Board Policy 3245

**Students and Telecommunication Devices**

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

A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student’s lunch break, unless an emergency situation exists that involves imminent physical danger. Exceptions may be granted if a school administrator or staff member expressly authorizes such devices;

B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;

C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;

D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student’s parent or legal guardian;

E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;

F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;

G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and

H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.
HIGH SCHOOL GRADUATION REQUIREMENTS
There are four requirements that must be met to graduate from Ridgefield Public Schools

1. Credit Requirements: Twenty-three to 24 credits are required for graduation from Ridgefield Public Schools. Each semester course is worth .5 credits. Students take six classes for a total of 3 credits each semester. Students may be required to take additional classes based on their state exam score. See curriculum guide for specific credit requirements.

2. High School and Beyond Plan is a non-credit graduation requirement with a variety of elements that must be completed and passed. This includes community service, documentation, and presentation.

3. Successful completion of the current State requirements in the areas of ELA, math and science.

NOTE: This student handbook is not an exhaustive list of all expectations and policies, but is a guideline.
Step 2. School District Investigates Your Complaint - Once the district receives your written complaint, the coordinator will give you a copy of the complaint procedure and make sure a prompt and thorough investigation takes place. The superintendent or designee will respond to you in writing within 30 calendar days—unless you agree on a different time period. If your complaint involves exceptional circumstances that demand a lengthier investigation, the district will notify you in writing to explain why staff need a time extension and the new date for their written response.

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

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

Complaint to OSPI
If you do not agree with the school district’s appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district’s complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal. You can send your written complaint to the Equity and Civil Rights Office at OSPI: Email: Equity@k12.wa.us | Fax: 360-664-2967 Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200 For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI’s Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us. Other Discrimination Complaint Options Office for Civil Rights, U.S. Department of Education 206-607-1600 | TDD: 1-800-877-8339 | OCR.Seattle@ed.gov | www.ed.gov/ocr Washington State Human Rights Commission 1-800-233-3247 | TTY: 1-800-300-7525 | www.hum.wa.gov

FEES AND FINES POLICY
All library materials, textbooks and other items on loan to students (athletic uniforms, Chromebooks, etc.) must be returned by the set due date. Failure to turn in loaned-out materials will result in a fine. Fines for individuals who return materials after six months from the date the fee is assessed in Skyward will remain permanent. This procedure will allow fees to be waived for returned materials if the materials are returned within 6 months from the date at which the fees are applied in Skyward. If materials are returned after 6 months, the fee will not be waived under any circumstances.
CLASS SCHEDULES & DROP/ADD POLICY

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

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

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

No credit/grade consequence will occur

Credit and Grading Consequences
Changes made after the first five days of class will result in credit/grade implications. Students will receive an “F” grade posted to transcript for courses dropped unless for the reasons listed below. Changes made after the first five days of class will only be granted due to extenuating reasons, require administrative approval, and will have credit/grade consequences.

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

HONOR ROLL REQUIREMENTS

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

NOTICE OF NONDISCRIMINATION

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, Mr. Chris Griffith. 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.appetegy.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 your school or district office or view it online here: http://ridgefieldwa.appetegy.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 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.
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**BELL SCHEDULE**

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

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**EARLY RELEASE SCHEDULE**

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**LAST DAY SCHEDULE**

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<tr>
<td>Finals</td>
<td>9:25 – 10:45</td>
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**GRADING SCHEDULE FOR 2020-2021**

- **FIRST SEMESTER**: September 1, 2020 – January 28, 2021
- **SECOND SEMESTER**: February 1, 2021 – June 18, 2021

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

**STUDENT LEADERSHIP**

**Associated Student Body**

- Shelby Fisher—President
- Emilia Stepaniuk—Vice President
- Makenna Braunaugh—Secretary
- Luke Price—Treasurer
- Kohana Fukuchi—Spirit Commissioner
- Angelina Maul—Communication Director
- TBD—Technology Commissioner

**Sophomore Class Council**

- Grace Gama—Class Council
- Julieta Larios—Class Council
- Kaydree Sosky—Class Council
- Natalie Andrew—Class Council
- Ali Lindsay—Class Council

**Freshmen Class Council**

- Elle Michaud—Class Council
- Jacob Bell—Class Council
- Layla Melville—Class Council
- Cash Hill—Class Council
- Elizabeth Peery—Class Council

