

Ridgefield High School Student Handbook



A History of Excellence,



With Education for the Future!

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

2011-2012

RIDGEFIELD HIGH SCHOOL STAFF

Tony VanderMaas, Principal	Nathan Plummer, Assistant Principal	Paul Hulbert, Alt. Ed. Director
Debbie Bentler, Athletic Director	Bob Ford, Soc. Studies	Kaleb McKern, Math
Kim Allais, PE/Leadership	Gregg Ford, Soc. Studies	Bob Meek, Choir, Theatre
George Black, Soc. Studies	Stephanie Foster, Family & Life	Art Osmundson, PE/Health
Kara Breuer, Science	Nancy Golden, Spec. Ed	Nick Veys, Math
Jeff Brink, Science	Shannon Hemerich, Science	Mindy Patee, English
Connie Bushnell, English	Steve Hotka, Soc. Studies	Rebecca Carlisle, Art
Jane Call, Science	Jill Houck, English	Steve Rinard, Math
Craig Curry, English	Jared Hundley, Voc. Arts	Phillip Scamahorn, Band
Gary Deitderich, Voc Ed	Craig Johnson, Voc Ed	Karen Stolberg, NovaNet
David Dennett, Spanish	Michael Keith, Media	David Wear, Math
Cathy Falk, English	Chris Langlitz, Spec. Ed.	Julie Robinson, Spanish
<i>Monica DeShazer, Counselor</i>	<i>Ray Lions, Counselor</i>	

Support Staff:

Dani Crocker, Registrar/Secretary	Laurie Schmitz, Nurse
Martha Hancock, Media/Career Center	Angela Williams, Secretary
Jacki Logue, ASB/Athletic Secretary	Connie Vowels, Food Service
Lenee McDaniel, NovaNet	

HIGH SCHOOL GRADUATION REQUIREMENTS

There are four requirements that must be met to graduate from Ridgefield Public Schools.

1. Credit Requirements: A minimum of 23 credits is 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 High School Proficiency Exam (HSPE) score. See curriculum guide for specific credit requirements.
2. Culminated Project – Culminating Project is a graduation requirement with a variety of elements that must be completed and passed according to the Culminating Project guidelines.
3. High School and Beyond Plan – the Four Year Plan is required for graduation. It is developed with freshmen and revisited each year. Counselors provide activities and technical assistance to students, parents, teachers and administrators in this process.
4. Successful completion of the High School Proficiency Exam (HSPE)/State requirements in the areas of reading, writing and math.

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. Parent/guardian permission is required for all student initiated schedule changes.

Schedule changes requested prior to the first day of school will be accommodated to our fullest extent. Changes within the first five days of class may be made without credit/grade consequences for specified reasons. 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

Prior to the beginning of the class

1. Schedule a meeting with your counselor.
2. Parent/guardian permission is required.
3. All changes will be granted within the constraints of the master schedule.

During the first five days of class

1. Schedule a meeting with your counselor.
2. Parent/guardian permission is required.
3. Counselors may make changes for one of the following reasons ONLY:
 - The student needs to take a required course.
 - The student was placed in an inappropriate class/skill level.
 - The student lacked the required prerequisite.
 - The student had previously received credit in that course.
 - The student previously failed the class with the same teacher.
 - The student's schedule had an obvious programming error.
4. No credit/grade consequence will occur.

Credit and Grading Consequences

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

administrator may allow for the student to earn partial credit in their new class.

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

BELL SCHEDULE

DAILY SCHEDULE (M,T,Th,F)

1 st Period	8:00 – 9:00
2 nd Period	9:05 - 10:05
3 rd period	10:10 - 11:10
Lunch	11:10 - 11:45
4 th Period	11:45 - 12:40
5 th Period	12:45 - 1:40
6 th Period	1:45 - 2:45

WEDNESDAY – Advisory

1 st Period	9:00 – 9:40
2 nd Period	9:45 – 10:25
3 rd Period	10:30 – 11:10
Lunch	11:10 – 11:45
4 th Period	11:45 – 12:30
Advisory	12:35 – 1:10
5 th Period	1:15 – 2:00
6 th Period	2:05 - 2:45

