



REGULAR MEETING OF THE BOARD OF DIRECTORS  
*Tuesday, June 25, 2019 ~ 5:00 p.m.*  
Columbia Assembly Room  
Ridgefield Administrative & Civic Center – 510 Pioneer Street  
**AGENDA: \*Revised**

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 11, 2019
- B. Approve Personnel Report
- C. Approve Monthly Donations
- D. Approve Warrants

V. PUBLIC HEARING – Information Only / No Action

- A. Open Public Hearing for Intent to Increase District Facilities Use Fees
- B. Public Comment on District Facilities User Fees
- C. Close Public Hearing
- D. Board Discussion

VI. SUPERINTENDENT REPORTS – Information Only / No Action

- A. Celebrations Committee Report – Chris Griffith, Jodi Fontyn, Kalin Heath
- B. Monthly Construction Report – R & C Management Group, Scott Rose
- C. Board Members

VII. PUBLIC COMMENT – Agenda / Non-Agenda Items

VIII. OLD BUSINESS – Action

- A. Approve Adoption and Purchase of Introduction to Literature, ELA Curriculum Grades 6-8 published by Houghton Mifflin Harcourt
- B. Approve Adoption and Purchase of French 3 Curriculum for Grades 11-12 published by EMC World Languages

IX. NEW BUSINESS – Action

- A. Approve Student Handbook for View Ridge Middle School for 2019-2020 School Year
- B. Approve Request to Move Program Contingency to the RHS and VRMS Re-Purpose Projects
- C. Approve Increase to Emerick Construction Contract for Owner Added Scope of Work
- D. Approve Increase in District Facilities Use Fees
- E. Approve Breakfast and Lunch Price Increase for the 2019-2020 School Year
- F. Hear First Reading of Revision of Board Policy File No. 4260 Use of Facilities
- G. \*Approve Student Handbook for Sunset Ridge Intermediate School for 2019-2020 School Year

X. EXECUTIVE SESSION – No Action

\*The purpose of the executive session is to discuss the performance of a public employee pursuant to RCW 42.30.110(1)(g) – Superintendent's evaluation and contract.

XI. ADJOURNMENT

Regular Board Meeting Agenda

06.25.19

Page 1 of 1



**Board Agenda Item**

Agenda Item Number: IV. A. – D.

Meeting Date: 06/25/2019

Item: Consent Agenda – Action


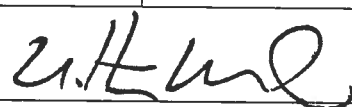
Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- A. Approve Board Minutes
  - 1) Regular Meeting – June 25, 2019
- B. Approve Personnel Report
- C. Monthly Donations
- D. Approve Warrants

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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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 11, 2019** in the Columbia Room, Ridgefield Administrative & Civic Center, 510 Pioneer Street, Ridgefield, Washington. The purpose of the meeting was to conduct regular monthly business.

**Voting Members Present:** Scott Gullickson, Emily Enquist, Becky Greenwald, Brett Jones, and Joseph Vance.

**Voting Members Absent:** None

**Others Present:** Dr. Nathan McCann, Chris Griffith, Dr. Michael Baskette, Paula McCoy, Erika Muir, Carolyn Enos, Bonnie Harris, and twenty visitors.

**FLAG SALUTE**

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

Administration recommended that the Consent Agenda be updated as presented. Motion was made by Director Becky Greenwald, Board approve the updated consent agenda, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

**CONSENT AGENDA – Action**

Approve Board Minutes

- 1) Regular Meeting on May 28, 2019

Approve Personnel Report

Monthly Donations

Approval of General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants; The written report was provided:

		Warrant / Micr Numbers		Warrant		Issue	Authorization
Fund				Date		Amount	Number
General Fund - #6134							
Payroll							
Warrant Numbers		122667	-	122686			
Micr Numbers		131451	-	131470	5/31/2019	\$ 10,560 14	W-05312019-27
	Electronic Transfer:					\$ 1,243,189 98	
	Total payroll amount: (*includes payroll vendors)	\$2,045,710.66					
Warrant Numbers		110544	-	110503			
Micr Numbers		131472	-	131503	6/3/2019	\$ 791,960 54	W-06032019-1
Accounts Payable							
Warrant Numbers		110543	-	110543			
Micr Numbers		131471	-	131470	5/31/2019	\$ 24 01	W-05312019-40
Warrant Numbers		110576	-	110680			
Micr Numbers		131547	-	131651	6/12/2019	\$ 652,931 88	W-06122019-3
	Electronic transfer for payment of comp tax					\$	
Sub-Total of Accounts Payable						\$ 652,955.89	

Regular Board Meeting Minutes

06.11.19

Page 1 of 4



<b>ASB - #6158</b>							
Warrant Numbers		20114	-	20116			
Micr Numbers		131504	-	131506	6/6/2019	\$ 3,813.53	W-06062019-1
Warrant Numbers		20117	-	20145			
Micr Numbers		131518	-	131546	6/12/2019	\$ 18,726.15	W-06122019-2
	Electronic Transfer for payment of comp tax:					\$	
<b>Sub-Total of ASB Payable</b>						\$ 22,539.68	
<b>Capital Projects-1(Bond)</b>						\$	
<b>Capital Projects-State Match</b>						\$ 124,425.85	
<b>Capital Projects - #6135-3 (Bond)</b>						\$ 2,288,998.27	
<b>Capital Projects - #61351 (Impact)</b>						\$ 38,785.29	
<b>Capital Projects-#6135</b>						\$	
Warrant Numbers		2638	-	2648			
Micr Numbers		131507	-	131517	6/12/2019	\$ 2,452,209.41	W-06122019-1
	Electronic Transfer for payment of comp tax:					\$	
<b>Sub-Total of Capital Projects Payable</b>						\$ 2,452,209.41	
					Warrant	Issue	Authorization
<b>Fund</b>		Warrant / Micr Numbers			Date	Amount	Number
<b>General Fund - #6134</b>							
<b>Payroll</b>							
Warrant Numbers		122667	-	122686			
Micr Numbers		131451	-	131470	5/31/2019	\$ 10,560.14	W-05312019-27
	Electronic Transfer:					\$ 1,243,189.98	
	Total payroll amount: (*includes payroll vendors)	\$2,045,710.66					
Warrant Numbers		110544	-	110503			
Micr Numbers		131472	-	131503	6/3/2019	\$ 791,960.54	W-06032019-1
<b>Accounts Payable</b>							
Warrant Numbers		110543	-	110543			
Micr Numbers		131471	-	131470	5/31/2019	\$ 24.01	W-05312019-40
Warrant Numbers		110576	-	110680			
Micr Numbers		131547	-	131651	6/12/2019	\$ 652,931.88	W-06122019-3
	Electronic transfer for payment of comp tax					\$	
<b>Sub-Total of Accounts Payable</b>						\$ 652,955.89	
<b>ASB - #6158</b>							
Warrant Numbers		20114	-	20116			
Micr Numbers		131504	-	131506	6/6/2019	\$ 3,813.53	W-06062019-1

Regular Board Meeting Minutes

06.11.19

Page 2 of 4



Warrant Numbers		20117	-	20145				
Micr Numbers		131518	-	131546	6/12/2019	\$	18,726.15	W-06122019-2
	Electronic Transfer for payment of comp tax:					\$		
Sub-Total of ASB Payable						\$	22,539.68	
Capital Projects-1(Bond)						\$		
Capital Projects-State Match						\$	124,425.85	
Capital Projects - #6135-3 (Bond)						\$	2,288,998.27	
Capital Projects - #6135I (Impact)						\$	38,785.29	
Capital Projects-#6135						\$		
Warrant Numbers		2638	-	2648				
Micr Numbers		131507	-	131517	6/12/2019	\$	2,452,209.41	W-06122019-1
	Electronic Transfer for payment of comp tax:					\$		
Sub-Total of Capital Projects Payable						\$	2,452,209.41	

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

**SUPERINTENDENT REPORTS – Information Only / No Action**

Financial Report – Paula McCoy

Paula McCoy gave a detailed financial report. There was a brief discussion.

Board Members

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

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

- 1) Elizabeth Stamp shared her comments with regard to personnel.
- 2) Mindy Morris shared her comments with regard to personnel.
- 3) Sharon Floyd shared her comments with regard to personnel.
- 4) Alan Adams shared his comments with regard to personnel.

**OLD BUSINESS – Action**

None

**NEW BUSINESS – Action**

Approve Student Handbook for Ridgefield High School for 2019-2020 School Year

Motion was made by Director Becky Greenwald, Board approve Student Handbook for Ridgefield High School for 2019-2020 School Year, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

Approve Request to Surplus Obsolete Chromebooks

Motion was made by Director Becky Greenwald, Board approve Request to Surplus Obsolete Chromebooks, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

Regular Board Meeting Minutes

06.11.19

Page 3 of 4



Approve Adoption and Purchase of Introduction to Literature, ELA Curriculum Grades 6-8 published by Houghton Mifflin Harcourt

Board heard request to adopt and purchase the Literature, ELA Curriculum Grades 6-8 published by Houghton Mifflin Harcourt. Chris Griffith commented on the curriculum as presented. It was recommended Board approve the curriculum adoption at the next regular board meeting on June 25, 2019. No Action was taken.

Approve Adoption and Purchase of French 3 Curriculum for Grades 11-12 published by EMC World Languages

Board heard request to adopt and purchase the French 3 Curriculum for Grades 11-12 published by EMC. Chris Griffith commented on the curriculum as presented. It was recommended Board approve the curriculum adoption at the next regular board meeting on June 25, 2019. No action was taken.

Approve Meal Price Increase

Paula McCoy commented on the Meal Price Increase and it was recommended Board approve an amended increase at the next regular board meeting on June 25, 2019. No action was taken.

Approve Letter of Agreement between Ridgefield School District and ABM Education for Custodial Services for July/August 2019 and Extension of Current Agreement through June 30, 2020

Motion was made by Director Becky Greenwald, Board approve the Letter of Agreement between Ridgefield School District and ABM Education for Custodial Services for July/August 2019 and Extension of Current Agreement through June 30, 2020, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

Approve Resolution No. 2018-2019-011 Cancellation of Outstanding Warrants

Motion was made by Director Becky Greenwald, Board approve Resolution No. 2018-2019-011 Cancellation of Outstanding Warrants, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

Approve Out of State Travel Ridgefield High School Boys' Basketball Camp at University of Oregon June 28-30, 2019

Motion was made by Director Becky Greenwald, Board approve Out of State Travel for Ridgefield High School Boys Basketball to attend the Holiday Classic Tournament in San Diego, California in December 2019, seconded by Director Joseph Vance. There was no discussion. All members voted in favor of the motion. Motion carried.

