a key feature when developing positive behavior support plans for students with special needs. School-wide positive behavioral interventions and support is a school-wide approach to helping all children learn to self-manage behaviors. However, parent involvement is important in all aspects of PBIS. When parents are involved, outcomes for children are better

## ROADRUNNER Behavior – 3 R's A Three Tiered Approach

As a school community, we are responsible for teaching both academic and social behavior skills. We will teach all of our students how to be safe, responsible members of the community in every setting. We will reinforce these behaviors through a system of positive reinforcement.

**Tier One** - teaching and reinforcement of expected behaviors will be enough support for 80-90% of our students.

**Tier Two** - designed for the 5-10% of our students who may need further teaching and individualized supports.

**Tier Three** - designed for the 1-5% of our students who continue to display behaviors of concern despite Tier two interventions.

### Addressing Problem Behaviors

In order to address problem behaviors, we will change the way we look at behavior. Behavior is not good or bad. We understand repeated problem behaviors serve a purpose for the student. Problem behaviors provide attention or an escape from uncomfortable, difficult, or even boring situations.

Misbehavior is a form of communication. Our job is to use professional judgement to hypothesize the purpose, or function, of behavior and how it meets a need for the student. We then work to find an alternate way to meet that need in a safe and respectful way.

Parents of children with behavior challenges are important in a system of school-wide positive behavior interventions and supports because they already know punishment does not teach skills. Parents already know what individual strategies may work with their own child. Parents are important contributors in developing school-wide PBIS in their child's school, because parents have a great deal at stake – the lives and futures of their children. By becoming involved, parents can have a vital role in improving school climate, safety, and instructional time. Most important, parents can have a role in helping their child to develop the positive behavior skills that are the foundations for a successful future.

## ROADRUNNERS Behavior – 3 R's Behavior Management Process

We are committed to preventing inappropriate behavior before it occurs by intentionally teaching and reinforcing expected behaviors.

**Tier I – Minor Behaviors:** Behaviors handled in the classroom using intervention strategies and teachable moments including a verbal reminder, re-teaching, positive reinforcement (four positive reinforcements for every correction), and redirecting.

**Tier II – Minor Behaviors:** The students taught AND re-taught the expectation AND has received positive reinforcement to promote the expected behavior however, the student continues to present escalating behavior and is not responding to interventions.

When a teacher determines a student's behavior requires documentation, the following will take place:

- Fill out a Referral form and check the box for Minor Behavior.
- Student completes a Reflection sheet (in the classroom or a buddy classroom)
- Teacher reviews Reflection sheet with student
- Teacher contacts parent/guardian
- Teacher turns the completed Referral form into the office at the end of each day.
- If a student receives three Referrals for Minor Behaviors in a month-long period, the teacher will follow the procedures for a Major Behavior and the Assistant Principal/Principal will take action.

**Tier III – Major Behaviors:** The teacher has followed through with Minor Referral forms, reflection sheets, teacher conference and parent contact, yet the student chooses to continue behavior that is not consistent with the 3 R's and/or the student exhibits Level 3 behavior which requires mandatory office referral.

When a student exhibits a Major Behavior, the following will take place:

- Fill out a Referral form and check the box for Major Behavior.
- The referrals are then sent to the office and the Principal will take action. If the Principal is not available, the counselor will handle the situation until an administrator is available.

# BEHAVIOR - SUCCESS BOUND

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Area	Respect	Responsible	Resilient
In All Areas of the School	<ul style="list-style-type: none"> <li>-Use kind words and actions</li> <li>-Follow adult directions</li> <li>-Offer to help others</li> <li>-Respect individual differences</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>-Offer to help others</li> </ul>	<ul style="list-style-type: none"> <li>-Always have a calm body and be aware of your surroundings</li> <li>-Use positive self-talk</li> </ul>
Before and After School	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Use kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Stay in assigned areas</li> <li>-Use indoor voices</li> <li>-Keep area clean</li> </ul>	<ul style="list-style-type: none"> <li>-Report directly to class when the bell rings</li> <li>-Go directly to bus or home after school</li> </ul>
Cafeteria	<ul style="list-style-type: none"> <li>-Use an appropriate voice level</li> <li>-Welcome others</li> <li>-Sit with feet on the floor and body facing the table</li> </ul>	<ul style="list-style-type: none"> <li>-Clean up area and follow recycling procedures</li> <li>-Keep all food to self</li> </ul>	<ul style="list-style-type: none"> <li>-Stay seated until you are dismissed</li> <li>-Continue cleaning by checking floor and surrounding area</li> </ul>
Hallways and Stairs	<ul style="list-style-type: none"> <li>-Use quiet voice</li> <li>-Pass quickly (head straight to your classroom)</li> <li>-Keep the area clean</li> <li>-Always keep hands, and feet, and objects to self</li> </ul>	<ul style="list-style-type: none"> <li>-Walk on the right hand side</li> <li>-Allow others to pass</li> <li>-Slowly open doors carefully with hands</li> <li>-Keep moving</li> <li>-Headphones and/or ear buds out of sight</li> </ul>	<ul style="list-style-type: none"> <li>-Forgive accidental contact</li> <li>-Be patient with crowds</li> </ul>
Learning Areas	<ul style="list-style-type: none"> <li>-Raise your hand and wait to be called on</li> <li>-Comments and questions should be related to class discussion</li> <li>-Use quiet voices</li> <li>-Wait to be dismissed</li> <li>-Keep hands and feet to self</li> <li>-Track the speaker</li> </ul>	<ul style="list-style-type: none"> <li>-Walk into rooms one at a time</li> <li>-Stay in your seat unless instructed otherwise</li> <li>-Keep all chair legs on the floor</li> <li>-Keep hands and feet to self</li> <li>-Clean up learning area</li> <li>-Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>-Always do your best</li> <li>-Show continuous effort</li> <li>-Practice determination through difficulties</li> <li>-Be an active learner</li> </ul>
Office	<ul style="list-style-type: none"> <li>-Hands, feet, and objects to self</li> <li>-Wait in line until called to the counter</li> <li>-Voices off while waiting and transitioning through the office</li> <li>-Always use kind words</li> </ul>	<ul style="list-style-type: none"> <li>-Always have a hall pass</li> <li>-Leave all materials that belong in the office in the office</li> </ul>	<ul style="list-style-type: none"> <li>-When talking to an adult, have a calm body and calm voice</li> <li>-Show privacy towards others being helped in the office by waiting your turn</li> <li>-Computer screens are only to be viewed by office staff</li> </ul>
Playground	<ul style="list-style-type: none"> <li>-Follow adult directions</li> <li>-Include everyone in games</li> <li>-Share and take turns</li> <li>-Voices off in line</li> <li>-Use polite language and respectful tone of voice</li> </ul>	<ul style="list-style-type: none"> <li>-Accept consequences for your actions</li> <li>-Always walk to and from play area</li> <li>-Use equipment as intended</li> <li>-Keep hands, feet, and objects to self</li> <li>-Be aware of your surroundings</li> <li>-Remain in appropriate play areas</li> </ul>	<ul style="list-style-type: none"> <li>-Play games according to posted rules</li> <li>-Win or lose, be a team player</li> </ul>