GRADING SCHEDULE FOR 2010-2011

FIRST	Progress Report	October 12, 2011
SECOND	Progress Report	November 30, 2011
THIRD	End of 1 st Semester	January 27, 2012
FOURTH	Progress Report	March 7, 2012
FIFTH	Progress Report	April 25, 2012
SIXTH	End of 2 nd Semester	June 14, 2012

STUDENT LEADERSHIP

Associated Student Body

- Tyler Bieber, President
- Marques Segundo, VP
- Natalie Knottnerus, Secretary
- Arianne Swapp, Treasure
- Marisa Casas, Activities Director
- Katherine Vance, Historian

Senior Class Officers – 2012

- Ryan Washburn...Class Speaker
- Christa Zuniga
- Katelyn Preuss
- Emily Burton
- Sam Landerholm

Sophomore Class Officers – 2014

- Kyle Morris...Class Speaker
- Jenna Rogers
- Elizabeth Smith
- Jared Williams
- Kendal Hanson

Junior Class Officers – 2013

- Megan Holeman...Class Speaker
- Claire James
- Peter Rylander
- Maddy Holbrook
- Elizabeth Vance

Freshman Class Officers – 2015

- Taylor Holeman...Class Speaker
- Bill Martin
- Cody Duncan
- Jonah Roberts
- Riley Knottnerus

Ridgefield High School Athletics		
FALL	WINTER	SPRING
Girls' Soccer	Boys' Basketball	Boys' Baseball
Cross Country	Girls' Basketball	Girls' Fast Pitch Softball
Football	Wrestling	Girls' Golf
Volleyball		Boys' Soccer
Boys' Golf		Girls' Tennis
		Track and Field

Ridgefield High School Activities and Clubs		
Choir	Knowledge Bowl	FBLA
Cheerleading	Equestrian Team	National Honor Society
Drama	Band	FFA
Speech and Debate	Mock Trial	

Required Paperwork for Athletics and Activities

You will ONLY be allowed to participate in practice or games if you have submitted:

WIAA Physical Form - Signed and dated, completed bi-annually by your doctor.

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

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

Fees - See list of fees on pages 5 and 6.

Proof of Insurance

Safety Guidelines

Concussion Information Sheet

Athletic Turnout Dates:

Fall: Football August 17, 2011, All other August 22, 2011

Winter: November 14, 2011 / Spring: February 27, 2012

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.


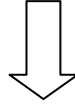
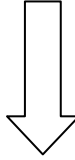
Running start course equivalent: 2 - 5 credit Quarter courses = 2 high school credits
 2 - 3 credit Semester courses = 2 high school credits

Spring grades count towards eligibility for the following fall at the high school.

Ridgefield Athletics/Activities/Clubs Policy

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

Events that Qualify

	Athletics	Activities	Clubs
	Football Cross Country Boys and Girls Golf Girls Tennis Boys and Girls Soccer Volleyball Wrestling Boys and Girls Basketball Baseball Softball Track 	Cheerleading Knowledge Bowl Speech and Debate Mock Trial Band * Choir * Equestrian ^ * * (User fee not required) ^ (Not eligible for travel) 	FBLA* FFA Theater/Drama And other clubs * Must sign a code of conduct 
Costs:			
ASB Card	\$30	\$30	\$30
User Fee (District Fee)	\$75	\$50	\$0

- ⇒ Paying the User Fee the District will incur the cost of travel and officials (when applicable)
- ⇒ This will create equity between activities, and holds all students to the same expectations.
- ⇒ This Policy defines athletic and activity parameters

FEES

A.S.B. Card	30.00
Yearbook.....	55.00
Parking Permit (All Parking)	30.00
Horn rental	50.00
Athletic User Fee	
Per Sport.....	75.00
Activities User Fee * (Refer to page 5)	
Per Activity	50.00
Vocational Education	
Metal Arts.....	30.00
Floral Design.....	30.00
Art	
All Classes	15.00
Athletic Events	
Adult & Student w/o ASB.....	5.00
Visiting Student w/ASB.....	4.00

INCLEMENT WEATHER CLOSURE/LIMITED OPERATIONS

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

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

STUDENT LEARNING EXPECTATIONS

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

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

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).