**ADJOURN REGULAR MEETING**

There being no further business to come before the Board, President Scott Gullickson adjourned the regular meeting at 5:31 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: June 25, 2019



## PERSONNEL ACTION

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

**REVISED DATE:** 06/25/2019  
**BOARD DATE:** 06/25/2019

### CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
<b>HIRE:</b>			
Angela Gaub	Principal	URES	Vacancy
Chelsey Lensing	Foreign Language - French	VRMS	Vacancy
Deanna Turner	Special Education Teacher	URES	Vacancy
Erica Rhoads	Kindergarten Teacher	SRES	Added Position
Kelsi Rice	1st/2nd Grades Blended Teacher	SRES	Added Position
<b>RESIGNATION/RETIREMENT:</b>			
Erika Muir	Grade 5 Teacher	SRIS	New Assignment - Early Learning Coordinator
Teresa Vance	PBIS	RSD	New Assignment - Asst. Director of SEL
Denise Krause	Secretary	VRMS	Retire
Lauren Martin	Para I - Special Ed Lifeskills	RHS	Resign
Alice Rogers	Occupational Therapist	RSD	Withdrew acceptance for 2019-20 employment
<b>REHIRE:</b>			
	See Exhibit A	RSD	Rehire Classified/Admin for 2019-20
<b>LEAVE OF ABSENCE:</b>			
None			
<b>RELEASE FROM CONTRACT:</b>			
None			
<b>SUPPLEMENTAL CONTRACTS:</b>			
None			

### EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
<b>HIRE:</b>			
None			
<b>RESIGNATION:</b>			
Nick Veys	Asst. Volleyball Coach	VRMS	Resignation

## EXHIBIT A

06/25/2019 Personnel Action

## 2019/2020 CLASSIFIED/ADMIN STAFFING

CLASSIFIED EMPLOYEES		CLASSIFIED ADMIN SUPPORT
AKIN, Erin	KERN, Penny	COCHRAN, Terri
ALLEE, Allysen	KOETHE, Joel	DENSMORE, Kelsey
ALLEN, Josh	KREBSER, Christina	ENOS, Carolyn
ANDERSEN, Rosalyn	KUHLMAN, Lisa	FONTYN, Jodi
ANDERSON, Gena	LAMPING, Anne	HARRIS, Bonnie
ANDREWS, Holly	LAZAROTI, AnnMarie	HEATH, Kalin
ANGVALL, Tammera	LEHTO, Melinda	JEQUINTO, Joannie
ARNDT, Susan	LIEURANCE, Denni	MCGHEE, Lisa
BABIEN, Kim	LINCOLN, Gretchen	POPPERT, Christine
BACON, Vince	LINDBO, Michelle	TAYLOR, Danielle
BAUER, Linda	MARSHALL, Brandie	KENNING, Michael
BEEKS, Aubree	MCDANIEL, Lenee	TENOLD, Anita
BENNETT, Valerie	MCKEE, LeeOni	MUIR, Erika
BESEL, Denise	MCKEE, Richelle	
BISILA, Sharon	MCKENNA, Amy	
BLEDSOE, Heather	MEGGS, Jennifer	<b>DIRECTORS</b>
BOCHART, Andrea	MILLER, Rebecca	BASKETTE, Michael
BONEBRAKE, Carla	NATTERSTAD, Stephanie	BRINSON, Neil
BOOKHAN-BRYANT, Kirthie	NEWMAN, Jennifer	GOULD, Tiffany
BRENES, Jennifer	NORD, Christine	MCCOY, Paula
BROWN, Samantha	OLSON, Vicky	SHIPLEY, Brynan
BUTLER, Magdalena	OWEN, Michele	VANCE, Teresa
CAIN, Brittany	PETERSEN, Christine	VARNEY, Geoff
CAMPBELL, Elizabeth	POZZI, Christine	
CARR, Christina	RICE, Paige	<b>ADMINISTRATORS</b>
CASPER, Laura	RICE, Tonia	
CHRISTENSON, Dianne	ROBBINS, Lisa	ANDRINGA, Allen
DAVIS, Mark	ROBERTS, Sarah	GOAD, Stephanie
DOYLE, Jaiden	ROCHE, Gerald	GRAVES, Todd
DUPLESSIS, Heidi	ROTH, Dorothy	GRIFFITH, Chris
EASTHAM, Kody	SCHWARZ, Deborah	HEIM, Brian
ELLENBERGER, Jill	SHEEHAN, Jessica	MCCANN, Nathan
GAYLORD, Kristina	SHIRTS, Andrea	NEYENHOUSE, Jill
GILLOTTE, Jana	SIEGEL, Donna	PALMER, Christen
GREENFIELD, Mali	SMITH, Gina	SMITH, Tony
GROAT, Kathy	SORENSEN-NOSLER, Susan	
HARRIS, Crystal	STANGEL, Michelle	
HARRIS, Krista	STONEX, Joy	
HAYLEY-GATES, Susan	TAMEZ, Tiffany	
HEALY, Dustin	TORNOW, Chase	
HIRAMOTO, Nicole	TUDOR, Suzanne	
HUNTER, Melinda	TULLIS, Katrina	
HUNZEKER, Jodi	TURNBULL, Julie	
HUTSON-CUMPSTON, Angela	URBINA, Carlos	
HYMAS, Jani	WALKER, Renae	
JACOBS, Jennifer (Lacey)	WALKINS, Tegan	
JOCHIM, Dana	WERBOWSKI, Shannon	
JOHNSON, Bonnie	WHEELER, Nolan	
JOHNSON, Stephanie	WILKEN, Mary	
JOINER, Erin	WISE, Brooke	
KARNES, Susan		



**RIDGEFIELD SCHOOL DISTRICT #122**

**Warrant Info**

Date: 6/25/2019  
 To: Ridgfield 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	-			
Micr Numbers	-		\$	
Electronic Transfer:				
Total payroll amount: (*includes payroll vendors)	<b>\$0.00</b>		\$	
Warrant Numbers	-			
Micr Numbers	-		\$	
<b>Accounts Payable</b>				
Warrant Numbers	110681 - 110686			
Micr Numbers	131655 - 131660	6/13/2019	\$ 330.97	W-06132019-11
Warrant Numbers	110687 - 110688			
Micr Numbers	131662 - 131663	6/14/2019	\$ 1,415.27	W-06142019-21
Warrant Numbers	110689 - 110689			
Micr Numbers	131665 - 131665	6/17/2019	\$ 991.42	W-06172019-3
Warrant Numbers	110690 - 110701			
Micr Numbers	131681 - 131681	6/17/2019	\$ 70,008.79	W-06172019-10
Warrant Numbers	110702 - 110702			
Micr Numbers	131682 - 131682	6/19/2019	\$ 676.55	W-06192019-2
Warrant Numbers	110703 - 110767			
Micr Numbers	131699 - 131763	6/26/2019	\$ 187,839.53	W-06262019-3
Electronic transfer for payment of comp tax			\$	
<b>Sub-Total of Accounts Payable</b>			<b>\$ 261,262.53</b>	
<b>ASB - #6158</b>				
Warrant Numbers	20146 - 20148			
Micr Numbers	131652 - 131654	6/13/2019	\$ 446.75	W-06132019-10
Warrant Numbers	20149 - 20149			
Micr Numbers	131161 - 131161	6/14/2019	\$ 2,052.00	W-06142019-20
Warrant Numbers	20150 - 20150			
Micr Numbers	131664 - 131664	6/17/2019	\$ 31.78	W-06172019-2
Warrant Numbers	20151 - 20153			
Micr Numbers	131669 - 131669	6/17/2019	\$ 14,940.43	W-06172019-9
Warrant Numbers	20154 - 20163			
Micr Numbers	131689 - 131698	6/26/2019	\$ 8,130.87	W-06262019-2
Electronic Transfer for payment of comp tax:			\$	
<b>Sub-Total of ASB Payable</b>			<b>\$ 25,601.83</b>	
<b>Capital Projects-1(Bond)</b>				
			\$	
<b>Capital Projects-State Match</b>			\$ 122,890.24	
<b>Capital Projects - #6135-3 (Bond)</b>			\$	
<b>Capital Projects - #6135I (Impact)</b>			\$ 12,830.81	
<b>Capital Projects-#6135</b>			\$ 9,953.30	
Warrant Numbers	2649 - 2649			
Micr Numbers	131666 - 131666	6/17/2019	\$ 2,221.31	W-06182019-8
Warrant Numbers	2650 - 2650			
Micr Numbers	131683 - 131683	6/20/2019	\$ 5,352.70	W-06202019-3
Warrant Numbers	2651 - 2655			
Micr Numbers	131684 - 131688	6/26/2019	\$ 138,100.34	W-06262019-1
Electronic Transfer for payment of comp tax:			\$	
<b>Sub-Total of Capital Projects Payable</b>			<b>\$ 145,674.35</b>	

As of this date June 25th, 2019 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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$330.97, and voids/cancellations, totaling \$330.97. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110681 through 110686, totaling \$330.97  
Voids/Cancellations, totaling \$330.97

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

Check Nbr	Vendor Name	Check Date	Check Amount
110681	Heim, Brian Lee	06/13/2019	98.21
110682	Irons, Brianne	06/13/2019	80.75
110683	James, Kathryn N	06/13/2019	4.00
110684	Scheel, Mikaela	06/13/2019	32.47
110685	Sprinters	06/13/2019	31.50
110686	Tornow, Chase C	06/13/2019	84.04
6	Computer	Check(s) For a Total of	330.97

Check Nbr	Vendor Name	Check Date	Check Amount
107774	Irons, Brianne	06/12/2019	80.75
107813	Sprinters	06/07/2019	31.50
108047	Heim, Brian Lee	06/12/2019	98.21
108748	James, Kathryn N	06/12/2019	4.00
108768	Tornow, Chase C	06/12/2019	84.04
108997	Scheel, Mikaela	06/12/2019	32.47
6	Void	Check(s) For a Total of	330.97

	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
	6	Computer	Checks For a Total of	330.97
Total For	6	Manual, Wire Tran, ACH & Computer	Checks	330.97
Less	6	Voided	Checks For a Total of	330.97
			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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$1,415.27. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110687 through 110688, totaling \$1,415.27

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
110687	NORTHWEST NATURAL GAS, INC.	06/14/2019	1,166.47
110688	RIDGEFIELD HIGH SCHOOL GEN IMP	06/14/2019	248.80
2	Computer	Check(s) For a Total of	1,415.27

	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
	2	Computer	Checks For a Total of	1,415.27
Total For	2	Manual, Wire Tran, ACH &	Computer Checks	1,415.27
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,415.27

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$991.42. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110689 through 110689, totaling \$991.42

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
110689	WEX BANK	06/17/2019	991.42
1	Computer	Check(s) For a Total of	991.42

	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	991.42
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	991.42
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	991.42



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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$70,008.79. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110690 through 110701, totaling \$70,008.79

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

Check Nbr	Vendor Name	Check Date	Check Amount
110690	Vendor Continued Check	06/17/2019	0.00
110691	Vendor Continued Check	06/17/2019	0.00
110692	Vendor Continued Check	06/17/2019	0.00
110693	Vendor Continued Check	06/17/2019	0.00
110694	Vendor Continued Check	06/17/2019	0.00
110695	Vendor Continued Check	06/17/2019	0.00
110696	Vendor Continued Check	06/17/2019	0.00
110697	Vendor Continued Check	06/17/2019	0.00
110698	Vendor Continued Check	06/17/2019	0.00
110699	Vendor Continued Check	06/17/2019	0.00
110700	Vendor Continued Check	06/17/2019	0.00
110701	BMO MASTERCARD	06/17/2019	70,008.79

12 Computer Check(s) For a Total of 70,008.79

	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
	12	Computer	Checks For a Total of	70,008.79
Total For	12	Manual, Wire Tran, ACH & Computer	Checks	70,008.79
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	70,008.79

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$676.55. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110702 through 110702, totaling \$676.55

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
110702	BRICK MARKERS USA	06/19/2019	676.55
1	Computer	Check(s) For a Total of	676.55

	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	676.55
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	676.55
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	676.55

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$187,839.53. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 110703 through 110767, totaling \$187,839.53