**Junior Class Council**

- Paytn Barnette—Class Council
- Abby Thulin—Class Council

**Senior Class Council**

- Gabe Berkey—Class Speaker
- Aidan Hundt—Class Council
- Presley McCaskill—Class Council
- Jaynie Murray—Class Council
- Alicia Andrew—Class Council

**Junior Class Council con’t**

- Andrew Harteloo—Class Council
- Morgan Harter—Class Council
- Justin Wilkins—Class Council

**TWO HOUR LATE START**

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*Zero period is only scheduled for those students taking a class before the regular period one start to the school day.*

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**LUNCH**

- Period 1: 11:20
- Period 3: 1:15
- Period 5: 12:30
- Period 6: 2:45

**GRAD’TN 7:00 PM**

**TWO HOUR LATE START**

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*Zero period is only scheduled for those students taking a class before the regular period one start to the school day.*
Required Paperwork for Athletics and Activities

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

WIAA A current physical, completed by your doctor, is required. Physicals are valid for two years.

Code of Conduct.

Medical Emergency Authorization Form

Fees – See list of fees on subsequent pages.

Proof of Insurance  Safety Guidelines  Concussion Information Sheet

Running Start  Home School  Alternative Ed.

Concussion/Cardiac Arrest Information Sheet

Athletic Turnout Dates:

Fall: Football August 19, 2020/ All others August 24, 2020

Winter: Bowling Nov. 2, Gymnastics Nov. 9, Basketball & Wrestling Nov. 16

Spring: March 1, 2021

Grades/Eligibility

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

Running start course equivalent:

2 – 5 credit Quarter courses = 2 HS credits
2 – 3 credit Semester courses = 2 HS credits

Spring grades count towards eligibility for the following fall at the high school.
Ridgefield Athletics/Activities/Clubs Policy

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

<table>
<thead>
<tr>
<th></th>
<th>Athletics</th>
<th>Activities</th>
<th>Clubs</th>
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<tbody>
<tr>
<td>Purchase ASB Card</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
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<tr>
<td>User Fee (District)</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Eligible for Letter</td>
<td>Yes</td>
<td>Yes</td>
<td>No</td>
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<tr>
<td>Sign Code of Conduct</td>
<td>Yes</td>
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Events that Qualify

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<th>Athletics*</th>
<th>Activities*</th>
<th>Clubs</th>
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<tr>
<td>Students participating in after school activities must be in school all day of the activity and in all classes to be able to participate in the activity. (Dr. dentist, court—with notes from provider—or religious observance [parental note] or school activity are all allowable absences to still participate in after-school activity.) The Athletic Code of Conduct has further information on athletics. Costs: ASB Card $35* User Fee (District) $75*</td>
<td>Football</td>
<td>Cheerleading</td>
<td>For clubs to be eligible for additional ASB funds, all members must have an ASB card.</td>
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<tr>
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<td>Football</td>
<td>Cheerleading</td>
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<td>Cross Country</td>
<td>Knowledge Bowl</td>
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<td>Speech &amp; Debate</td>
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<td>Robotics</td>
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Paying the User Fee—District will incur the cost of travel and officials (when applicable).

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

This policy defines athletic and activity parameters.

*Discounted fees available for qualifying students.
FEES

A.S.B. Card ......................................................... 35.00
  • Free admission into all home athletic events (league); discounted admission into all away athletic events (league); $5.00 discount on yearbook; $3.00 discount into plays/musicals and dances

Yearbook: .......................................................... $60.00--$65.00
  Sept. 1-Dec. 31--$60;
  Jan. 1--Feb. 28--$65—yearbook orders are placed on March 1—there is no guarantee that yearbooks will be available for purchase after the order has been placed—after March 1--$65 (if available)

Horn rental ............................................................. $50.00

Athletic User Fee Per Sport ...................................... $75.00

Activities User Fee* (Refer to page 7) Per Activity ........ $50.00

National Honor Society ......................................... $10.00

Education

Advanced Placement (coincide w/College Board cost). .... $94.00

All Cooking Classes ............................................... $25.00

All Art Classes ........................................................ $20.00

Graphic Design/Digital Photography .......................... $20.00

Metals and Wood Tech ........................................... $30.00

*Discounted fees available for qualifying students

INCLEMENT WEATHER CLOSURE/LIMITED OPERATIONS

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

Up to the minute information is posted on-line at www.FlashAlert.Net.