Area	Respect	Responsible	Resilient
Restroom	<ul style="list-style-type: none"> <li>-Leave the restroom clean (walls, floors, sinks, etc.)</li> <li>-Put trash in the garbage</li> <li>-Quickly return to class</li> <li>-Respect the privacy of others around you</li> </ul>	<ul style="list-style-type: none"> <li>-Always use a hall pass during class time</li> <li>-Use toilet paper and paper towels as intended</li> <li>-Keep feet on the floor</li> <li>-Keep water in the sink</li> <li>-Flush toilet after use</li> </ul>	<ul style="list-style-type: none"> <li>-Wash hands with soap and water</li> <li>-Voices off in the bathroom</li> <li>-Return to class promptly with a pass</li> <li>-Tell an adult if supplies in the bathroom are out, or if the bathroom needs to be cleaned</li> </ul>
Special Events and Assemblies	<ul style="list-style-type: none"> <li>-Wait for arrival and dismissal signal</li> <li>-Leave belongings in your classroom</li> <li>-Walk to and from gym quietly</li> <li>-Eyes on performer or speaker</li> <li>-Applaud at appropriate times</li> </ul>	<ul style="list-style-type: none"> <li>-Leave electronics in the classroom</li> <li>-Sit on bottom</li> <li>-Follow adult directions</li> <li>-Walk carefully up and down the bleachers</li> <li>-Walk facing forward with your hands at your side</li> <li>-Use bathroom before or after assembly</li> </ul>	<ul style="list-style-type: none"> <li>-Enter and exit quietly</li> <li>-Sit in designated areas</li> <li>-Focus and think about the presentation</li> <li>-Enter and exit one row at a time</li> </ul>
Technology	<ul style="list-style-type: none"> <li>-Only positive interaction with other students</li> <li>-Handle devices with care</li> <li>-Be a good digital citizen</li> </ul>	<ul style="list-style-type: none"> <li>-Stay on approved sites</li> <li>-Only school related work</li> <li>-Food or drink should be placed far away from all technology</li> <li>-Keep passwords and other personal information to yourself</li> </ul>	<ul style="list-style-type: none"> <li>-Report uncomfortable/inappropriate content</li> <li>-Be creative and persistent in technology issues</li> </ul>

## VALUING DIVERSITY

Ridgefield School District values the diverse ethnic heritage of the students we serve and believes that in order to be prepared for today's global society and workforce, students must be able to understand, appreciate, work with and learn from people with cultures and backgrounds different from their own.

We understand educating our children requires a partnership. Students need support at home and from the community to succeed in school and life. Each student is unique and learning styles are different. We believe the diversity of our school community, which in simplest terms means the ways in which people are different, enhances the district's ability to implement our goals.

Education involves acknowledging, valuing what is comfortable and known, as well as leading students to an understanding, and appreciation of what is new and different. Encountering different perspectives, ideas, ways of thinking, and understandings is an essential part of this process. Through their experience with such differences, students develop the ability to think critically, to make informed judgments, to imagine, to understand, and to grow. Helping students understand their connection to the world and to each other will enable them not only to achieve their highest potentials, but also to serve as strong and effective leaders. This principle is at the heart of our mission to foster unlimited possibilities.

Respect for diversity mirrors South Ridge's commitment to character education. It is the school's goal that all students, school families, faculty and staff feel welcome, valued, and respected at South Ridge. The values that anchor our SUCCESS BOUND program—respectful, responsible and resilient — also characterize our attitude toward the diversity in our school community.

### DISTRICT NON-DISCRIMINATION STATEMENT

*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](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://ridgefield.wa.appgegy.us/district/browse/4311> (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, Chris Griffith. You also have the right to file a complaint (see complaint options).

For a copy of our district's sexual harassment policy and procedure, contact your school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205).

## **COMPLAINT OPTIONS: DISCRIMINATION + 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, Chris Griffith. This is often the fastest way to resolve 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: PO Box 47200, Olympia, WA 98504-7200

Hand deliver 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)

## **BULLY PREVENTION: STOP. WALK. TALK.**

South Ridge is committed to providing an educational setting that is safe, secure, and free from harassment and bullying for all of its students and school employees. We will not tolerate unlawful bullying and harassment of any type.