1.0 ALL RULES APPLY TO STUDENTS:

1.1 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, num-chucks, and any item commonly considered to be a weapon are banned. Even ordinarily approved items, such as textbooks or backpacks, may not be used in a manner that is likely to be injurious or disruptive.
13. Aerosol devices may not be discharged on the bus.
14. Skateboards, folding scooters and bikes are not to be brought on the bus.
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

Guidelines for School Sanctions

OFFENSE		SANCTIONS								
		Counseling	Conference (Teacher/Parent)	Conference (Principal/Parent)	Detention/School Service	Discipline	Suspension (1 - 10 days)	Suspension (10 - 20 days)	Suspension (exceeding 20 days)	Expulsion
1.	Arson									
2.	Assault (physical)									
3A.	Knife/Dagger Incident									
3B.	Other Weapons Incident									
4A.	Handgun Incident									
4B.	Rifle Incident									
5.	Extortion									
6A.	Harassment of Student-Protected Classification									
6B.	Sexual Harassment of Student									
6C.	Bullying/Intimidation of Student									
6D.	Aggravating Factor: Use of Computer									
7.	Theft									
8.	Cheating/Plagiarism/Forgery									
9.	Disruptive Dress									
10.	Disruptive Behavior									
10A.	Tardiness									
10C.	Aggravating Factor: Gang/Gang-Related Activity									
11.	Defiance of School of Authority (Including refusal to identify self)									
11A.	Internet Abuse									
11B.	Off-Campus Violation									
12.	Immoral Conduct									
13.	Fighting									
*14.	Use/Possession/Sale/Deliver Alcohol									
*15.	Possession/Use/Sale/Deliver of Controlled Substance (Not Alcohol)									
*16.	Sale/Deliver Drugs									
*17.	Possess Drug Paraphernalia									
18.	Use/Possession Tobacco									
19.	Vulgarity/Profanity									
20.	Verbal Abuse									
21.	Vandalism School Property									
22.	Truancy/Unexcused absences									
23.	Criminal Act as Defined by Law									
24.	Interference by force or violence with any staff member, student, or any other person									
25.	Violation of Driving/Parking Regulations									
26.	Aggravating Factor: Repeated Violations									
27.	Intimidation/Threats To Staff									

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

Definitions of Offenses

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
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, sling 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 less than one year under RCW 28A.600.010 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, computer)** - 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
7. **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.
8. **Cheating/Plagiarism/Forgery** – see policy described under Plagiarism Policy
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, 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 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 signed by every student at the beginning of the year, which includes but is not limited to attempting to bypass security filters set by the school district (i.e. proxies, and loop around searches) is forbidden resulting in a loss of privileges.
12. **Immoral Conduct**
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. **Use/Possession/Sale/Deliver Alcohol**
15. **Possession/Use/Sale/Deliver of Controlled Substance**
16. **Sale/Deliver Drugs**
17. **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.

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** - Students are not permitted to use or possess 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 below 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.

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. **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.
25. **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 them with the school.
 - c. Middle school students are not permitted to drive vehicles to school.
 - d. Vehicles must be parked at all times in designated places. Failure to comply with parking regulations may result in impounding of vehicle involved.
 - 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**
 - 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.
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.

School Procedures

ATTENDANCE- Students shall be punctual and regular in attendance, and are expected to be in class on time. If a student will be absent please call the attendance line **360-619-1322**, as soon as the absence is known. When calling the attendance line or writing a note please state/write your name (parent/guardian), the name of the student, the current date, the date of the absence, and reason for the absence.

Upon returning to school following an absence, students must clear their absence by either a note or a phone call from the parent/guardian stating the time and reason for the absence. Failure to clear the absence may result in the appropriate level of discipline.

Excused Absence Procedure

- Have your parents write a note or call in to the attendance office to excuse your absence within 48 hours (2 days). If your absence is not excused within that time, it will be considered unexcused.
- If you think your parent/guardian called, verify the absence is excused in the office.
- If a student has been absent for three days due to illness, the school office may ask for a physicians note to verify the illness.
- Once the absence is excused remember to gather the assignments that you missed during the absence.

Unexcused/Tuancy

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

Pre-Arranged Absence

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

Leaving at Lunch

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

Absences and Athletics/Activities

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

Examples of Various Absences

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

Unexcused
<ul style="list-style-type: none"> • Oversleeping • Missing the bus, your ride, or car trouble • Hair, nail or tanning appointments • 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 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.

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.