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
110703	A.P. EXAMS	06/26/2019	24,785.00
110704	AAF INTERNATIONAL	06/26/2019	7,246.91
110705	AKJ CONSULTING, INC.	06/26/2019	2,730.00
110706	Vendor Continued Check	06/26/2019	0.00
110707	Vendor Continued Check	06/26/2019	0.00
110708	Vendor Continued Check	06/26/2019	0.00
110709	Vendor Continued Check	06/26/2019	0.00
110710	AMAZON.COM SERVICES, INC.	06/26/2019	5,337.54
110711	Anderson, Christine	06/26/2019	19.00
110712	CAREERSTAFF UNLIMITED, LLC	06/26/2019	1,205.02
110713	CASCADIA TECH ACADEMY	06/26/2019	1,045.00
110714	CHARTWELLS INC	06/26/2019	12.50
110715	CHUCK'S PRODUCE, LLC	06/26/2019	400.44
110716	COLUMBIA LANGUAGE SERVICES INC	06/26/2019	147.92
110717	Vendor Continued Check	06/26/2019	0.00
110718	CORWIN BEVERAGE CO	06/26/2019	166.09
110719	Curran, Alyssa	06/26/2019	11.00
110720	DECA, INC	06/26/2019	1,549.63
110721	DELTA CONNECTS	06/26/2019	2,749.03
110722	DEMCO	06/26/2019	861.89
110723	DEPARTMENT OF LABOR & INDUSTRI	06/26/2019	457.00
110724	Divine, Colleen	06/26/2019	8.25
110725	EVERGREEN FASTPITCH OFFICIALS	06/26/2019	800.00
110726	EWING	06/26/2019	153.86
110727	FAZIO BROTHERS SAND	06/26/2019	158.05
110728	FOLLETT SCHOOL SOLUTIONS, INC.	06/26/2019	1,746.36
110729	HARRY'S KEY SERVICE INC.	06/26/2019	2,733.57
110730	HEINEMANN	06/26/2019	98,668.30
110731	IMAGINEERING, INC.	06/26/2019	5,187.99
110732	J.L. STOREDAHL & SONS, INC	06/26/2019	141.36
110733	JOSTEN'S	06/26/2019	260.24
110734	JOSTENS	06/26/2019	845.67
110735	JW PEPPER & SON, INC.	06/26/2019	2,091.81

Check Nbr	Vendor Name	Check Date	Check Amount
110736	KERNEN, DEBBIE	06/26/2019	112.50
110737	KILLA BITES	06/26/2019	1,412.45
110738	KING COUNTY DIRECTORS ASSOCIAT	06/26/2019	1,125.49
110739	LA CENTER BOOSTER CLUB	06/26/2019	540.00
110740	LES SCHWAB INC	06/26/2019	167.22
110741	LOWER COLUMBIA COLLEGE	06/26/2019	1,118.04
110742	LSW ARCHITECTS, P.C.	06/26/2019	2,250.00
110743	Meltwater News US Inc	06/26/2019	2,818.40
110744	Meuler, Danielle	06/26/2019	4.00
110745	MILLER NASH GRAHAM & DUNN LLP	06/26/2019	3,598.20
110746	MUSIC WORLD INC	06/26/2019	115.61
110747	OFFICE DEPOT, INC.	06/26/2019	987.00
110748	PARR LUMBER	06/26/2019	160.19
110749	PART WORKS INC	06/26/2019	116.07
110750	REFLECTOR	06/26/2019	84.24
110751	RIDGEFIELD SCHOOL DISTRICT	06/26/2019	63.00
110752	Vendor Continued Check	06/26/2019	0.00
110753	Vendor Continued Check	06/26/2019	0.00
110754	Vendor Continued Check	06/26/2019	0.00
110755	RIDGEFIELD HARDWARE	06/26/2019	389.65
110756	RIDGEFIELD HIGH SCHOOL ASB	06/26/2019	519.00
110757	RIO GRANDE	06/26/2019	1,121.95
110758	Rios, Lindsey	06/26/2019	26.00
110759	Robinson, Stacy	06/26/2019	55.00
110760	SCHOOL SPECIALTY INC/BECKLEY C	06/26/2019	4,978.54
110761	SHERWIN WILLIAMS CO	06/26/2019	554.67
110762	STAGECRAFT INDUSTRIES, INC.	06/26/2019	1,165.30
110763	US BANK EQUIPMENT FINANCE, INC	06/26/2019	102.23
110764	VANCOUVER SLOW PITCH UMPIRES A	06/26/2019	420.00
110765	VERNIER SOFTWARE	06/26/2019	248.73
110766	WALTER E. NELSON CO.	06/26/2019	1,977.67
110767	WOODLAND AUTO SUPPLY, INC	06/26/2019	88.95

65 Computer Check(s) For a Total of 187,839.53

	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
	65	Computer	Checks For a Total of	187,839.53
Total For	65	Manual, Wire Tran, ACH & Computer	Checks	187,839.53
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	187,839.53

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$446.75, and voids/cancellations, totaling \$663.50. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 20146 through 20148, totaling \$446.75  
Voids/Cancellations, totaling \$663.50

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

Check Nbr	Vendor Name	Check Date	Check Amount
20146	EVERGREEN FASTPITCH OFFICIALS	06/13/2019	216.75
20147	MORALES, JAMES	06/13/2019	180.00
20148	Sprinters	06/13/2019	50.00
3	Computer	Check(s) For a Total of	446.75



Check Nbr	Vendor Name	Check Date	Check Amount
19777	Sprinters	06/07/2019	50.00
20131	EVERGREEN FASTPITCH OFFICIALS	06/12/2019	433.50
20142	Shields, Angela Christine	06/12/2019	180.00
3	Void	Check(s) For a Total of	663.50

	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	446.75
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	446.75
Less	3	Voided	Checks For a Total of	663.50
			Net Amount	-216.75

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,052.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 20149 through 20149, totaling \$2,052.00

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20149	RIDGEFIELD HIGH SCHOOL GEN IMP	06/14/2019	2,052.00
1	Computer	Check(s) For a Total of	2,052.00

	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	2,052.00
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,052.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,052.00

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$31.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 20150 through 20150, totaling \$31.78

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20150	WEX BANK	06/17/2019	31.78
1	Computer	Check(s) For a Total of	31.78

	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	31.78
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	31.78
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	31.78

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$14,940.43. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 20151 through 20153, totaling \$14,940.43

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20151	Vendor Continued Check	06/17/2019	0.00
20152	Vendor Continued Check	06/17/2019	0.00
20153	BMO MASTERCARD	06/17/2019	14,940.43
3	Computer	Check(s) For a Total of	14,940.43

	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	14,940.43
Total For	3	Manual, Wire Tran, ACH & Computer	Checks	14,940.43
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	14,940.43



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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$8,130.87. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 20154 through 20163, totaling \$8,130.87

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

Check Nbr	Vendor Name	Check Date	Check Amount
20154	AMAZON.COM SERVICES, INC.	06/26/2019	334.45
20155	AWSP	06/26/2019	2,580.00
20156	BSN SPORTS	06/26/2019	577.09
20157	EVERGREEN FASTPITCH OFFICIALS	06/26/2019	794.00
20158	HAMPTON INN- TACOMA	06/26/2019	2,203.20
20159	IMPRINTS NORTH WEST INC.	06/26/2019	504.06
20160	OREGON SHAKESPEARE FESTIVAL	06/26/2019	174.66
20161	Robinson, Stacy	06/26/2019	30.00
20162	VICTORY AWARDS AND ENGRAVING	06/26/2019	783.41
20163	WASHOUGAL HIGH SCHOOL	06/26/2019	150.00
10	Computer	Check(s) For a Total of	8,130.87

	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
	10	Computer	Checks For a Total of	8,130.87
Total For	10	Manual, Wire Tran, ACH &	Computer Checks	8,130.87
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,130.87

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$2,221.31. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2649 through 2649, totaling \$2,221.31

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2649	BMO MASTERCARD	06/17/2019	2,221.31
1	Computer	Check(s) For a Total of	2,221.31

	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	2,221.31
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	2,221.31
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,221.31

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$5,352.70. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2650 through 2650, totaling \$5,352.70

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2650	CITY OF RIDGEFIELD	06/20/2019	5,352.70
1	Computer	Check(s) For a Total of	5,352.70

	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
	1	Computer	Checks For a Total of	5,352.70
Total For	1	Manual, Wire Tran, ACH & Computer	Checks	5,352.70
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,352.70

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 June 25, 2019, the board, by a \_\_\_\_\_ vote, approves payments, totaling \$138,100.34. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:  
Warrant Numbers 2651 through 2655, totaling \$138,100.34

Secretary _____	Board Member _____
Board Member _____	Board Member _____
Board Member _____	Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2651	AMAZON.COM SERVICES, INC.	06/26/2019	487.75
2652	BSN SPORTS	06/26/2019	50,976.94
2653	EMERICK CONSTRUCTION COMPANY	06/26/2019	25,794.25
2654	LSW ARCHITECTS, P.C.	06/26/2019	56,240.80
2655	WSP USA INC	06/26/2019	4,600.60
5	Computer	Check(s) For a Total of	138,100.34

	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
	5	Computer	Checks For a Total of	138,100.34
Total For	5	Manual, Wire Tran, ACH & Computer	Checks	138,100.34
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	138,100.34





**Board Agenda Item**

Agenda Item Number:

V. A. – D.

Meeting Date:

06/25/2019

Item:

Public Hearing – *Information Only / No Action*

Submitted By:

Paula McCoy, Director of Business Services

Will Be Presented By:

Dr. Nathan McCann, Superintendent

Public Hearing

- A. Open Public Hearing for Intent to Increase District Facilities Use Fees
- B. Public Comment on District Facilities User Fees
- C. Close Public Hearing
- D. Board Discussion

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



**Board Agenda Item**

Agenda Item Number:

VI. A. – C.

Meeting Date:

06/25/2019

Item:

Superintendent's Report – *Information Only / No Action*

Submitted By:

Dr. Nathan McCann, Superintendent

Will Be Presented By:

Dr. Nathan McCann, Superintendent

- A. Celebrations Committee Report – Chris Griffith, Jodi Fontyn, Kalin Heath
- B. Monthly Construction Report – R & C Management Group, Scott Rose
- C. Board Members

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:

Superintendent:



## MEMORANDUM

TO: Superintendent Nathan McCann  
Ridgefield School District Board of Directors

FROM: Chris Griffith, Assistant Superintendent (Committee Members: Kalin Heath, Jodi Fontyn, and Carolyn Enos)

SUBJECT: Celebrations Committee Report

DATE: June 25, 2019

TYPE: Informational – No Action Required

### Background:

Under the direction of the Superintendent, members of the Celebration Committee were tasked with creating a program that would celebrate our employees and acknowledge all of their hard work. The Celebration Committee determined a list of events that would be celebrated throughout the school year.

### Celebrations Covered:

The events that were celebrated during the 2018-19 school year included:

- ❖ National Bullying Prevention Month (October)
- ❖ National Principals Month (October)
- ❖ National School Bus Safety Week (October)
- ❖ National School Lunch Week (October)
- ❖ Education Support Professionals Day (November)
- ❖ Substitute Educators Day (November)
- ❖ First Frost (November)
- ❖ School Board Recognition Month (January)
- ❖ National Board Certified Teacher Week (January)
- ❖ National School Counseling Week (February)
- ❖ National Library Week (April)
- ❖ National Assistant Principals Week (April)
- ❖ Public School Volunteer Week (April)
- ❖ Administrative Professionals Day (April)
- ❖ National Staff Appreciation Day (May)
- ❖ National School Nurse Day (May)
- ❖ First 90 degree Day (June)

The events that were celebrated during the 2018-19 school year by a social media campaign included:

- ❖ National Grandparents Day (September)
- ❖ Patriot Day (September)
- ❖ Citizenship / Constitution Day (September)
- ❖ Veterans Day (November)
- ❖ Pearl Harbor Day (December)
- ❖ Bill of Rights Day (December)
- ❖ Martin Luther King Jr's Birthday (January)
- ❖ Black History Month (February)
- ❖ Music in Our Schools Month (March)
- ❖ Youth Arts Month (March)
- ❖ Dr. Seuss's Birthday (March)
- ❖ Adoption of U.S. National Anthem (March)
- ❖ First Woman to Serve in Congress (March)
- ❖ Public School Volunteer Week (April)
- ❖ Earth Day
- ❖ School Lunch Hero Day (May)
- ❖ Flag Day (June)



R&C  
MANAGEMENT GROUP, LLC

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Monthly Board Update  
June 25, 2019



**RIDGEFIELD**  
SCHOOL DISTRICT

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*unlimited possibilities*

**Ridgefield School District**  
**Monthly Report-Construction**  
**June 25, 2019**

**Table of Contents**

- 1. Executive Summary**
- 2. Budget**
- 3. Schedule**
- 4. Program Quality**
- 5. Progress Photos**
- 6. Action Items**

**1. Executive Summary**

**Design**

- 2017 Bond Work: All design activity is complete for the base scope.
- Added Scope at RHS:
  - Design for two added tennis courts is 65% complete.
- Added Scope at The RACC:
  - Drawings for code improvements to support the Early Learning Program are complete (except fire sprinklers).
  - Fire sprinkler drawings are in progress and expected to be complete by 6/28.
  - Design of the Playground and field areas of the east park are at 35% level.
- 2019 Bond Work: The Construction Documents for the new elementary are complete (minus permit comments) and shelved till November 2019. Design work for any other portion of an upcoming bond have not yet started.
  - *Please Note: design activity started ahead of a bond passage in an effort to accelerate occupancy, due to tremendous growth in the District.*

## Permitting

- VRMS Re-Purpose (The RACC):
  - Code improvement drawings to support the Early Learning Program were submitted on 6/19 except for the fire sprinkler shop drawings expected to be submitted by 6/28/19.
- RHS Added Scope:
  - The 100 building renovations have received permit, but there are challenges with the specified hoods which are being mitigated currently.
  - Tennis court plans have not yet been submitted but expected to by mid-July.
- 2019 Bond Work: For the new elementary, Land Use has been submitted. Building permit application has been pushed out to November 2019 as adoption of the new code was pushed out from 7/1/19 to 7/1/20, and the permit will only be good for 1 year.