STUDENT LEARNING EXPECTATIONS

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

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

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

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

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

- Expect the maintenance of high educational standards in the district.
- Physical safety and protection of personal property.
- Safe buildings and sanitary facilities.
- Consult with teachers, counselors and administrators and other school personnel.
- Free election of their peers in student government and to seek and hold office subject to the provisions of A.S.B. constitutions.
- Be instructed on rules and regulations as related to the rights and corresponding responsibilities.
- Be involved in school activities provided they meet the reasonable qualifications of the sponsoring organizations.
- Expression and assembly consistent with the maintenance of an orderly and efficient educational process and the limitations imposed by law governing obscenity, libel, slander, etc.
- Freedom of speech and press, peaceably assemble, petition the government and its representatives for a redress of grievances, the free exercise of religion, and have their schools free from sectarian control or influence, subject to reasonable limitations upon the time, place, and manner of exercising such rights.
- Expect fair and just treatment from school authorities and freedom from maltreatment and physical abuse.
• Be secure in their persons, papers and effects against unreasonable searches and seizures.
• A relevant education consistent with the stated district goals.
• Know the requirements of the course of study and to know on what basis grades will be determined.
• Be free from unlawful interference in their pursuit of an education while in the custody of the school.
• Citizenship as delineated in the United States Constitution and its amendments.
• Not be deprived of the right to an equal educational opportunity in whole or in part by the school district without due process of law.

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

GENERAL RULES AND REGULATIONS

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

1.5 ALL RULES APPLY TO STUDENTS:

1.5 On the school grounds or within reasonable proximity to school grounds during and immediately before or immediately after school hours.

1.2 On the school grounds at any other time when the school is being used by a school group.

1.3 Off the school grounds, on school buses, at a school activity, function, or event.

1.4 Off the school grounds when the prohibited behavior is a consequence of or directly related to causes or events which occurred or originated on school grounds.

1.5 Whenever the misconduct has a real and substantial relationship to the lawful maintenance and operation of the school district, including the health and safety of the students and employees, and what is conducive to the process of learning.
2.20 RIDING SCHOOL BUSES - Students shall observe all appropriate school rules while riding buses. These rules will be distributed each fall to those students who are bus riders, and copies of the rules are also available in each school office.

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

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

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

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

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

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

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

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

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

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

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

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

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

Consequences:
   a. School discipline
   b. Denial of bus privileges
RIDGEFIELD HIGH SCHOOL ACADEMIC INTEGRITY POLICY

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

DEFINITION
Having academic integrity means valuing and demonstrating positive regard for:

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

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

- Take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own.
- Represent your own work honestly and accurately.
- Collaborate with other students only as specifically directed and authorized.
- Report breeches of academic integrity to a teacher, counselor, or administrator.

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

Some examples of what cheating looks like:
Presenting information collected, organized, or envisioned by someone else as your own (with or without the author’s permission) or allowing someone else to present your work as his or her own. Taking shortcuts (such as unauthorized use of study aids) to bypass steps of an assignment. Using forbidden material to “help” during an exam, such as cheat sheets, calculators, or phones. Asking about or sharing questions and/or answers to quizzes and exams. Submitting the same work for more than one assignment without teacher(s) permission. Altering corrections or scores with the intent of changing your grade. Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you’ve turned in an assignment when you did not, or that you’ve worked hours longer than you actually did to complete an assignment. Fabricating information to try to earn more time, more credit, or grading leniency on an assignment, project, or exam. Missing class in order to avoid turning in an assignment or taking a test.

TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSIBILITIES

Students’ Responsibilities
- Read and know the school’s Academic Integrity Policy.
- In addition to observing the RHS Academic Integrity Policy, observe all course-specific rules and consequences established by your teachers.
- Report to the teacher if cheating is taking place and how it is being done.
- Do not copy homework or let someone else copy your homework.
- Do not use study aids (such as SparkNotes) as an alternative to completing an assignment.
- Only work with others when the teacher has specifically given permission.
• Seek only appropriate help from parents, tutors, or other students; check with the teacher prior to receiving the help to know what help and assistance is appropriate.
• If collaboration has not been specified as permissible, the assignment must be your individual honest effort.
• Take responsibility for doing your fair share on a collaborative assignment.
• On papers, do not summarize, paraphrase or quote without proper documentation.
• During tests and quizzes, keep your paper covered and your eyes on your own paper.
• When in doubt, clarify with the teacher what aids may be used.
• Do not talk during a test except to teacher.
• Do not discuss any aspect of the test until the teacher has returned it or given permission to discuss it.