School-wide PBIS begins with the premise that all students should have access to supports to prevent the development and occurrence of problem behavior, including bullying behavior. To avoid stigmatizing any student, school-wide PBIS emphasizes what a student does and where it occurs. Instead of negatively labeling a student as a bully, victim, perpetrator, or aggressor, the emphasis is on labeling what the student does, for example, name-calling, teasing, intimidation, verbal aggression, and cyber-harassment. Bullying behavior is always described in the context or setting in which it occurs, for example, cyberspace, hallway, dance, field trip, bus, or other "setting."

From a school-wide PBIS perspective, successful prevention of bullying behavior is linked directly to teaching adults and students (a) what bullying looks like, (b) what to do before and when bullying behavior is observed, (c) how to teach others what to do, and (d) how to establish a positive and preventive environment that reduces the effectiveness of bullying behavior.

Students are taught the Stop. Walk. Talk. approach to unwanted behavior. This empowering technique teaches students how to stand up to behavior they feel is offensive or not wanted. By promoting self-advocacy and self-determination we foster a more self-reliant, responsible, and safe climate.

**PARENTAL INVOLVEMENT:** Parents play a key role in preventing and responding to bullying. If you know or suspect that your child is involved in bullying, several resources may help on our website including school counselor contact information and a form to report an alleged incident.

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

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 Cards

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. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated



on both the top and separated bottom of the card. Parents are asked to complete all parts of the card.

In the case of multiple students being reunified, a separate card for each student needs to be completed.

### **Bring ID to Check In**

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent.

From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it 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.

## **INCLEMENT WEATHER**

In times of inclement weather or other emergencies, the Superintendent, in consultation with appropriate authorities, will assess the situation and determine a course of action if necessary. Information about all day closures and/or late starts will be broadcast over the local radio and t.v. stations beginning at approximately 6:00 am. Information about early dismissals will be broadcast as early in the day as possible.

Up-to-date information is available at **[www.FlashAlert.Net](http://www.FlashAlert.Net)**

## IMMUNIZATIONS

State law requires a completed "Certificate of Immunization Status" form on file before attending school. Certified waivers are permitted if parents have medical, religious or personal objections, but need to be on file with the school.

### Required Immunizations

*5 doses of DTP or DTaP vaccine (the last dose at or after age four)*

*4 doses of Polio (OPV or IPV) vaccine (the last dose at or after age four)*

*2 doses of the MMR vaccine (first dose given on or after the 1st birthday and the 2nd booster given at least 28 days after the 1st dose)*

*3 doses of the Hepatitis B vaccine*

*2 doses of the Varicella vaccine for all students, only if students have not already had a documented case of the chickenpox disease.*

*1 Tdap booster (given after 11th birthday or prior to entering 6th grade)*

## ATTENDANCE

State law (RCW.28A 225) requires students to attend school daily, unless excused for illness, doctor's appointments or other family emergencies. All absences longer than one day must be excused in advance with the principal, by filling out a Long-term/Prearranged Absence form available at the front office or on the school website. Illness absences of 3 days or more, require a doctor's note upon return to school.

**If a student is absent, you need to either call the office before 8:40AM, send an email to [kathy.groat@ridgefieldsd.org](mailto:kathy.groat@ridgefieldsd.org), or send a note when your child returns to school.** If we do not hear from you within 3 days of your child's absence, the absence will be unexcused. 2 unexcused absences will result in a meeting with your student's teacher to discuss attendance/academic concerns. 5 unexcused absences will result in a meeting with the principal to enter into an attendance agreement. Once you have received the unexcused absence letter, the status of the absence cannot be changed.

## WHEN NOT TO SEND YOUR CHILD TO SCHOOL

For the protection of everyone, students should not come to school with any of the following symptoms:

- fever
- vomiting
- severe cough
- earache
- sore throat

**Students with a known communicable disease** (chicken pox, impetigo, strep throat, scarletina, scabies, ringworm, pink eye, etc.) **must have clearance from a doctor before returning to school.**

**HEAD LICE:** Students must be treated and free of live lice.

## DAILY SCHEDULE

Students who walk, ride bicycles or are brought to school by their parents, should arrive **NO EARLIER** than 8:45 AM (\*9:45 AM on late start Wednesdays).

If students arrive prior to the first warning bell, they will need to report to the gym to assemble either with their classmates or the cafeteria to eat breakfast. Students will be excused from the gym at 9:00 AM (\*10:00 AM) to report to class.

8:45 AM	*9:45 AM	Breakfast Available
8:35 AM	*9:35 AM	Teachers arrive at school
9:00 AM	*10:00 AM	Warning bell
9:05 AM	*10:05 AM	Class begins
11:35-12:15 & 12:20-1:00		K/1 & 2-4 Student lunches/Recesses
3:35 PM		Students dismissed
4:05 PM		End of teacher day
4:05 PM		Office closes

\* indicates Wednesday late start for teacher collaboration

## DRESS CODE

- Wear appropriate clothing at all times
- No clothing with inappropriate or questionable logos or messages
- Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh in non-see-through materials. In order to assure that clothing stays above the top of the chest, shoulder straps will be necessary.
- Clothing must extend beyond fingertips when held to your side
- No hats or visors indoors (unless medically necessary)
- No sunglasses (unless medically necessary)
- Shoes are to be worn at all times. No "Heelies"
- Flip-flops are strongly discouraged. Participation in P.E. and other physical activities will be prohibited if flip-flops are worn.