## Project Sub-Bidding

- 2017 Bond Work: Still yet to be fully priced:
  - Tennis Courts
  - Early Learning Code Improvements
  - Park Development
  - Lobby Kiosk
- 2019 Bond Work: Targeting a traditional hard bid process and developing design to allow for bid packages available to the construction community after passage of a bond. A bid package incorporating permit review comments will be ready January 2020.

## D Form Process

- New Schools: The D-11 reporting is ongoing, and checks have been coming in from the State.
- High School Addition: The D-11 reporting is in progress.
- There is no state funding for the elementary security projects or the VRMS Re-purpose and as such no D-Form process.
- 2019 Bond Work: The D-4 from the State has been received. The D-5 and D-7 submission have been pushed to the Winter of 2019 due to bond timing. The D-9 would not be submitted until after passage of a bond and opening of bids.

## Construction

- New 5-6 and 7-8 Schools:
  - Warranty Walk scheduled for July 1.
- High School Addition:
  - Interior work is complete except for the north ceiling, wood trim at railings, elevator, and punch list work.

- Building exterior complete except for masonry sealing, miscellaneous flashings, and 4 door installs.
- Site improvements will be ongoing through the summer. Abatement is done in portions of the 100 building and just starting in the 200 building. The front parking lot will be paved mid-July, and Royle and Hillhurst drives improved in later July.
- Elementary Security:
  - All physical work on site has been completed including some later revisions / additions.
- VRMS Re-purpose (The RACC):
  - Code improvements to support Early Learning are yet to start
  - Shop drawings for kiosk were received and being reviewed.
  - The engraved paver project is 90% complete. A professional is being brought in to make minor adjustments to their levelness.
  - Park improvements are yet to start.

## 2. Budget

- The overall bond work, collectively, is on budget though program contingency funds must be used to support the added projects.
- Substantial cost impacts to the High School project have been the addition of the fire pump and generator, added program scope for 100 building, 2 tennis courts, and general site improvements and to the VRMS Re-Purpose project for Early Learning, Lobby Kiosk, and Site improvements. Costing continues to be compiled.
- There is a request to draw from the program contingency.

## 3. Schedule

- Ridgefield High School is targeting a Temporary Certificate of Occupancy and Substantial Completion of July 12, 2019. Demolition of the 200 building and site restoration activities will run through August 23, 2019.
- Ridgefield High School relocation of Foods Lab and Child Development and Renovation is targeting August 16<sup>th</sup> for completion
- Renovations to the RHS Admin Modular is targeting August 2<sup>nd</sup> for completion.
- The new tennis courts will be completed mid-October.
- The Early Learning Program Improvements will be completed by August 23<sup>rd</sup>, save for the playground which will push into September. Those dates to be confirmed.
- The SSAC Student-led paver project will be complete by July 4<sup>th</sup>. The east park project is still in design and not expected to be fully constructed till September 30, 2019.
- 2021 Elementary – The start of construction is dependent on passage of the bond but is targeting March 30, 2020.
- All original 2017 bond projects are on schedule. Projects added in the Spring are in various stages of completion. Those critical for occupancy will be

completed prior to the start of school August 27<sup>th</sup>. Those not as critical will continue through September.

#### **4. Program Quality**

- All Projects: On-site observations and inspections are being conducted by LSW and the engineers, Columbia West, City of Ridgefield, Professional Roofing Consultants, and R&C Management. Any non-compliance items are carried in the weekly minutes.
- At the High School, rejected floor slabs were pulled and replaced. Ongoing punch list assessments are being conducted with weekly reports by LSW.
- All Projects: Lessons learned are being reviewed and implemented into design and construction.

#### **5. Progress Photos**

- Some recent photos included at end of this report.

#### **6. Action Items**

- Approval to move funds form Program Contingency to the RHS Addition & Renovation and VRMS Re-Purpose Projects.
- Approval to increase Emerick Construction Contract for the RHS Addition & Renovation Project and the VRMS Re-Purpose Projects.

**End of Report**



## Construction Site Photos June 2019



RACC – Student-led paver project day was June 17<sup>th</sup>. All pavers were placed. Minor adjustments will be made prior to July 4<sup>th</sup>. Benches are being installed, and the garden club will be improving the planters.

## Construction Site Photos June 2019



RHS – The parking lot is being replaced at the front of the new addition. Original asphalt as thick as 8" has been encountered (normally expect 3-4"). Some added curbs and sidewalks are being replaced that have deteriorated over the years.

## Construction Site Photos June 2019



RHS – The exterior masonry is being sealed. A handful of remaining doors will be installed by June 28<sup>th</sup>, though waiting on concrete stoops being placed prior to that time frame.

## Construction Site Photos June 2019



RHS – Interiors are near complete. Initial cleaning has been conducted. Final Cleaning will take place end of July. Furniture arrived July 8<sup>th</sup> and boxes will be loaded into classrooms the week of July 22<sup>nd</sup>.



**Board Agenda Item**

Agenda Item Number: VII.

Meeting Date: 06/25/2019

Item: Public Comment – Agenda / Non-Agenda Items

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

*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: *N. McCann* Superintendent: *N. McCann*



**Board Agenda Item**

Agenda Item Number: VIII. A. – B. Meeting Date: 06/25/2019

Item: Old Business: Adoption of Curriculum



Submitted By: Chris Griffith, Assistant Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

- A. Approve Adoption and Purchase of Introduction to Literature, ELA Curriculum Grades 6-8 published by Houghton Mifflin Harcourt
- B. Approve Adoption and Purchase of French 3 Curriculum for Grades 11-12 published by EMC World Languages

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
----------------	------------	-------	--------------------

Department Head:  Superintendent: 



## MEMORANDUM

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

**FROM:** Chris Griffith, Assistant Superintendent

**SUBJECT:** Adoption of 11-12 French 3 Curriculum

**DATE:** June 11, 2019

**TYPE:** Action

**Background:** French 3 will be offered as a language offering at RHS for the 2019-2020 school year. This will allow students to progress further with their French studies.

**Considerations:** T'es Branche, French Level 3, published by EMC World Languages, is the continuation of T'es Branche, French Level 2, which was approved for adoption last school year.

**Recommendation:** Since no additional questions or concerns have been brought forth since the first reading, it is recommended that the Board approve this curriculum for use in French 3 classes.



School

PART OF  
CARNEGIE  
LEARNING

875 Montreal Way  
St. Paul, MN, 55102  
(800) 328-1452

QUOTE NO: Q-05902

DATE: 6/5/2019  
EXPIRES ON: 7/5/2019

CONTACT INFORMATION

Ridgefield School District 122  
2724 S Hillhurst Rd  
Ridgefield, WA, 98642

Danielle Taylor  
360-619-1300  
danielle.taylor@ridgefieldsd.org

Dan Hunt  
(412) 676-6621  
dhunt@carnegielearning.com

WORLD LANGUAGE

ISBN	ITEM	COST PER UNIT	QTY	EDUCATOR PRICE	EMC OFFER
9781533835369	T'ES BRANCHE 2E 3 PASSPORT PREMIUM 6-YR + TXT PKG DIGITAL	\$169.95	30	\$169.95	\$5,098.50
9781533831903	T'ES BRANCHE 2E 3 ATE	\$93.95	1	\$93.95	\$93.95
<b>WORLD LANGUAGE TOTAL:</b>					<b>\$5,192.45</b>

<b>SUBTOTAL:</b>	\$5,192.45
<b>SHIPPING AND HANDLING:</b>	\$270.44
<b>STATE SALES TAX:</b>	\$436.17
<b>TOTAL:</b>	<b>\$5,899.06</b>



## TERMS AND CONDITIONS

- The attached quotation is confidential and proprietary information not to be distributed or shared by the Customer.
- By accepting this quote, Customer accepts Carnegie Learning, Inc.'s Terms of Use policy available at: <http://www.emcp.com/terms/terms.php>
- By accepting this quote, Customer accepts Carnegie Learning, Inc.'s License Agreement policy available at: <http://www.emcp.com/terms/privacy.php>
- Prices are subject to change without notice.
- Quote is valid for 30 days.
- Please include your tax exempt certificate with your purchase order. The Carnegie Learning Federal Tax ID# is 25-1805640.
- Payment Terms: Net 30 Days. Payment of entire invoice amount is required within 30 days from invoice date.
- All media sold by Carnegie Learning, Inc. are sold on a non-returnable basis. The only exceptions to this policy are:
  - Media received that was not ordered, (wrong title, wrong quantity). Materials must be in original shrink wrap, if applicable, and not used.
  - Media received in a damaged condition that would render it unsuitable for use.
  - Customer is responsible to inspect textbook shipments and report any textbook quantity, title, or damage issues within 45 days of receipt. Failure to reports issues within the 45 days could result in additional return fees.
- Carnegie Learning, Inc. is under no obligation to accept return requests after 45 days of customer receipt of order.
- Customer is responsible for expedited shipping costs that fall outside of our standard delivery process.
- All textbooks carry a standard shipping time frame of 4-6 weeks. Shipments will occur earlier if stock is available.
- Multi-year licenses run consecutively from license activation date.
- The school district is responsible for providing all hardware necessary to run the software, as specified in CLI's Systems Requirements (available at software, as specified in CLI's Systems Requirements (available at [carnegielearning.com/support](http://carnegielearning.com/support)), prices do not include hardware.
- All Professional Development services purchased expire at the term of this license agreement. Standalone Professional Development purchases will expire one year from the purchase date.
- An additional credit card fee of 2.5% of total before sales tax will be applied if customer decides to pay by credit card.
- Sales tax as applicable by law will be added to the final order total, \$0.00 in the sales tax line does not imply that the order does not require sales tax.



## MEMORANDUM

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

**FROM:** Chris Griffith, Assistant Superintendent

**SUBJECT:** Adoption of Into Lit, Grades 6-8 ELA Curriculum

**DATE:** June 25, 2019

**TYPE:** Action

**Background:** This curriculum is needed so that we can update our materials for added online support to make the best use of our technology. It is offering us added ELL support and more current articles for nonfiction research. A Writing Studio is offered to help strengthen our writing resources.

**Considerations:** This curriculum is an updated ELA curriculum for our students in grades 6-8.

**Recommendation:** Since no additional questions or concerns have been brought forth since the first reading, it is recommended that the Board approve this curriculum for use in 6<sup>th</sup> through 8<sup>th</sup> grade ELA classes.