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

Parent Responsibilities
• Read and know the school’s Academic Integrity Policy.
• Help the student understand you value academic integrity and expect the student to comply with the school’s Academic Integrity Policy.
• Support the imposition of consequences if the Academic Integrity Policy is violated.
• Require students to do their own work.
• When helping students with assignments, ensure that their work remains their own.

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

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

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

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

-14-
DANCES – All guests must be enrolled and actively attending a high school. All guests must bring photo identification to the dance or they will not be admitted. An RHS student must accompany each guest and only one guest is allowed for the RHS student. In order for a student to be allowed into a dance, the visitor authorization form (even if the guest is 18) must be filled out completely prior to the dance, tickets will not be refunded.

Dancing must adhere to the RHS dance policy. An acceptable degree of closeness is accepted and if it exceeds that degree removal from the dance as well as disciplinary action may occur. Disciplinary action for any removal from a school dance will also include suspension from all future dances.

FOR HOMECOMING, TOLO & PROM - Guests may be graduated from high school, but they must be below the age of 21, a visitor authorization form will still be required. All other rules will apply as stated above. Guests in grades lower than 9th or under the age of 14 (unless enrolled in high school). Students are allowed only one guest, and that guest must be the date of the RHS student.

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

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

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

CELL PHONE POLICY—Teachers have varying reasons to allow or not allow the use of cell phones during class time. Teachers have the latitude to set their own classroom policy for cell phone use. Many teachers follow the policy outlined below.

First offense: Cell phone is taken from student and brought to the office. Student is able to retrieve the cell phone at the end of the day by coming to the office, calling his/her parent, gaining parental permission over the phone to return the phone and signing for the phone.

Second offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian at the parent/guardian’s convenience.

Third offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian only after a parent/student/administrator conference.

Fourth offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian at the parent/guardian’s convenience. Student is administered a one-day out of school suspension.

Subsequent offense: More serious disciplinary consequences will be administered.

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

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

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

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

5. Extortion – obtaining money or property by violence or threat of violence or forcing someone to do something against one’s will.

6. Harassment (sexual, bullying, intimidation, electronic) - Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened. This also includes racial comments, slurs, statements (written or verbal)
Additionally Ridgefield High School adheres to Washington State Harassment, Intimidation, and Bullying Bill defined by:

RCW 28A.300.285 defines harassment, intimidation and bullying as any intentionally written message or image—including those that are electronically transmitted—verbal, or physical act, including but not limited to one shown to be motivated by race, color, religion, ancestry, national origin, gender, sexual orientation, including gender expression or identity, mental or physical disability or other distinguishing characteristics, when an act:

- Physically harms a student or damages the student’s property.
- Has the effect of substantially interfering with a student’s education.
- Has the effect of substantially disrupting the orderly operation of the school.

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

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

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

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

   a. Social or secret clubs and/or gangs are prohibited in the Ridgefield Schools. In keeping with this policy, students shall not be permitted to wear clothing, insignia or markings that identify them as members of such organizations.
   b. Students are not permitted to wear clothes, hats, pins, buttons, patches, other insignia, or any other article of clothing that is profane, lewd, or would cause disruption, or interference with school operation.
   c. Students are not allowed to wear clothes, hats, pins, patches, buttons or any other article of clothing that advertises alcohol, tobacco products, marijuana, illegal drugs, and/or illegal activities

10. Disruptive Behavior – Students should not engage in willful disobedience or disruptive conduct which materially or substantially interferes with the educational process. This includes causing an incident which affects the school attendance of other

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

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

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

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

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

The following list is not exhaustive.

Examples of inappropriate clothing are:

- halter tops; bare-backed tops; tube tops; “spaghetti strap” shirts; half shirts; pants worn below the hips; tank top style undershirts; clothing depicting alcohol, drugs or tobacco products or weapons; clothing with obscene gestures and/or suggestive markings or phrases; clothing with adult or adult oriented content; clothing that may be a depiction of gang affiliation
- Midriffs must be covered.
- Undergarments must not be visible.
- The length of skirts and shorts, are to be longer than an arm’s length on the leg, and not above.
- Pants with holes in them must also be lower than arms’ length.
- Shoes are to be worn at all times

Pajamas, exercise clothing, yoga pants, running shorts, etc. are not appropriate clothing for an educational setting.
EVENTS AND ACTIVITIES – During events students are to stay at the building, athletic fields, or grounds during dances, games, or any school activity. If a student does leave the event/activity re-admission may be denied. Furthermore, violating school policy after school during such events may affect the students regular day.