## CELL PHONES + PERSONAL ELECTRONIC DEVICES

We understand many parents provide cell phones for their children, but we require cell phones to be turned off and kept in backpacks until the child leaves school property. We have phones in the office for students to use should they need to make contact with a parent during the school day. Should a student violate this school policy, the phone will be taken and placed in the office until the end of the school day. Students are not allowed to use the school phone to make afterschool social plans; such plans need to be made at home and a permission note sent to school with the child.

Students who walk, ride bicycles or are brought to school by their parents, should arrive **NO EARLIER** than 8:45 AM (\*9:45 AM on Wednesdays) and follow the **SAFE SCHOOL ROUTE**. If students arrive prior to the first warning bell, they will need to report to the gym to either assemble with their classmates or eat breakfast in the cafeteria. Students will be excused from the gym at 9:00 AM (\*10:00 AM) to report to class.

## TRANSPORTATION CHANGES

Parents must inform the school in writing as to what their plan is for transportation home on a normal day. If there are any last-minute changes, please call the office by 2:30 p.m. Students must have written permission from a parent or guardian to stay after school or ride home with someone else.

## BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of: Kalama, Woodland, Ridgefield and La Center. If you have questions regarding transportation services, please contact KWRL at **(360) 225-6105**, or visit them online at <https://sites.google.com/woodlandschools.org/kwrl>.

Find **SNOW ROUTES** on our district website - [ridgefieldsd.org](http://ridgefieldsd.org) - under Departments/Transportation.

## MORNING DROP-OFF

If parents choose to park and walk students, they must drop students off at the front door.

## AFTER SCHOOL PICK-UP

Students are to leave school promptly at the end of the school day to their normal destination. The school must have written permission from a parent/legal guardian to allow the student to go to a different destination.

If parents choose to pick up students after school they may park in the parking lot and walk to the waiting area for their student(s). Alternatively, parents may wait in the vehicle pick up line. Parents are unable to leave their vehicles and must slowly proceed to the pick-up area moving forward or stopping as directed by designated traffic coordinators.

**BREAKFAST - A GOOD START**

Did you know that breakfast is the most important meal of your child's day? It provides the nutrients and energy he needs to concentrate in school. Research even shows that kids who eat breakfast get better grades, pay more attention in class and behave better. Help your youngster begin his day on the right foot. Ridgefield School District offers your child a daily balanced breakfast, which includes fresh fruits and whole grains.

**EXERCISE - IT ALL ADDS UP**

Exercise does not have to be done all at once. Encourage your students to be active throughout the day---small amounts of time will add up!

In general, school-age children should get at least an hour of physical activity each day. *Remember:* Regular exercise will not only make your child healthier—it will help kids sleep better at night and be in better shape to learn and play all day.

**Chartwells Food Services** provides a nutritious school lunch program that is USDA approved. Students are required to eat lunch every day, either one packed from home or purchased from school. The procedures for payment of lunches are as follows:

1. Either, students bring cash or checks to the office before school begins, or parents can pay online through the Ridgefield School District website using the Skyward Family Access link. Individual usernames and passwords are available from the school office. Money is credited to the student's account. If payments need to be allocated to more than one student, you must notify the office or the food service director immediately.
2. Notices are sent home before an account reaches \$0 and again if the balance reaches \$0 and once again when or if the student has a negative balance of \$1.00 or greater.
3. Students will continue to be charged for lunches and notices will continue to go home regarding negative balances until the balance due is paid.
4. If your student has an outstanding balance or unpaid fines at the end of the school year, their final report card will be held. You may collect the report card from the front office by paying the outstanding balance or unpaid fine.

**For information regarding the National School Lunch Program/ School Breakfast Program visit our website or stop by the front office.**

## JOIN US – BECOME A PTA MEMBER!

The PTA encourages all parents to join.

While most people think the role of a PTA is to fundraise, we believe successful PTA's don't live to fundraise, they fundraise to live. In other words, we focus on building the kind of school community where teachers and students can do their best work.

With reduced state level funding, fundraising is essential in filling the gaps to provide continued quality educational experiences for our children. Here are just a few of the areas The PTA provides funding:

- Field Trip Transportation
- Teacher Discretionary Funds
- Extra Curriculum and Resources for Teachers
- Library Books and Upgrades
- Playground Equipment
- Family Activities

In addition to fundraising, we host family focused events to help bring our families closer to each other and our educational community. We also celebrate our teachers and everyone who helps make South Ridge a great school!

**VOLUNTEER!** We are always looking for volunteers to help. Friend us on Facebook to keep up with all our latest efforts.

Membership forms are available at the front office and on the school website.



## VISIT

The most important aspect of parent involvement is knowing what your child is doing at school. You may call anytime for an appointment with your child's teacher. Our staff is willing to answer your questions or address any concerns you may have. Staff are available from 8:35-9:05 AM (9:35-10:05 AM on Wednesdays) and 3:35-4:05 PM daily. Our staff directory is located on our website.

The school year is organized into trimesters and report cards are sent home with the students at the end of each 12-week period. Parent conferences are held in October and early December. However, you may call for an appointment with your child's teacher or the principal anytime during the year.

**Classroom visits are welcome, but must be pre-arranged with the classroom teacher. All parents and/or visitors MUST scan their driver's license at the front office to obtain a visitor's badge. You must also return your visitor's badge when leaving the building. Returning your badge is important so that all visitors can be accounted for in the event of an emergency.**

Celebrations are to be kept to a minimum to decrease disruption to the learning environment. Homemade treats are NOT allowed. Please do not send flowers, balloons or party invitations to school for students. In lieu of sending birthday treats for your child, please consider donating a book to our library.