# Houghton Mifflin Harcourt

Proposal

Prepared For

## Ridgefield School District 122

510 Pioneer St  
Ridgefield WA 98642

Attention:

Chris Griffith

[chris.griffith@ridgefieldsd.org](mailto:chris.griffith@ridgefieldsd.org)

For the Purchase of:

### Into Literature 2020 Grades 6-8

HMH order to be filled by Northwest Textbook Depository

Prepared By

Mindy Hawley

[mindy.hawley@hnhco.com](mailto:mindy.hawley@hnhco.com)

**PLEASE SUBMIT THIS PROPOSAL WITH YOUR PURCHASE ORDER.**



**Houghton Mifflin Harcourt**

Attention:

Chris Griffith

[chris.griffith@ridgefieldsd.org](mailto:chris.griffith@ridgefieldsd.org)

HMH Confidential and Proprietary

Customer Experience

9205 South Park Center Loop

Orlando, FL 32819

FAX: 800-269-5232

[k12orders@hnhco.com](mailto:k12orders@hnhco.com)

**Proposal for  
Ridgefield School District 122  
Into Literature 2020 Grades 6-8**

ISBN	Title	Price	Quantity	Value of all Materials	Free Materials Quantity
<b>Grade 6</b>					
<b>Student Resource Package</b>					
1730798 9781328607034	2020 Into Literature Comprehensive Student Resource Package w/Write In StudentEdition with 7 Year Digital Grade 6	\$128.65	300	\$38,595.00	
<i>Package Includes:                      Student Edition Softcover 7 Year Print Grade 6                      Student Edition Online plus Resources 7 Year Digital Grade 6                      Also includes 3 purchase points per student edition which can be used toward choice of novels from HMH novel list.</i>					
<b>Total for Student Resource Package</b>				<b>\$38,595.00</b>	
<b>Teacher Resource Package</b>					
1730854 9781328607591	2020 Into Literature Comprehensive Teacher Resource Package with 7 Year DigitalGrade 6	\$305.00	7	\$2,135.00	
<i>Package Includes:                      Teacher's Edition Grade 6                      Teacher Digital Management Center 7 Year Digital Grade 6</i>					
<b>Total for Teacher Resource Package</b>				<b>\$2,135.00</b>	
<b>Total for Grade 6</b>				<b>\$40,730.00</b>	
<b>Grade 7</b>					
<b>Student Resource Package</b>					
1730799 9781328607041	2020 Into Literature Comprehensive Student Resource Package w/Write In StudentEdition with 7 Year Digital Grade 7	\$128.65	300	\$38,595.00	
<i>Package Includes:                      Student Edition Softcover 7 Year Print Grade 7                      Student Edition Online plus Resources 7 Year Digital Grade 7                      Also includes 3 purchase points per student edition which can be used toward choice of novels from HMH novel list.</i>					
<b>Total for Student Resource Package</b>				<b>\$38,595.00</b>	
<b>Teacher Resource Package</b>					
1730855 9781328607607	2020 Into Literature Comprehensive Teacher Resource Package with 7 Year DigitalGrade 7	\$305.00	5	\$1,525.00	
<i>Package Includes:                      Teacher's Edition Grade 7                      Teacher Digital Management Center 7 Year Digital Grade 7</i>					
<b>Total for Teacher Resource Package</b>				<b>\$1,525.00</b>	
<b>Total for Grade 7</b>				<b>\$40,120.00</b>	
<b>Grade 8</b>					
<b>Student Resource Package</b>					
1730800 9781328607058	2020 Into Literature Comprehensive Student Resource Package w/Write In StudentEdition with 7 Year Digital Grade 8	\$128.65	300	\$38,595.00	
<i>Package Includes:                      Student Edition Softcover 7 Year Print Grade 8                      Student Edition Online plus Resources 7 Year Digital Grade 8                      Also includes 3 purchase points per student edition which can be used toward choice of novels from HMH novel list.</i>					
<b>Total for Student Resource Package</b>				<b>\$38,595.00</b>	
<b>Teacher Resource Package</b>					



**Houghton Mifflin Harcourt**

Attention:  
Chris Griffith  
chris.griffith@ridgefieldsd.org  
HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com

**Proposal for  
Ridgefield School District 122  
Into Literature 2020 Grades 6-8**

ISBN	Title	Price	Quantity	Value of all Materials	Free Materials Quantity
<b>Grade 8</b>					
1730856 9781328607614	2020 Into Literature Comprehensive Teacher Resource Package with 7 Year Digital Grade 8	\$305.00	5	\$1,525.00	
<i>Package Includes:</i> Teacher's Edition Grade 8 Teacher Digital Management Center 7 Year Digital Grade 8					
<b>Total for Teacher Resource Package</b>				<b>\$1,525.00</b>	
<b>Total for Grade 8</b>				<b>\$40,120.00</b>	
<b>Professional Services</b>					
<b>Foundational Professional Learning</b>					
1730408 9781328594129	Into Literature Getting Started Full Day Grade 6-12	\$2,800.00			1
<i>Participants engage in a variety of hands-on experiences to learn about the organization, design, and resources of Into Literature. Through direct instruction, guided practice, and cooperative exploration, participants will experience the program's resources both from a student and teacher perspective. The goal is to build deeper understanding and confidence to begin implementing Into Literature in their respective learning environments.</i>					
1730291 9781328592330	Into Literature Follow Up 4-1 Hour Webinar Bundle Grade 6-12	\$1,400.00	1	\$1,400.00	
<i>Work with an HMH Services team member to choose from key Into Literature instructional topics to create a personalized Follow-Up live online session. Includes four, 1-hour live online sessions.</i>					
<i>Topics include:</i> • Maximize Learning with Digital Resources • Plan and Prioritize Instruction • Apply Notice & Note Close Reading Strategies for Deep Analysis of Text • Make Literacy Accessible for all Learners Through Differentiation • Support English Learners in Reading, Writing, Speaking and Listening • Embolden Student Voice, Choice and Action through the Writing Process					
<b>Total for Foundational Professional Learning</b>				<b>\$1,400.00</b>	
<b>Coaching</b>					
<b>Grades 6-8</b>					
1753392 9780358133759	Into Literature Online Coaching Studio Individual Bundle 4-Sessions Grade 6-8	\$1,500.00			
<i>Individual coaching helps leaders and teachers integrate new skills immediately into their practice. Our online coaching can include lesson modeling, lesson planning, and data analysis.</i>					
<i>The online individual coaching model includes 4 online sessions for individual teachers and access to the Coaching Studio designed to support the application of practice through the coaching experience.</i>					
1753390 9780358133735	Into Literature Online Coaching Studio Individual Bundle 8-Sessions Grade 6-8	\$2,650.00			
<i>Individual coaching helps leaders and teachers integrate new skills immediately into their practice. Our online coaching can include lesson modeling, lesson planning, and data analysis.</i>					
<i>The online individual coaching model includes 8 online sessions for individual teachers and access to the Coaching Studio designed to support the application of practice through the coaching experience.</i>					
1753335 9780358132790	Into Literature Coaching Studio Online License 1 Year Digital Grade 6-8	\$250.00			
<i>Only available as additional purchase of online or blended coaching package.</i>					
<b>Total for Coaching</b>					



**Houghton Mifflin Harcourt**

Attention:  
Chris Griffith  
chris.griffith@ridgefieldsd.org  
HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hmhco.com

**Proposal for  
Ridgefield School District 122  
Into Literature 2020 Grades 6-8**

ISBN	Title	Price	Quantity	Value of all Materials	Free Materials Quantity
<b><u>Professional Services</u></b>					
<b>Technical Services</b>					
1652274 9780544889699	Houghton Mifflin Harcourt Technical Services Consultative Day Onsite	\$2,800.00	1	\$2,800.00	
<i>Tech Services experts support your HMH technical implementation onsite with customized services such as beginning-of-year planning, end-of-year reporting, data management best practices, and rostering. Our Technical Services team ensures your programs and technology work efficiently for optimal results in your classrooms, schools and districts.</i>					
1688549 9781328811509	Houghton Mifflin Harcourt Technical Services Consultative Day Remote	\$1,750.00	1	\$1,750.00	
<i>Tech Services experts remotely support your HMH technical implementation with customized services such as beginning-of-year planning, end-of-year reporting, data management best practices, and rostering. Our Technical Services team ensures your programs and technology work efficiently for optimal results in your classrooms, schools and districts.</i>					
<b>Total for Technical Services</b>				<b>\$4,550.00</b>	
<b>Total for Professional Services</b>				<b>\$5,950.00</b>	

<b>Proposal Summary</b>	
<b>Total Savings:</b>	<b>\$2,800.00</b>
<b>Subtotal Purchase Amount:</b>	<b>\$126,920.00</b>
<b>Shipping &amp; Handling (10.50%):</b>	<b>\$12,848.85</b>
<b>Total Cost of Proposal (PO Amount):</b>	<b>\$139,768.85</b>
<b>**Please add proper sales tax to your order**</b>	



**Houghton Mifflin Harcourt**

Attention:  
Chris Griffith  
chris.griffith@ridgefieldsd.org  
HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hmtco.com

**Ridgefield School District 122  
Into Literature 2020 Grades 6-8**

**Total Cost of Proposal (PO Amount): \$ 139,768.85**

Thank you for considering HMH as your partner. We are committed to providing an excellent experience and delivering ongoing, high-quality service to our customers. To meet these goals, we want to ensure you are aware of the below Terms of Purchase. These terms help us process your order quickly, efficiently, and accurately, ensuring successful delivery and implementation of our solutions.

- Please return this cost proposal with your signed purchase order that matches product, prices and shipping charges.
- Provide the exact address for *delivery* of print materials. The shipping address may be your district warehouse or individual school sites, but it is essential that this is accurate.
- Please supply the name of each important district point of contact for all aspects of the solution including their direct contact information (email/phone):
  - o Point of Contact for Print materials
  - o Point of Contact for Digital materials
  - o Point of Contact for Scheduling Professional Development

- Please confirm that we have the correct 'Ship to' and 'Sold to' information on the cost proposal.

**Ship to:**  
Ridgefield School District 122  
2724 S Hillhurst Rd  
Ridgefield WA 98642-9088

**Sold to:**  
Ridgefield School District 122  
2724 S Hillhurst Rd  
Ridgefield WA 98642-9088

- Please provide funding start and end dates.
- Please note that all products and services will be billed upon the processing of your purchase order.
- Our payment terms are 30 days from the invoice date.
- Print subscription material quantities may be adjusted across grades for like products, to accommodate enrollment fluctuations, quantities cannot be adjusted between different programs or copyrights.
- Our standard shipping terms are FOB Shipping Point. The shipping term for your proposal is FOB Shipping Point.
- Should any of these Terms of Sale conflict with any preprinted terms on your purchase order, the HMH terms of service shall apply.

Thank you in advance for supplying us with the necessary information at time of purchase.

Our goal is to ensure your success throughout the duration of this agreement, which starts with a highly successful delivery of our solution.

For greater detail, the complete Terms of Purchase may be reviewed here: <http://www.hmhco.com/common/terms-conditions>

**Date of Proposal: 5/23/2019**

**Proposal Expiration Date:7/7/2019**



**Houghton Mifflin Harcourt**



**Houghton Mifflin Harcourt**

Attention:  
Chris Griffith  
chris.griffith@ridgefieldsd.org  
HMH Confidential and Proprietary

Customer Experience  
9205 South Park Center Loop  
Orlando, FL 32819  
FAX: 800-269-5232  
k12orders@hnhco.com



**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:



Submitted By:

Will Be Presented By:

A. Approve Student Handbook for View Ridge Middle School for 2019-2020 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 





## 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 2019-20

**DATE:** June 18, 2019

**TYPE:** Action

**Background:** View Ridge Middle School's student handbook has been updated for the 2019-2020 school year. Important modifications include:

- This year's version will be printed in a format consistent with the smaller booklet the high school uses.
- Year-specific information, including the staff roster and classroom map, were updated to reflect plans for next year.
- Many minor revisions to wording were suggested by staff and made by administration.
- The dress code was modified to improve consistency with Sunset Ridge and decrease gender-specific language.