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

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

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

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

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

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

a. Students shall not be permitted to bring motor vehicles to school without the permission of the administration
b. All students parking their vehicles on school property must register their vehicle with the school office.

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

-24-

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

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

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

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

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

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

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

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

15. Use/Posession/Sale/Deliver Alcohol

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

17. Sale/Deliver Drugs

18. Possession Drug Paraphernalia

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

If the school official in charge cannot contact the parents or legal guardian, said official will take whatever action is deemed necessary in the interest and welfare of the pupil, e.g., calling the physician listed by the parents or calling 911. If law enforcement officers are notified, then an attempt will be made to notify the parents or legal guardian so that they might be present at the law enforcement interview or might give their permission for an interview without their presence. -17-
If the school official suspects the use, sale, or have hard evidence to support that suspicion, the school official may contact the parents of the pupil relative to that suspicion. Law enforcement officers may be notified.

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

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

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

20. Verbal Abuse

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

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

23. Criminal Act – As defined by the law.

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

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

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

27. Intimidation/Threats to Staff – No student will be allowed to intimidate or threaten staff members in any fashion. This includes use of social media to disparage in any way any member of the RSD staff.

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

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

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

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

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

SEXUAL MISCONDUCT - Any exploitive act with or to another student including, but not limited to the following:
- Handling or touching the clothing of others to cause an exposure;
- Sexual intercourse as defined in RCW 9A.44.010;
- Indecent exposure as defined in RCW 9A.88.010;
- Sexual contact, i.e., intentional touching of the sexual or other intimate parts of a student;

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

a. Students who edit, publish, or distribute hand-written printed or duplicated matter among their fellow students within the schools must assume responsibility for the content of such publication.

b. Libel, obscenity, lewdness, vulgarity, profanity and personal attacks are prohibited in all publications.

c. All publications intended to be distributed on school property must be submitted first to the building principal for approval and regulation regarding time, place and manner.

d. Commercial solicitation will not be allowed on school property at any time unless authorized by the building principal.

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

CAMPUS DELIVERIES
No deliveries to students are allowed to the RHS campus, including grub-hub, Uber-eats, floral deliveries etc.
Leaving at Lunch
Ridgefield High School is a closed campus. Students are to stay on campus during lunch. Leaving at lunch will be considered a defiance of school authority or truancy.

Absences and Athletics/Activities
As stated in the code of conduct, all athletes/activity participants must be present to ALL of their classes. The only absences that will be excused are medical appointments, court appointments, religious observances, or administrative release; documentation is required for participation in after school athletics/activities for these absences. All other absences to any class will result ineligibility for that day.

Examples of Various Absences

<table>
<thead>
<tr>
<th>Excused</th>
<th>Pre-Arranged Absence*</th>
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<tbody>
<tr>
<td>Illness</td>
<td>School Activity</td>
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<tr>
<td>Health condition</td>
<td>Driver’s Education</td>
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<tr>
<td>Medical/Dental appointment</td>
<td>Any Appointment not listed under “Excused”</td>
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<tr>
<td>Family emergency</td>
<td>Family Activity</td>
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<tr>
<td>Bereavement</td>
<td>Church Activity</td>
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<tr>
<td>Religious observance</td>
<td>Family Trips</td>
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<td>Disciplinary actions</td>
<td>College Visits</td>
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<td>that remove students</td>
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<td>from the school</td>
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<td>setting</td>
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<td>School Related Activities (note not required)</td>
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<td>Court Appointments</td>
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<td>All of the absences</td>
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<td>allowed by</td>
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<td>OSPI during COVID-19</td>
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<td>virtual instruction</td>
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</table>

*Pre-arranged absences should be submitted as early as possible and no later than two weeks prior to the absence whenever possible. Students will not be excused from specific classes if the teacher does not recommend the absence. Work provided for students on the pre-arranged absence form is expected to be completed during the absence and turned in to the teacher upon return to school.