Due to increasing allergies and liabilities, animals are not allowed at school, unless authorized through the office.

## VOLUNTEER

Volunteering at the school is a great way to get involved. Many parents chaperone field trips, support teachers as a room parent, classroom helper or assist with special events. Volunteers are to be fully present while at school. Phone calls (unless an emergency) and conducting business while volunteering is not allowed. Volunteers need to follow student dress codes and be appropriate role models.

If you are interested, stop by our office for an application and to be fingerprinted for a background check. This process is required prior to serving as a volunteer, including field trip chaperones.

Please remember as a volunteer it is critical to respect the privacy of students and staff. Each student with whom you work has the right to expect that nothing that happens to or about him or her will be repeated to anyone other than authorized school department employees.

# PARENT + STUDENT HANDBOOK SIGN-OFF

After reading the Parent + Student Handbook on the South Ridge Elementary website, please sign below and return this page to school with your child.

If you need a paper copy of the handbook, please let your child's teacher know so that one can be sent home with your student.

DATE: \_\_\_\_\_

***I have read and understand the South Ridge Elementary School Parent + Student Handbook 2018/2019.***

**STUDENT SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARENT/GUARDIAN SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PLEASE INITIAL:**

\_\_\_\_\_ It is the responsibility of the parent/guardian to provide the school with any legal documentation or court orders that apply to the student and are relevant to the child's education experience.

\_\_\_\_\_ Students may not be dropped off at school prior to 8:45 AM.

\_\_\_\_\_ I will follow the school's arrival and dismissal procedures.

\_\_\_\_\_ If a child is absent, I will call the school before 8:45 AM.

# Thank You!

**South Ridge School**

<http://www.ridgefieldsd.org/o/south-ridge-elementary>





**Board Agenda Item**

Agenda Item Number: VIII. J. – N. Meeting Date: 07/10/2018

Item: New Business: Hear First Reading for Revision of Board Policies


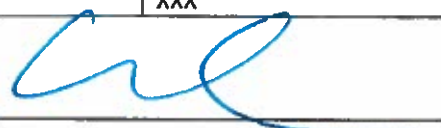
Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- J. Hear First Reading Revision of Board Policy No. 2000 Student Learning Goals
- K. Hear First Reading Revision of Board Policy No. 2104 Federal and/or State Funded Special Instructional Programs
- L. Hear First Reading Revision of Board Policy No. 2108 Learning Assistance Program (formerly named Remediation Programs)
- M. Hear First Reading Revision of Board Policy No. 2170 Career and Technical Education
- N. Hear First Reading Revision of Board Policy No. 2255 Alternative Learning Experiences Courses

**Recommended Action:**

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:  Superintendent: 



## MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
Dr. Nathan McCann, Superintendent

**FROM:** Tiffany Gould, Director of Federal Programs and CTE

**SUBJECT:** Student Learning Goals Policy 2000

**DATE:** July 2, 2018

**TYPE:** Action

### Background:

The proposed revision to the Student Learning Goals Policy 2000 revises the wording of the student learning goals to mirror the language used in RCW 28A.150.210. The bolded words have been added to provide consistency between RCW 28A.150.210 and the Student Learning Goals Policy 2000.

Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings and with a variety of audiences

Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government, geography; arts; and health and fitness;

Think analytically, logically, and creatively, and to integrate **technology literacy and fluency** as well as different experiences and knowledge to form reasoned judgments and solve problems; and

Understand the importance of work and finance and how performance, effort, and decisions directly affect future careers and educational opportunities.

### Considerations:

None

### Recommendation:

Hear First Reading of Policy No. 2000 Student Learning Goals

**Section: 2000 - Instruction-**

## **STUDENT LEARNING GOALS**

A basic education is an evolving program of instruction that is intended to provide students with the opportunity to become responsible and respectful global citizens, to contribute to their economic well-being and that of their families and communities, to explore and understand different perspectives, and to enjoy productive and satisfying lives. ~~Additionally,~~ a-With the involvement of parent and community members, the goal of the district is to ~~focus on strengthening the educational achievement of all students and providing all students the opportunity~~ provide opportunities for every student to achieve personal ~~develop~~ the knowledge and ~~academic success. Students will:~~ skills essential to:

1. Read with comprehension, write effectively, and communicate successfully in a variety of ways and settings; ~~and with a variety of audiences;~~
2. Know and apply the core concepts and principles of mathematics; social, physical, and life sciences; civics and history, including different cultures and participation in representative government; geography; arts; and health and fitness;-
3. Think analytically, logically, and creatively, and to integrate technology literacy and fluency as well as different experiences and knowledge to form reasoned judgments and solve problems; and-
4. Understand the importance of work and finance and how performance, effort, and decisions directly affect future career and educational opportunities.-

These goals will be placed within a context of a performance-based educational system in which high standards are set for all students. Parents are primary partners in the education of their children, and students take responsibility for their learning. How instruction is provided to meet these learning goals is the decision of the school board and district educators. An assessment system for determining if students have successfully learned the ~~core~~ essential academic learning ~~standards~~ requirements based on the student learning goals will be adopted by the district, as required by state law.—

Legal References:      RCW 28A.150.210 Basic education— Goals of school districts  
RCW 28A.655.010 Washington commission on Student Learning —  
Definitions

Management  
Resources:      Policy News, October 2007 Basic Education Act Revisions

Adoption Date: **03.12.13**  
Ridgefield School District  
Revised: 10.07; 12.11; 12.12.