**Recommendation:**

It is my recommendation that the 2019-20 VRMS Student Handbook be approved for use in the Ridgefield School District.

# View Ridge Middle School 2019-2020



## 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.

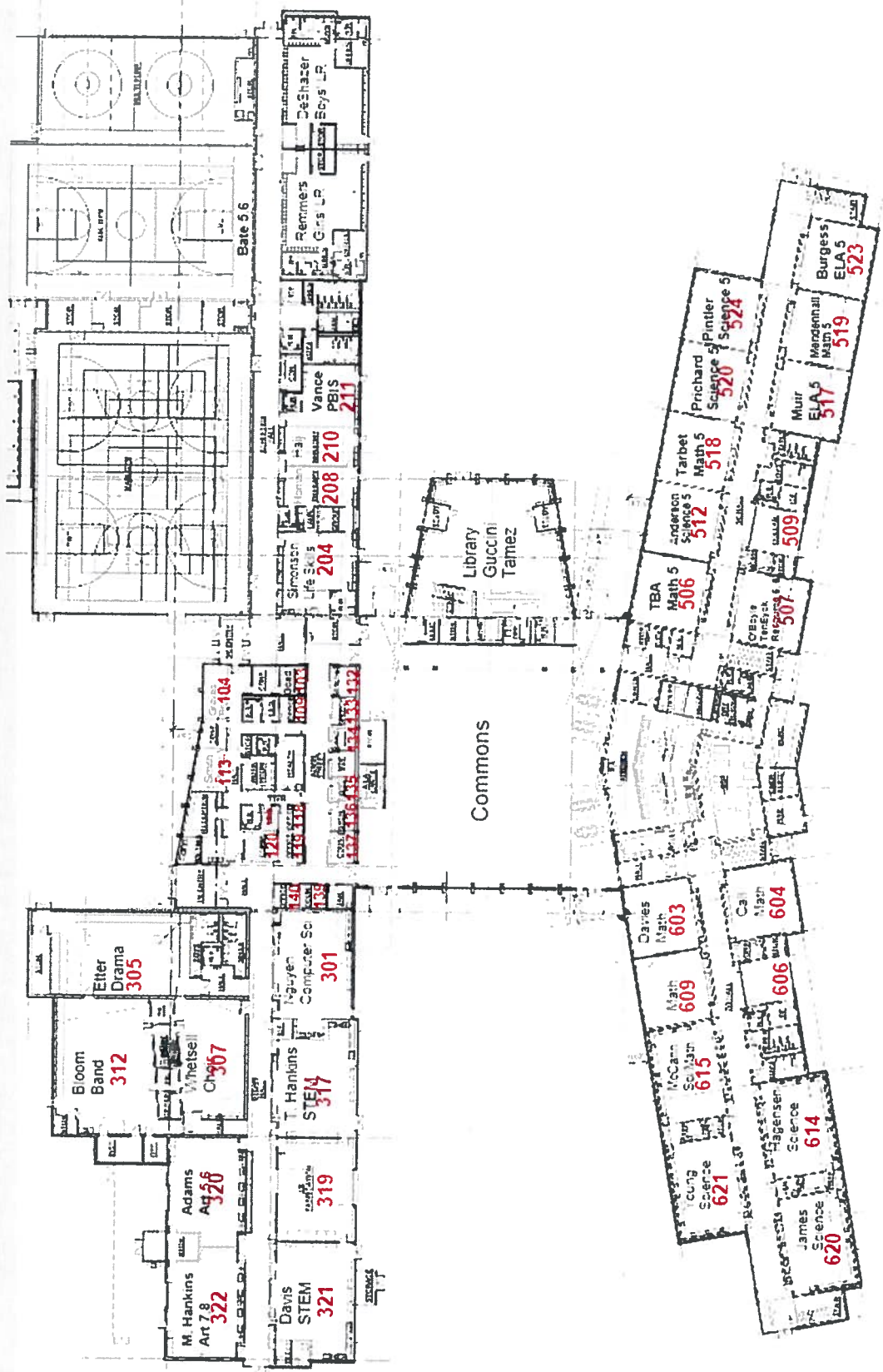
### VRMS MISSION:

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

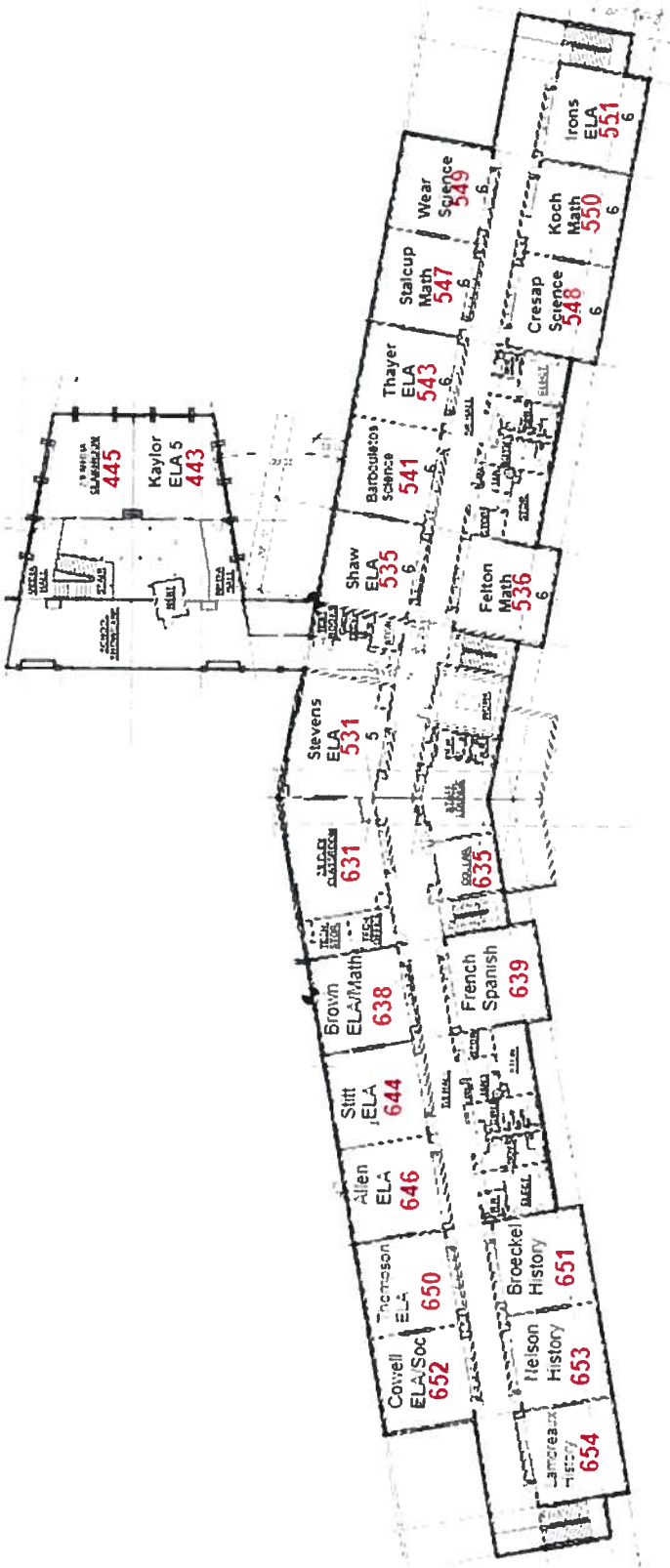
3215 S Hillhurst Rd  
Ridgefield, WA 98642  
Main Office: 360-619-1400 Fax: 360-619-1459  
[www.ridgefieldsd.org/o/middle-school](http://www.ridgefieldsd.org/o/middle-school)

# TABLE OF CONTENTS

MAP	5-6
RIDGEFIELD SD ACADEMIC CALENDAR	7
STAFF/HOURS/BELL SCHEDULE/FEEES/VISITORS	8
ATTENDANCE/HEALTH ROOM	9-10
GENERAL INFORMATION/GRADING	10-11
SCHOOL SAFETY/BEHAVIOR GUIDELINES	10-12
ACTIVITIES/ATHLETICS	13
DISCIPLINE MATRIX	14
PBIS	15-17
PLAGIARISM	18
NON-DISCRIMINATION/SEXUAL HARASSMENT	18-19
THE RIDGE: PARENT ORGANIZATION	20









**RIDGEFIELD**  
SCHOOL DISTRICT  
*unlimited possibilities*

**School Calendar 2019-2020**  
510 Pioneer Street Ridgefield, WA 98642 (360) 619-1300

August 2019							September 2019							October 2019						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2	3	1	2	3	L	5	6	7			1	L	3	4	5
4	5	6	7	8	9	10	8	9	10	L	12	13	14	6	7	8	L	10	11	12
11	12	13	14	15	16	17	15	16	17	L	19	20	21	13	14	15	L	17	18	19
18	19	20	21	22	23	24	22	23	24	L	26	27	28	20	21	22	L	M	M	26
25	26	27	28	29	30	31	29	30						27	28	29	L	31		

November 2019							December 2019							January 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
				1	2		1	2	3	L	5	6	7			1	2	3	4	
3	4	5	L	7	8	9	8	9	10	L	12	13	14	5	6	7	L	9	10	11
10	11	12	L	14	15	16	15	16	17	L	19	20	21	12	13	14	L	16	17	18
17	18	19	L	21	22	23	22	23	24	25	26	27	28	19	20	21	L	23	24	25
24	E	E	27	28	29	30	29	30	31					26	27	28	L	30	31	

February 2020							March 2020							April 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1		1	2	3	L	5	6	7			1	2	3	4	
2	3	4	L	6	7	8	8	9	10	L	12	13	14	5	6	7	L	9	10	11
9	10	11	L	13	14	15	15	16	17	L	19	20	21	12	13	14	L	16	17	18
16	17	18	L	20	21	22	22	23	24	L	26	27	28	19	20	21	L	23	24	25
23	24	25	L	27	28	29	29	30	31					26	27	28	L	30		

May 2020							June 2020							July 2020						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
					1	2		1	E	L	4	5	6			1	2	3	4	
3	4	5	L	7	8	9	7	8	9	10	11	12	13	5	6	7	8	9	10	11
10	11	12	L	14	15	16	14	15	16	17	18	19	20	12	13	14	15	16	17	18
17	18	19	L	21	22	23	21	22	23	24	25	26	27	19	20	21	22	23	24	25
24	25	26	L	28	29	30	28	29	30					26	27	28	29	30	31	
31																				

**IMPORTANT DATES**

- August 22, 23, 26 Teacher In Service Days
- August 28 First Day of Classes
- September 2 Labor Day Holiday
- October 11 Teacher In Service Day
- November 11 Veterans Day Holiday
- November 22 End of First Trimester
- November 27-29 Thanksgiving Break
- December 23 - January 3 Winter Break
- January 6 School Resumes
- January 20 Martin Luther King, Jr. Holiday
- January 23 End of Semester
- January 24 Teacher In Service Day
- February 14 No School
- February 17 Presidents' Day Holiday
- March 5 End of 2nd Trimester (K-6)
- March 6 Teacher In Service Day
- March 30 - April 3 Spring Break
- April 27 Teacher In Service Day
- May 26 Memorial Day Holiday
- June 5 RNS Graduation Day
- June 12 Final Day of Classes

**SCHOOL CLOSURE MAKE-UP DAYS**

The first makeup day would be February 24 followed by April 27. Any additional makeup days will be added at the end of the school year (week of June 15th).