Unexcused

- Oversleeping
- Excessive (3 or more) missing the bus, your ride, or car trouble
- Hair, nail or tanning appointments, coffee stops, etc.
- Leaving and/or remaining out of class or an activity without teacher permission
- Leaving school without checking out in the office
- Using a hall pass and not returning promptly
- Failure to attend scheduled assemblies or lunch during the school day

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

Homework for Absent Students
An absent student’s homework will be provided upon request, but will not be available until 24 hours after the request. Staff is not able to provide student work at a moment’s notice. Students with excused absences have the right to the number of days absent to complete missed assignments, unless provided on pre-arranged absence forms (due upon return), as long as it does not give them more days than attending students. Students who have acquired unexcused absences may not have the opportunity to make up the assignment.

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

School Procedures

ATTENDANCE- Students shall be punctual and regular in attendance and are expected to be in class on time. If a student will be absent, he/she should return to school with a note submitted to the attendance secretary. Parents may also log-on to their Skyward account and utilize the absence section found in the website or phone the school. Within three days of an absence, students must clear their absence in the office with a note from the parent/guardian or confirming the online request, or a phone call to 360-619-1328. Failure to clear the absence within three days from the date of absence may result in appropriate discipline and the absence will be marked unexcused.

Excused Absence Procedure
a. Have your parents write a note, call, or clear on Skyward within 72 hours (3 days).
   b. Students should verify parent/guardian online requests to verify the absence is excused in the office.
   c. If a student has been absent for three days due to illness, the school office may ask for a physician’s note to verify the illness.
   d. Once the absence is excused remember to gather the assignments that you missed during the absence.
   e. Due to inability to authentic, text messages are not allowed to excuse absences.

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

Pre-Arranged Absence
If an absence is expected, a pre-arranged absence form is required. These forms can be obtained in the office and must be signed by all of the student’s teachers. Forms should be filled out as soon as possible and no later than two weeks ahead of time. Teachers will be able to provide a recommendation as to whether or not the absence should occur. Work provided on the pre-arranged form is due on the return date to school.

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

### Guidelines for applying school sanctions

**OFFENSE**

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

<table>
<thead>
<tr>
<th>OFFENSE</th>
<th>Counseling</th>
<th>Conference (Teacher/Parent)</th>
<th>Conference (Principal/Parent)</th>
<th>Detention/School Service</th>
<th>Discipline/Loss of Activities</th>
<th>Suspension (1-10 Days)</th>
<th>Suspension (11-20 Days)</th>
<th>Suspension (21+ Days)</th>
<th>Expulsion (up to one calendar yr)</th>
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<td>1. Arson</td>
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<td>3A. Knife/dangerous items or incident</td>
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<td>3B. Other weapons incident as defined by RCW 9.41.250 and 9.41.280</td>
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<td>4A. Handgun Incident</td>
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<td>4B. Rifle Incident</td>
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<td>6A. Harassment/Racism/Prejudice</td>
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<td>6B. Sexual Harassment of Student</td>
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<td>6C. Bullying/Intimidation of Student</td>
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<td>6D. Aggravating Factor: Misuse of computer</td>
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<td>8. Academic Dishonesty/Forgery</td>
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<td>9. Disruptive Dress</td>
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<td>10. Tardiness</td>
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<td>10A. Aggravating Factor: Gang/Gang-related activity</td>
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<td>11. Defiance of School Authority (includes failure to properly identify oneself)</td>
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<td>11A. Internet Abuse</td>
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<td>11B. Off-campus violation</td>
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<td>12. Immoral Conduct</td>
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<td>13. Fighting/ including fight promotion, aiding, recording, spectating</td>
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<td>*14. Use/Possession of drugs and/or alcohol</td>
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<td>*15. Possession/Use/Sale/Delivery of Controlled Substance other than alcohol (includes prescription and over-the-counter medication)</td>
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<td>*16. Sale/Delivery of Drugs or Alcohol</td>
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<td>*17. Possession of Drug Paraphernalia</td>
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<td>18. Use/Possession of Tobacco, nicotine, e-cigarettes (including partials), and look-alikes</td>
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<td>19. Vulgarity/Profanity</td>
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<td>20. Verbal Abuse</td>
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<td>21. Vandalism to School Property or of other’s property</td>
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<td>22. Truancy/Unexcused absences</td>
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<td>23. Criminal Acts as defined by law</td>
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<td>24. Interference by force or violence with any staff member, student, or any other person</td>
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<td>25. Violation of driving/parking regulations</td>
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<td>26. Aggravating Factor: Repeated violations</td>
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<td>27. Intimidation/Threats</td>
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