Classification: **Priority-**



## MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
Dr. Nathan McCann, Superintendent

**FROM:** Tiffany Gould, Director of Federal Programs and CTE

**SUBJECT:** Federal and/or State Funded Special Instructional Programs Policy 2104

**DATE:** February 23, 2018

**TYPE:** Action

**Background:**

The proposed updates to the Federal and/or State Funded Special Instructional Programs Policy 2104 Washington's consolidated ESSA plan was recently approved. These revisions reflect new ESSA requirements.

**Considerations:**

The revisions were necessary for clarity and housekeeping changes to reflect ESSA.

**Recommendation:**

Hear First Reading of Policy No. 2104 Federal and/or State Funded Special Instructional Programs

## FEDERAL AND/OR STATE FUNDED SPECIAL INSTRUCTIONAL PROGRAMS

The district ~~shall~~will participate in those special programs ~~which~~that are funded by state ~~and~~/or federal government for which a local need can be defined and for which a local program would be developed if funds were available. Board approval ~~shall~~will be required before submission of an application for such a program. ~~Applications may include, but are not limited to, programs for highly capable, remedial, and minority students.~~

~~The superintendent shall adopt procedures in order that planning, implementation and evaluation phases of a special program are in compliance with the rules and regulations of the funding agency. Applications may include, but not be limited to, programs for gifted, remedial and minorities.~~

~~Pursuant to federal law, school districts receiving Title ~~1~~I funds to provide educational services to students must do so in accordance with Title ~~1~~ of the No Child Left Behind Act of 2001. ~~I~~. It is the Board's intent that Title ~~1~~I funds ~~shall~~will be used efficiently and effectively to benefit the academic opportunities and progress of students in ~~school~~School-wide or Targeted Assistance Programs.~~

~~Title ~~1~~I funds ~~shall~~will be used to provide educational services that are in addition to the regular services provided for district students. By adoption of this policy, the ~~Board~~board ensures equivalence among schools in teachers, administrators, and auxiliary personnel, and equivalence in the provision of curriculum materials and supplies.~~

~~The superintendent or designee will adopt procedures to ensure that planning, implementation, and evaluation phases of a special program comply with the rules and regulations of the funding agency.~~

Cross References:      2190 - Highly Capable Programs  
                                 2108 - Learning Assistance Program

Legal References:      RCW 28A.300.070 Receipt of federal funds for school purposes -- Superintendent of public instruction to administer  
                                 20 U.S.C. 6321(c) Title I Comparability Report

Adoption Date: 11.27.07  
Ridgefield School District  
Revised: 08.04

Classification: **Priority**



## MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
Dr. Nathan McCann, Superintendent

**FROM:** Tiffany Gould, Director of Federal Programs and CTE

**SUBJECT:** Learning Assistance Program Policy 2108 (Formerly Remediation Programs)

**DATE:** July 3, 2018

**TYPE:** Action

### **Background:**

The proposed updates to the Remediation Programs Policy 2108 include the new title Learning Assistance Program.

Washington's consolidated ESSA plan was recently approved. These revisions reflect new ESSA requirements and changes to Chapter 392-162 WAC.

### **Considerations:**

The revisions include all necessary information and eliminate the need for the associated procedures (2108P).

### **Recommendation:**

Hear First Reading of Policy No. 2108 Learning Assistance Program (Formerly Remediation Programs)

## Learning Assistance Program **REMEDIATION PROGRAMS**

The district, within its financial capacity, will offer programs that are designed to meet the needs of educationally disadvantaged students. Eligible students may receive services from one of three special needs programs — special education, will implement a learning assistance (LAP) and Title I of the No Child Left Behind Act of 2001.

The district or individual school shall conduct a needs assessment and shall develop a plan for the use of LAP funds. Such a plan shall be determined in consultation with an advisory committee, including, but not limited to, parents of participants; teachers; principals; administrators; and school directors. The plan shall include:

- A. District and school level data on reading, writing and mathematics achievement;
- B. Processes to identify under-achieving students to be served at each site for program services;
- C. How accelerated learning plans are developed and implemented for participating schools;

How designed to enhance educational opportunities for students enrolled in kindergarten through twelfth grade who do not meet state and classroom assessments are used to inform English language arts or mathematics standards by providing supplemental instruction; and services to those students.

- D. How focused and intentional instruction strategies are identified and implemented;
- E. How highly qualified staff are developed and support the program at each site;
- F. How resources from other federal, state, district and school programs are coordinated with School Improvement plans and district strategic plans to support underachieving students;
- G. How a program evaluation will be conducted to determine the direction and elements of the program for the following school year; and
- H. Identification of the program activities the district will implement.

The plan shall be approved by the board of directors prior to submission to the state.

In compliance with the federal law, the board of directors adopts a parent involvement policy, developed jointly with, agreed upon by and distributed to the parents of children participating in the federal remediation program. The parent involvement policy is 4130.

The superintendent is directed to identify eligible students and their special needs; design a program(s) that will satisfy those needs by interfacing, when advantageous, federal remediation assistance, learning assistance (LAP), and special education services; monitor the progress of such programs; and provide assurances to state and federal agencies that such programs are in compliance with program requirements of each program with regard to conditions such as staff qualifications, staff student ratios, student records, facilities and materials, financial accounting, reporting and program and student evaluation.

### Selection of Students

-

Students participating in the district's learning assistance program will be limited to the following:

- A. Students who score below standard for his or her grade level using multiple measures of performance, which may include the statewide student assessments or other assessments and performance measurement tools administered by the school or district;
- A. Students who are in grades eleven or twelve and are not on track to meet state or local graduation requirements;
- A. Students identified in eighth grade in need of high school transition services, which may continue up through the end of ninth grade; or
- A. Students who are identified by the district as being significantly at-risk of not being successful in school and to be served under the district's readiness to learn program.