**EARLY RELEASE DAYS**

- M** October 24-25 UR, SR, SR/S, URMS
- E** November 22, 25, 26 UR, SR, SR/S
- E/H** March 5 UR, SR, SR/S, RNS
- E** June 2 UR, SR, SR/S

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

Approved by Board of Directors 11/13/2018 1/22/2020

**Front Office**

Tony Smith -----Principal  
 Stephanie Goad -----Assistant Principal  
 Jenny Berry -----Counselor  
 TBD -----Head Secretary  
 Sharon Bisila -----Attendance Secretary  
 Susan Arndt -----Athletics Secretary/Paraprofessional  
 Michelle Stangel -----Health Room Aide  
 Kirthy Bryant -----Receptionist  
 Paige McBee -----Security  
 Brynan Shipley -----Athletic Director

**Paraprofessionals**

Susan Gates -----STEM Support  
 Debbie Schwarz -----Classroom Support  
 Andrea Shirts -----Classroom support  
 Tiffany Tamez -----Library  
 Katrina Tullis -----Classroom Support  
 Shannon Werbowski -----Classroom support  
 Bonnie Johnson -----Classroom Support  
 Denni Lieurance -----Life Skills  
 Gina Smith -----Life Skills  
 Katy Sheley -----Life Skills

**Teachers**

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

**Custodian**

Mary Rojas -----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	8:05-9:01	1
Excel Time	9:05-9:30	9:05-9:30	Excel Time
2	9:34-10:25	9:34-10:25	2
3	10:29-11:20	10:29-11:20	3
Lunch	11:20-11:50	11:24-12:15	4
4	11:54-12:45	12:15-12:45	Lunch
5	12:49-1:40	12:49-1:40	5

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

Period	1st Lunch	2nd Lunch	Period
1	9:05-9:48	9:05-9:48	1
Success Time	9:52-10:17	9:52-10:17	Success Time
2	10:21-11:03	10:21-11:03	2
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 the student will be absent from school for more than one day, 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

Ridgefield School District policy requires parents/guardians to notify the school, **WITHIN** three days of each absence. To excuse your child's absence, you may call directly to the attendance office at (360) 619-1402. If a phone call is inconvenient, the student will need to bring a note from home indicating the reason for the absence. Parents/Guardians may also excuse the absence with an email to (sharon.bisila@ridgefieldsd.org), leave a voicemail after school hours, or use a Skyward Absence Request on your desktop or smartphone app.

Failure to notify the office within the 3-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. **Students with 7 days of unexcused absences in one month or 10 days in one school year will be referred to the Clark County Juvenile Justice Truancy Program.**

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

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

If your student needs to leave early due to appointments, we will pull them from class when you arrive to pick them up. Please allow for extra time as your student may be switching classes, at lunch/outside, or in P.E. Also, we will need to check your Photo I.D., so please have it with you. **MAKE SURE YOUR STUDENT HAS CHECKED OUT AT THE KIOSK ACROSS FROM THE ATTENDANCE WINDOW!**

**\*\*ALL STUDENTS BEING PICKED UP EARLY MUST BE DOCUMENTED WHEN LEAVING 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. Parents can request to have changes made to those forms 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.

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

**Once a student has received three lunch detention for multiple tardies, they will then be referred to Wednesday school. Wednesday School will take place on Wednesdays from 8:05 am-9:00 am, before the late start of 9:05 am.**

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

### Withdrawing

**Any student withdrawing or transferring to another school must complete a withdrawal form.** The parent or guardian must inform the school of the date of the intended withdrawal and the new location of the student's school attendance at least five (5) days prior to the student's last day at school. On the student's last day of attendance, a checkout sheet should be obtained from the main office and taken to each of the student's teachers. The teachers will sign their names if the student fulfills all book, property and/or money obligations. At the end of the last day of attendance, the student returns the checkout sheet to the main office for final clearance. Student records will be released to another school where the student has enrolled or intends to enroll.

### Make - Up Work

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.

### Transportation, Bus notes, changes

**KWRL (360) 841-2023**

Students who are wanting to ride home with a friend must make plans before they reach school. A note from home, with a parent signature, is required. Please make sure to have the friend's first and last name, along with the friend's bus/route number, written on the note. The student must then bring the note to the attendance office, preferably before school, for confirmation. We will no longer accept phone calls or emails for your student to ride home with a friend. Parents wanting to change their child's transportation from car pick-up to bus, or bus to car pick-up, will need to do that prior to 1:30 pm.

## HEALTH ROOM

Students who become ill or have an accident should report to the main office. If possible, students should notify their teacher before going to the office. School personnel will call parents when a student needs to go home. If students come to the health room, they or the office staff may contact parents from 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 call the school to set an appointment to meet with their student's 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.

## GRADING

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

### Academic Grades

Note: In-depth explanation of this system is shared under 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.

### Classroom Expectations Marks

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

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

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

### Hall Passes

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

### Lost and Found

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

### Media Center

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

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

### P.E. Uniforms

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

### Report Cards

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

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

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

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

### Skyward Online Grade Book

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

### Google Calendar and Student Planners

In the 2019-20 school year, View Ridge staff will begin prompting student use of the online Google Calendar included with their school Google account. Interested students and parents may request a paper student planner at the main office if that is a preferred method of recording assignments and due dates.

### Textbooks

Students are responsible for the return of assigned textbooks at the end of the school year or 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, who have experienced or observed harassment or bullying, or who have information about something school officials may need to know can fill out a "What Happened?" form in the office to get school authorities involved in the situation.

## **SCHOOL SAFETY**

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

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

Audible Cue: "Evacuate to \_\_\_\_\_" (or fire alarm)

STUDENTS:

- Silently evacuate along assigned route
- Bring your phone
- Leave belongings behind
- Show hands

- Be prepared for alternatives during response

TEACHERS:

- Grab clipboard
- Lead students to evacuation location
- Take roll, account for students

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

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

STUDENTS:

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

TEACHERS:

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

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

Audible 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).

Audible Cue: "Shelter (hazard)"

STUDENTS:

- Execute appropriate hazard strategy

TEACHERS:

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

**DRILLS:** In accordance with state law, VRMS will conduct monthly school safety drills. These will include 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."

Guidelines for disciplinary action can be found on page 15 of this document.

### Positive Recognition:

As a part of our school wide management system, we recognize positive student behaviors with Ridge Recognition tickets. Tickets 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.

Guidelines:

- No clothing with inappropriate or questionable logos or messages, including clothing communicating or depicting inappropriate topics, including, but not limited to, drugs, alcohol, tobacco, vulgarities, sexual references, gang affiliation or suggestive depictions and weapons, are not to be worn
- Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh (the point at which one's fingertips extend to when held at one's sides) in non-see-through materials. Shoulder straps attached to upper garment are required
- No hats, hoods, visors, or other head covering indoors (unless medically necessary or culturally/religiously appropriate)
- No sunglasses (unless medically necessary) inside the school
- Pajamas are not to be worn
- Appropriate PE attire and footwear will be required

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

### Fighting or Fighting Involvement

Fighting or inciting a fight is not tolerated. Students have a right to defend themselves when attacked physically up to the point that they have a reasonable opportunity to disengage themselves from the conflict. Retaliation to a physical attack is not considered self-defense (i.e.: hitting someone who hit you). If a student incites a fight, the student bears similar responsibility to the students in the fight. Inciting a fight can include, but is not limited to: spreading rumors about potential fights, serving as a communicator between two potential fighters,

sending communication about a potential fight (at school, off campus, or online), verbally encouraging a fight to break out, or talking about wanting to fight another student. Students with knowledge of a fight are expected to report this immediately to the main office.

### Food and Beverage

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

### Gang or Gang Like Activity

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

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

### Harassment, Intimidation and Bullying

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

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

Students who believe they have experienced such harassment, intimidation, and/or bullying are encouraged to report this to a staff member. "What Happened?" forms are a good starting point in an investigation of such behavior. False accusations will not be tolerated and will be subject to appropriate disciplinary and/or civil action.

### Public Displays of Affection

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

### Student Rights and Responsibilities

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

*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

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* outlined in Policy 3240P and Procedure 3241P. These are available for view on the district website. **Students are responsible to review and be familiar with these guidelines.**

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

**Detention**

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

**In-School Suspension**

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

**Out-of-School Suspension**

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

**Expulsion**

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

**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 (Aug - Oct)	Fall 2 (Oct - Dec)	Winter (Jan - Feb)	Spring (Mar - 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		
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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. Explanation of this process is available on the school website under the Athletics tab.

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 beginning the next day (Tuesday through Monday). 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. Failure to follow these guidelines may result in removal from office.**

**Purpose of Student Council:**

1. To teach and develop citizenship through democratic practices
2. To provide an opportunity for the active participation in the organization and management of school activities.

3. To further interest in all school activities.
4. To cooperate in promoting the general welfare of the school.

Representative's Responsibilities:

1. Represent their class at student council meetings
2. Report 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 Action Court Action
Electronic Devices	First Second Third	Device taken to the office. Parent pick up of device. Required check in/out.	Short Suspension
Defiance of Authority	First Repeated	Conference Parent Involvement	Short Suspension Expulsion
Disorderly Conduct / Disruptive Behavior	First Repeated	Informal Talk Parent Involvement	Short Suspension Expulsion
Bus Misconduct	First  Repeated	Conference  Suspension from Bus	Suspension from Bus Suspension from Bus
Forgery or Lying	First Repeated	Parent Involvement Short Suspension	Short Suspension Long Suspension
Theft	First Repeated	Parent Involvement Short Suspension	Short Suspension Expulsion
Tobacco	First Repeated	Parent Involvement/Tobacco Intervention Packet Short Suspension	Short Suspension Long Suspension
Vandalism	First Repeated	Conference Parent Involvement	Long Suspension Expulsion
Alcohol, Drugs, or Paraphernalia <i>(Possession, under the influence of, or distribution of)</i>	First	Short Suspension <small>*Referred to professional C.A.C or comparable program</small>	Expulsion

	Repeated	Long Suspension	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.

### PBIS BEHAVIOR MATRIX

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 will not 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>-in office, patiently wait for office personnel to help you</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</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</li> </ul>



	speaker when announcements are being made		your turn to get your food
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 will not offend any individual or group</li> <li>- 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, carefully open doors using hands</li> <li>-Keep moving</li> <li>-Headphones and/or ear buds away and 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>-Reach out to help those 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>
Area	Respect	Responsible	Resilient
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 will not 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</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 to prepare for learning</li> </ul>
Restroom	<ul style="list-style-type: none"> <li>-Leave the restroom clean (walls, floors, sinks, etc.)</li> <li>-Put trash in the garbage</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</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> </ul>

	<ul style="list-style-type: none"> <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 immediately</li> </ul>	<ul style="list-style-type: none"> <li>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>-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 your 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 given 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 expected to act with academic integrity. This means that you:

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

### What is cheating?

Cheating is defined as attempting to gain credit or improved 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.apptegy.us/o/district/browse/4811> (Policy 3210)

### SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or

- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

**Examples of Sexual Harassment:**

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

**You can report sexual harassment** to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's sexual harassment policy and procedure, contact the school or district office, or view it online here: <http://ridgefieldwa.apptegy.us/o/district/browse/4811> (Policy 3205)

**COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT**

If you believe that you or your child have experienced unlawful discrimination, discriminatory harassment, or sexual harassment at school, you have the right to file a complaint. Before filing a complaint, you can discuss your concerns with your principal or with the school district's Section 504 Coordinator, Title IX Officer, or Civil Rights Coordinator, who are listed above. This is often the fastest way to revolve your concerns.

**Complaint to the School District**

**Step 1. Write Our Your Complaint** In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

**Step 2. School District Investigates Your Complaint.** Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

**Step 3. School District Responds to Your Complaint** In its written response, the district will include a summary of the results of the investigation, a determination of whether or not the district failed to comply with civil rights laws, notification that you can appeal this determination, and any measures necessary to bring the district into compliance with civil rights laws. Corrective measures will be put into effect within 30 calendar days after this written response—unless you agree to a different time period.