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

PARKING LOT –

As stated in Board Policy students are not to occupy these 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 should keep electronic devices such as, but not limited to, i-pods, mp3 players, radios, tape or C .D. players, headphones, and televisions at home, unless receiving prior approval from the school administration. **Loss or theft of such items brought to school will not be investigated by school personnel.**

- Cell Phones are permitted at school however are not to be used during class. Phones will be confiscated and turned into the office for misuse. Repeated offenses may require parent intervention.

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 them with the school.
- c. **Vehicles must be parked at all times in designated places. Failure to comply with parking regulations may result in loss of driving pass and impounding of the vehicle involved.**
- 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.

Consequences:

- a. Loss of driving pass w/ Detention
- b. Denial of driving rights w/ Detention
- c. Short-term suspension
- d. Long-term suspension

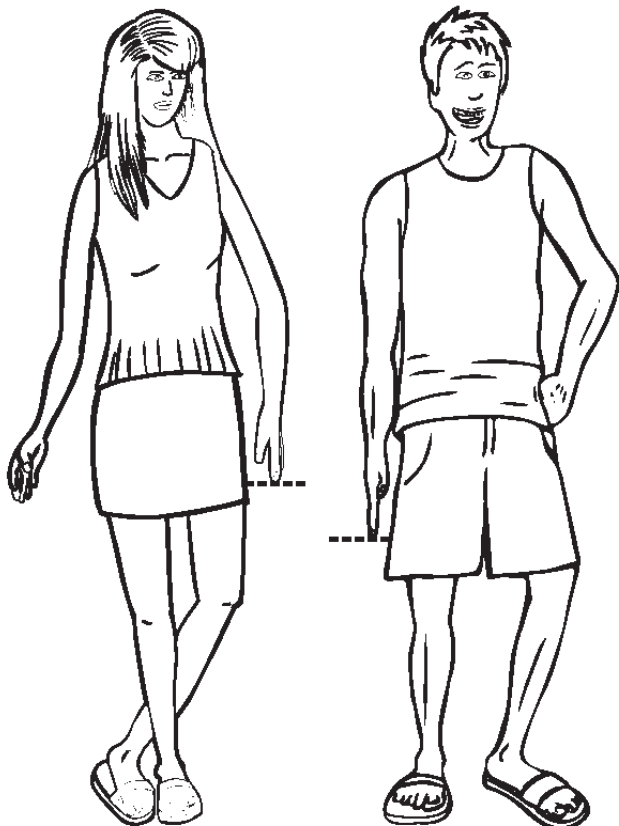
MONDAY SCHOOL – Monday School is a three hour detention that is held after school. Students who are assigned Monday School can be assigned 1 ½ hours or 3 hours of time. Failure to serve assigned time will result in a suspension the following day/s. The conversion rate is as follows:

DETENTION – Detention can 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.

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; clothing with obscene gestures and/or suggestive markings or phrases.
- **Midriffs must be covered.**
- **Undergarments may not be visible.**
- The length of skirts and shorts, are to be longer than an arm’s length on the leg, and not above
- Shoes are to be worn at all times



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. A RHS student must accompany each guest. 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 may 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.

FOR HOMECOMING AND PROM ONLY- 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. There is NO exception to the under 21 rule.

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.)

PLAGIARISM POLICY

Due to the easy accessibility of the Internet, it is becoming easier and easier for students to plagiarize. Plagiarism is defined as “the unauthorized use of the language and thoughts of another author and the representation of them as one’s own.” The seriousness of such an act calls for similarly serious consequences. If a student decides to engage in such activity, their parent or guardian, and the administration, will be notified.

Students will be made distinctly aware of this policy in their classes. This policy is not designed to hurt the student, but rather to stress the importance of responsibility and honesty. Education teaches you how to use your mind; plagiarism teaches you nothing except how to steal the ideas of people who *did* use their minds.

First Offense

1. The teacher writes a referral to the administration for academic dishonesty.
2. After an investigation by the administrator and teacher, a conference with the parent and student will be held to determine if plagiarism has occurred.
3. If the student has committed plagiarism, he/she will receive a zero on the plagiarized paper, as well as on the entire unit that the paper involves. That means all possible credit is 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. Outside of the class, coaches and advisors will be informed and may decide penalties regarding extracurricular activities. It should also 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

1. 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.

NETWORK/INTERNET POLICY – The district network and internet is to be used for educational purposes ONLY. 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.



SPUDS RULE!