#### Best Practices

The district will use best practices in providing learning assistance program services to participating students. The district will select practices and strategies in accordance with WAC 392-162-041.

#### Coordination with Other Programs

The district may coordinate federal, state, and local programs in order to serve the maximum number of students who are below grade level in basic skills. Students receiving assistance in another special needs program may also be served in the learning assistance program if they meet student eligibility and selection requirements.

#### Annual Report to OSPI

The district will submit an annual report to the superintendent of public instruction detailing the following:

- A. The amount of academic growth gained by students participating in the learning assistance program;
- A. The number of students who gain at least one year of academic growth;
- A. The specific practices, activities, and programs used by each school building that received learning assistance funds; and
- A. The number of students served by the learning assistance program during the school year who were able to exit the program because student academic growth resulted in meeting the academic standard for grade level.

Cross References: - 6100 - Revenues From Local, State and Federal Sources  
4130 - Title I Parental Involvement  
2161 - Special Education and Related Services for Eligible Students  
2104 - Federal Sources and/or State Funded Special Instructional Programs

Legal References: Chapter 28A.165 RCW Learning assistance program  
WAC 392-162 Special service program - Learning assistance



Management  
Resources:

Policy News, June 2005 Learning Assistance Policy Updated

Adoption Date: **11.27.07**  
Ridgefield School District  
Revised: 10.14.98; 06.05

Classification: **Essential**



## MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
Dr. Nathan McCann, Superintendent

**FROM:** Tiffany Gould, Director of Federal Programs and CTE

**SUBJECT:** Update School Board Policy 2170 CCTE

**DATE:** July 3, 2018

**TYPE:** Action

### Background:

The proposed update to the Career and College Technical Education Policy 2170 revises the policy to reflect the "work-integrated learning initiative" passed by the legislature in Engrossed Second Substitute House Bill (ESSHB) 1600. This legislation provides funds for applicant districts to provide work-integrated learning experiences and establishes certain conditions that districts must meet in order to receive the funds. The updated policy references the district's obligation to comply with such conditions to receive work-integrated learning initiative to receive funds.

### Considerations:

None

### Recommendation:

Hear First Reading Revision of Policy No. 2170 CCTE (Career, College and Technical Education)

## CAREER, COLLEGE AND TECHNICAL EDUCATION

The district will provide a program of Career, College and Technical Education (CCTE) to assist students in ~~the-making-of~~ informed and meaningful educational and career choices, and to prepare students for post-secondary options. The district's ~~Career and Technical Education- CCTE~~ CCTE is a planned program of courses and learning experiences that begins with exploration of career options. Additionally, the district's ~~Career and Technical Education- CCTE~~ CCTE program supports basic academic and life skills, enables achievement of high academic standards, incorporates leadership training, provides options for high- skill development and high-wage employment preparation, and includes advanced and continuing education courses. The district will include the program and its courses ~~will be included~~ as part of the regular curriculum of the district. -

The district will establish local ~~Career and Technical Advisory Committees- CCTE Advisory Committees~~ CCTE Advisory Committees to assist in the design and delivery of the district's ~~Career and Technical Education- CCTE~~ CCTE program. Committees will advise the district on current labor market needs and the programs necessary to meet those needs. The ~~district's Career~~ district will relate its CCTE career and Technical Education ~~technical education~~ program ~~will be related to~~ employment demands, current and future, and to the needs and interests of students. -

The board will annually review and approve the district plan for the design and delivery of its career and technical education program. The plan will ensure academic rigor, align with education reform, establish program performance targets, address the skill gaps of Washington's economy, and provide opportunities for dual credit. -

The superintendent or designee will develop procedures ~~which will to~~ ensure that the district operates all programs and courses ~~are operated~~ in conformity with the district's plan for CCTE Career and Technical Education ~~technical education~~. Further, the associated procedures will conform to all federal and ~~with all Federal and State~~ state laws prohibiting discrimination based on race, creed, color, national origin, ~~disability, gender, sex,~~ sexual orientation ~~including,~~ gender expression ~~or,~~ gender identity, ~~the presence of disability (including any sensory, mental or,~~ physical disability ~~or,~~ the use of a trained dog guide ~~or,~~ and use of service animal, religion, and honorably discharged veteran or military status. Additionally, the superintendent or designee will seek and utilize all available state and federal sources of revenue for the financial support of ~~Career and Technical Education- CCTE~~ CCTE in the district. -

If the district receives funds through the work-integrated learning initiative to provide experiences for its students, it will comply with the conditions of receiving such funds.

Cross  
References: 2413 - Equivalency Credit for Career and Technical Education Courses  
2140 - Guidance and Counseling

Legal  
References: RCW 28A.150.500 Educational agencies offering vocational educational programs — Local advisory committees — Advice on current job needs  
RCW 28A.230.130 Program to help students meet minimum entrance requirements at baccalaureate-granting institutions or to pursue career or other opportunities — High school course offerings for postsecondary credit  
Chapter 28A.700 RCW Secondary career and technical education  
20 U.S.C. 2301 et seq. Carl D. Perkins Career and Technical Education Act of 2006

Management  
Resources: 2018 - May Issue  
2011 - June Issue  
2009 - February Issue

Adoption Date: **01.24.12**  
Ridgefield School District  
Revised: **02.09; 06.11**

Classification: **Priority**



## MEMORANDUM

**TO:** Ridgefield School District Board of Directors  
Dr. Nathan McCann, Superintendent

**FROM:** Tiffany Gould, Director of Federal Programs and CTE  
Christen Palmer, Principal of Ridgefield High School

**SUBJECT:** Alternative Learning Experiences Policy 2255

**DATE:** June 22, 2018

**TYPE:** Action

### **Background:**

The proposed update to the Alternative Learning Experiences Policy 2255 incorporates the new definitions for student learning plans and alternative learning experience courses set forth in Senate Bill (SB) 6134. Alternative Learning Experience (ALE) courses occur either in part or wholly outside of a regular classroom setting and may include some components of direct instruction. SB 6134 removes references to percentages of in-person instructional contact time from the definitions of "remote course" and "site-based course," and the revisions reflect those definitions.