**Appeal to the School District**

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

**Complaint to OSPI**

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

(1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: Email: [Equity@k12.wa.us](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)



**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:

Submitted By:

Will Be Presented By:

B. Approve Request to Move Program Contingency to the RHS and VRMS Re-Purpose Projects

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head:  Superintendent:



Recommendation to Approve Move of Program Contingency to the Ridgefield High School Addition and Renovation and VRMS Re-Purpose Projects

Rationale:

Through the course of the last 3 months, additional work tasks at both the Ridgefield High School Addition and Renovation and the VRMS Re-Purpose Project sites have been assigned. A shift of funds from the overall program contingency to these specific projects is necessary to cover these costs. Such a move of funds requires Board approval per the approved Project Management Plan.

Additional Information:

There is currently \$1,032,014 in overall program contingency.

RHS:

Project contingency funds were shifted to the construction line item in April 2019 and are now primarily depleted. There remain uncommitted funds in the professional services and furniture & equipment budgets within the project, but there continues to be draws against those budgets for later additions to the scope. While both of those budgets are expected to be enough for their needs, the full expense and availability at this juncture is yet to be determined. The recommendation is to shift \$700,000 from the program contingency to this project to cover added construction-specific costs related to:

- Food Lab and Child Development Relocation
- Administrative Remodel and Furnishings
- Tennis Courts
- Hillhurst Sign Replacement
- Added paving, curb, and sidewalk replacement
- Expansion of hardscape and irrigation

RACC (VRMS Re-Purpose):

The CAPS-based lobby kiosk and the Early Childhood program are both primarily funded outside of the bond. Costs related to some of the building infrastructure improvements are beyond those available funds and require support from the bond. Project contingencies are primarily depleted. The recommendation is to shift \$200,000 from the program contingency to this project to cover these added costs.

Fund Source:

Capital Bond Proceeds

Recommendation:

The Board of Directors approves the relocation of \$900,000 from the program contingency to the RHS Addition and Renovation Project and the VRMS Re-Purpose Project.

Board Meeting: June 25, 2019



**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:


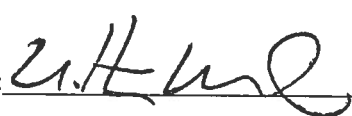
Submitted By:

Will Be Presented By:

C. Approve Increase to Emerick Construction Contract for Owner Added Scope of Work

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:  Superintendent: 



Recommendation to Approve Increase to Emerick Construction Company Contract for the Ridgefield High School Addition and Renovation and VRMS Re-Purpose Projects

Rationale:

Through the course of the last 3 months, changes to the scope of both the Ridgefield High School Addition and Renovation and the VRMS Re-Purpose Projects have occurred that have drawn fully from their respective contingencies 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. There are expected to be more through the next 2 months. Such draws must be reimbursed to the contract. An increase to the contract requires Board approval per the approved Project Management Plan.

Additional Information:

RHS: There RHS project contingency was authorized in April to be diverted fully to the construction contract. There is roughly \$1,170,000 in uncommitted funds for the Ridgefield High School Addition and Renovation Project (includes the requested transfer of program contingency). \$250,000 from the FF&E line item and \$700 from the requested shift to contingency are expected to cover the remaining construction costs.

RACC (VRMS Re-Purpose): The requested transfer of \$200,000 from the program contingency would be used to increase the Owner contingency within the Emerick Construction contract to fund the following:

- Expansion of irrigation systems
- Walter filtration
- Sanitary Sewer Tie-in
- Fire Wall Construction
- Door and gate hardware upgrades

Fund Source:

Capital Bond Proceeds

Recommendation:

The Board of Directors approves the increase of the Emerick Construction Company contract for the Ridgefield High School Addition and Renovation Project by \$950,000 in Owner Contingency and for the VRMS Re-Purpose Project by \$200,000 in Owner Contingency.

Board Meeting: June 25, 2019





**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:



Submitted By:

Will Be Presented By:

D. Approve Increase in District Facilities Use Fees

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head:  Superintendent: 



# RIDGEFIELD SCHOOL DISTRICT NO. 122

## Facility Rentals - Fee Schedule

### Section I: Hourly Rates and Information

Non Refundable Application Fee: \$15.48

No charges for school activities, including Ridgefield Community Ed, which are scheduled prior to outside requests and supercede community use. Includes parent/teacher organizations, parent booster groups, school related groups and also local government groups.

Classification/Description of User Group	RHS Main Gym The Nest	Gym <i>(RHS facility, The Den)</i>	Commons/ Multipurpose	Classroom	Prary/Media Center	Kitchen <i>(includes Commons)</i>	Performing Arts Center <i>RSD Manager/ Crew Required</i>	Black Box/Columbia Assembly Room <i>Sunset Ridge</i>	Grass Fields <i>(Soccer/Softball/ Baseball)</i>	RHS Fieldhouse	Tennis Courts <i>RHS</i>	RHS Stadium <i>(Event Manager Required)</i>
Group 1 RSD Activities Student Programs/Athletics												
Group 2 In-District Non Profit Groups <i>(Athletic Groups/Seniors 4-H)</i>	\$240/for 3 month session* or \$30.00/hr	\$120 for 3 month session* or \$15.00/hr	NO CHARGE	NO CHARGE	NO CHARGE	\$10.32/hr	\$41.28/hr	\$30.96/hr	\$80.00/for 3 month session* or \$10.00/hr	\$240/for 3 month session* or \$30.00/hr	\$80.00/for 3 month session* or \$10.00/hr	\$61.92/hr
Group 3 Non Profit Out of District	\$480/for 3 month session* or \$60.00/hr	\$240/for 3 month session* or \$30.00/hr	\$25.80/hr	\$10.32/hr	\$15.48/hr	\$20.64/hr	\$61.92/hr	\$51.60/hr	\$120.00/for 3 month session* or \$15.00/hr	\$480.00/for 3 month session* or \$60.00/hr	\$120.00/for 3 month session* or \$15.00/hr	\$87.72/hr
Group 4 Community and/or Profit Making	\$103.20/hr	\$51.60/hr	\$51.60/hr	\$25.80/hr	\$36.12/hr	\$46.44/hr	\$180.60/hr	\$154.80/hr	\$51.60/hr	\$103.20/hr	\$51.60/hr	\$206.40/hr

### Information and Requirements

\*3 month session is up to a maximum of 2 times per week for 2 hours

1. Regular rates apply for use of facilities M-F 5:00-10:00pm. Custodian on site for regular duties only, M-F 5:00-10:00pm
2. Additional charges apply, including overtime for required staff, for use of facilities beyond hours listed in #1. Rates identified in Section II
3. Additional charges apply, including overtime for required staff, for use of facilities that require extra staff or resources.
4. For Youth Sports: Statement of Compliance for HB 1824 (concussion training).
5. Proof of insurance is required and payment received prior to accessing facility or field.
6. Adult supervision and signed contract required at all times when on site.
7. Adherence to all Rules and Regulations for Use of Ridgefield School District Facilities.

### Section II: Personnel Rates

Kitchen Monitor:	\$25.80 (2 hr minimum)
Facilities Monitor:	\$25.00 (2 hr minimum)
Auditorium Manager:	\$40.25 (2 hr minimum)
Stadium Manager:	\$25.00 (2 hr minimum)

### Section III: Custodial Rates

Auditorium Clean Up	\$88.00	Gym Clean Up	\$88.00
Stadium Clean Up	\$88.00	Multi-Area Event	\$264.00

### Section IV: Equipment Rates

Piano	\$10.32	Tables/Chairs*		Stadium Lights**	\$61.92/night
TV/VCR	\$10.32	Projector		Soccer Lights**	\$61.92/night
PA/Microphone	\$10.32				

RATES WILL BE INCREASED ANNUALLY BASED ON SEATTLE CPI

Ref: Board Policy 4260

Approved: 06.25.2019



**Board Agenda Item**

Agenda Item Number:  Meeting Date:

Item:

Submitted By:

Will Be Presented By:

E. Approve Breakfast and Lunch Price Increase for the 2019-2020 School Year

Recommended Action:

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:

F. Hear First Reading of Revision of Board Policy File No. 4260 Use of Facilities

Recommended Action:

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:

G. Approve Student Handbook for Sunset Ridge Intermediate School for 2019-2020 School Year

Recommended Action:

Approve XXX	Disapprove	Table	No Action Required
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Department Head:  Superintendent:



**SUPERINTENDENT**  
DR NATHAN MCCANN

**BOARD OF DIRECTORS**  
DISTRICT 1 EMILY ENQUIST  
DISTRICT 2 JOSEPH VANCE  
DISTRICT 3 BRETT JONES  
DISTRICT 4 BECKY GREENWALD  
DISTRICT 5 SCOTT GULLICKSON

## 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 2019-20

**DATE:** June 24, 2019

**TYPE:** Action

**Background:** **Sunset Ridge Intermediate** School's student handbook has been updated for the 2019-2020 school year. Important modifications include:

- Year-specific information was updated to reflect plans/schedules for next year.
- Many minor revisions to wording were suggested by staff and made by administration.
- The dress code was modified to improve consistency.

**Recommendation:**

It is my recommendation that the 2019-20 SRIS Student Handbook be approved for use in the Ridgefield School District.

**SUNSET RIDGE INTERMEDIATE**

**PARENT + STUDENT HANDBOOK**

**2019/2020**

# **COYOTES**

Respectful, Responsible, Resilient

*Unlimited Possibilities for Every Student*



3215 S Hillhurst Rd Ridgefield, WA 98642

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

# TABLE OF CONTENTS

Welcome	1
Coyote Behavior	2
Valuing Diversity	7
Sexual Harassment	8
Complaint Options	9
Bully Prevention	11
Emergency Protocols	11
Inclement Weather	14
Health & Attendance	15
Daily Schedule, Dress Code, Cell Phones & Personal Electronic Devices	16
Transportation	17
Food Service	18
The Ridge Parent Organization	19
Visit & Volunteer	20



# 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 Parent Group, 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.*

WELCOME

1

# 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 judgment 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.

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>

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/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, 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.

### **Outdoor School:**

Outdoor school is located at, the Cispus Learning Center, a 68-acre campus, located in the Gifford Pinchot National Forest that provides a unique northwest outdoor learning environment for students. The purpose of Outdoor School 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 Outdoor School will be October 6-10th 2019.

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 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 or late to school, you need to either call the attendance office (360)619-1402 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
7:35 AM	*8:35 AM	Teachers arrive at school
8:00 AM	*9:00 AM	Warning bell
8:05 AM	*9:05 AM	Class begins
10:30-11:00 & 11:00-11:30		5/6 Student lunches/Recesses
2:35 PM		Students dismissed
3:05 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.
- No hats or visors indoors (unless medically necessary)
- No sunglasses indoors (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.

If your student needs to leave early due to appointments, we will pull them from class when you arrive to pick them up. Please allow for extra time as your student may be switching classes, at lunch or outside. **We will need to check your photo ID so please have it with you.**

## BUS TRANSPORTATION

The Ridgefield School District belongs to the KWRL Transportation Cooperative. 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 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.

\*Please pick your student up no later than 3:00 p.m., when our office closes.

**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 cafeteria before school begins, or parents can pay on-line through the Ridgefield School District website using the Skyward Family Access link. Individual user names 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 cafeteria 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.

**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 7:35- 8:00 a.m. (8:35-9:00 a.m. on Wednesdays) and 2:35-3:05 p.m. 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 on campus, 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, visit our Sunset Ridge website or stop by our office for an application for a background check. This application 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 2019/2020.***

**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 a.m. and must be picked up by 3:00 p.m.

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

\_\_\_\_\_ If my student is absent, I will call the school before 7:40 a.m.

# Thank You!

**Sunset Ridge Intermediate School**

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