### **Considerations:**

Students in ALE courses will need to have updated Student Learning Plans that reflect the legal requirements.

### **Recommendation:**

Hear First Reading Revision of Policy No. 2255 Alternative Learning Experiences

## Alternative Learning Experience ~~Programs~~ **Courses**

### ~~District Implementation Guidelines:~~

#### Definitions

1. **Alternative Learning Experience learning experience (ALE)** means a course or, for grades kindergarten through eight, grade-level course work, that is a delivery method of basic education and is:
  1. Provided in whole or in part independently from a regular classroom setting or schedule, but may include components of direct instruction;
  2. Supervised, monitored, assessed, evaluated, and documented by a certificated teacher employed or contracted by the school district.
  3. Provided in accordance with a written student-learning plan that is implemented pursuant to the district's policy and Chapter 392-121, WAC.
2. **Online courses** are courses or grade-level coursework where:
  1. More than half of the course content is delivered electronically using the internet or other computer-based methods;
  2. More than half of the teaching is conducted from a remote location through an online course learning management system or other online or electronic tools;
  3. A certificated teacher has the primary responsibility for the student's instructional interaction. Instructional interaction between the teacher and the student includes, but is not limited to, direct instruction, review of assignments, assessment, testing, progress monitoring, and educational facilitation; and
  4. Students have access to the teacher synchronously, asynchronously, or both.
3. **Remote course** means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course does not include a requirement for in-person instructional contact time.
4. **Site-based course** means an alternative learning experience course or course work that is not an online course where the written student-learning plan for the course does not include a requirement for in-person instructional contact time.

#### Student Eligibility

1. ALE courses will be available to all ~~high school~~ students, including students with disabilities.
2. The district will make available to All students enrolled in alternative learning in grades 9-12 are eligible to participate in ALE programs access.

#### Student Performance ~~curricula, course content,~~

1. Students participating in ALE will be evaluated monthly by a certificated instructional materials, and other learning resources required by the staff, or, for students whose written student learning plan. These materials will be consistent in quality with these available plans include only online classes, school based support staff, to the overall track student population.

progress toward completion and to establish whether an intervention plan should be developed, in accordance with WAC 392-121-182.

2. The methods for determining satisfactory progress shall be outlined in the written student learning plan and may include:
  1. Progress grades;
  2. Assignment completion rates;
  3. Non-academic factors such as attendance, attitude, and behavior; and
  4. Local school expectations.

#### Student Responsibilities

1. Students enrolled in an ALE program must meet the contact requirements defined in WAC 392-121-182.

#### Parent Responsibilities

1. Upon receipt of the district's description of the difference between home-based instruction and alternative learning programs, the parent(s) or guardian ALE, the parent must sign documentation indicating their understanding of the distinction. The attesting that he/she understands the difference.

#### District Verification of Student Work

The district will use reliable methods to insure verify a student is doing his or her own work, which may, These include proctoring, but are not limited to:

1. Proctored examinations of;
2. Proctored projects;
- A. District alternative learning programs, using digital or on-line learning will be accredited through the state accreditation program or through the regional accreditation program.
3. Accountability for in-person presentations; or
4. Real-time presentations using videoconference technology.

#### Student Performance

- B. Students participating in alternative learning experiences shall be evaluated as follows:-
  1. Each student's progress will be evaluated monthly, based on the learning goals and performance objectives defined in the written student learning plan.
  2. The progress review will be conducted by certificated instructional staff and include direct personal contact (as defined by district policy) with the student. The results of the review will be shared with the student and the student's parent.
  3. Certificated instructional staff will determine whether the student is making satisfactory progress in meeting the written student learning plan.
  4. If the student fails to make satisfactory progress for two consecutive evaluation periods an intervention plan will be developed and implemented. The

~~intervention plan will be developed by certificated instructional staff in collaboration with the student, and the student's parent(s) or guardian.~~

- ~~5. If after three consecutive evaluations, the student is not making progress, a new plan designed to meet the student's needs will be developed and implemented within five (5) days.~~
- ~~C. Students in alternative learning programs will be assessed using the state assessment for the student's grade level and using other annual assessments required by the district. Part-time and home-based students are not required to participate in the statewide assessments required under RCW 28A.655.~~
- ~~D. Students attending an alternative learning program outside their district will participate in any required annual state assessments at the district of residence. The enrolling district shall coordinate the test taking.~~

~~Program Evaluation:~~

~~The district will periodically evaluate its program in a manner designed to objectively measure its effectiveness.~~

~~Reporting:~~

~~The district will report monthly to the Office of Superintendent of Public Instruction (OSPI) on the alternative learning programs and courses offered by the district. The report will include student headcount; full-time equivalent enrollment claimed for basic education funding; the ratio of certificated instructional staff to full-time equivalent alternative learning students; identify alternative learning students receiving instruction under contract; students making progress, and those students not making progress.~~

~~Documentation:~~

~~The district will retain the appropriate records for audit purposes. Documents will include a school board policy, annual reports to the school board, and to OSPI, student learning plans, student progress reviews and evaluations, student enrollment detail, and signed parent(s) or guardian enrollment forms.~~

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~~Date: 08.28.07; 03.13.12.~~