

View Ridge  
Middle School  
2011-2012

Student Handbook and Planner  
“Rebel Pride”

View Ridge Middle School – Mission Statement

It is the mission of View Ridge Middle School to create life-long learners and self-managing citizens of a changing world. Our students have the right to learn in a safe, caring, and supportive school environment exemplified by problem-solving, critical thinking, self-discipline, responsibility, and respect.

510 Pioneer Street  
Ridgefield, WA 98642

Main Office: 360-619-1400  
Fax: 360-619-1459  
[www.ridge.k12.wa.us](http://www.ridge.k12.wa.us)

This planner belongs to:

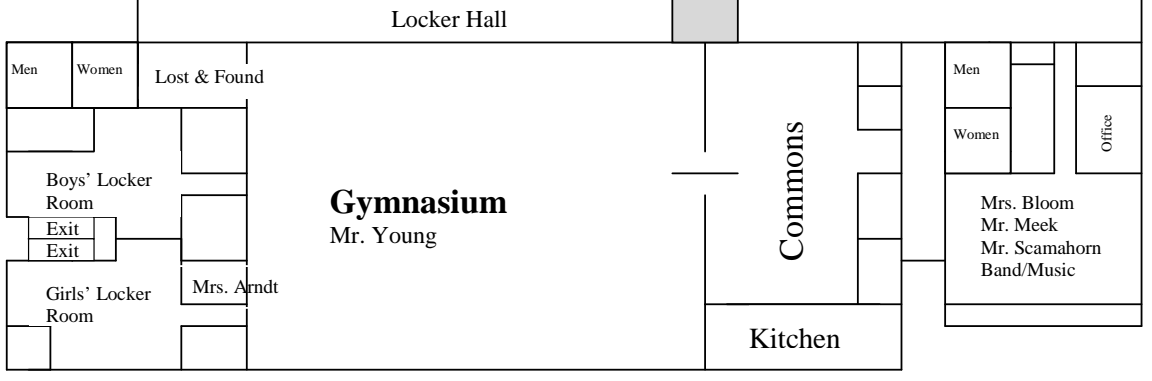
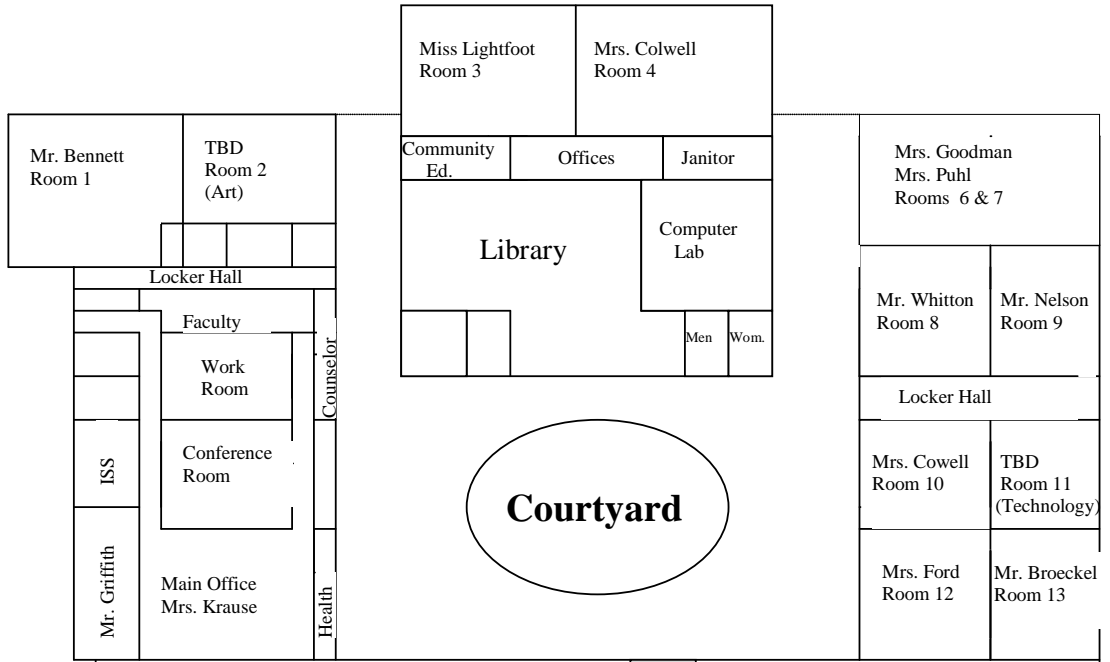
Name \_\_\_\_\_

Grade \_\_\_\_\_

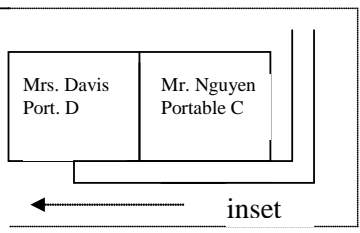
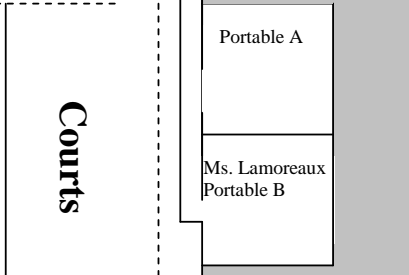
Pioneer Street

5<sup>th</sup> Street

Baseball Field



# View Ridge Middle School\*



\* not drawn to scale

# RIDGEFIELD SCHOOL DISTRICT

2724 S. Hillhurst Road, Ridgefield, WA 98642 (360) 619-1300



## School Calendar

### 2011

### 2012

#### July

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

#### January

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

#### Important Dates

- August 25 and 30 ..... Teacher In-Service Tri Days
- August 26 and 29 .... Teacher Learning Improvement Days
- August 31 ..... First Day of Classes
- September 5 ..... Labor Day Holiday
- October 14 ..... State In-Service Day
- November 11 ..... Veterans' Day (observed)
- November 22 ..... End of First Trimester (K-6)
- November 23-25 ..... Thanksgiving Break
- Week of December 5 ..... K-6 Report Cards Home
- December 21-January 2 ..... Winter Break
- January 3 ..... Teacher Learning Improvement Day
- January 4 ..... School Resumes
- January 16 ..... Martin Luther King, Jr. Day
- January 26 ..... End of Semester
- January 27 ..... Teacher In-Service Tri Day
- Week of Feb 6 ..... ViewRidge/RHS Report Cards Home
- February 17 ..... No School
- February 20 ..... Presidents' Day
- March 15 ..... End of 2nd Trimester (K-6)
- March 16 ..... Teacher In-Service Tri Day
- Week of March 19 ..... K-6 Report Cards Home
- April 2-6 ..... Spring Break
- May 28 ..... Memorial Day
- June 8 ..... RHS Graduation Day
- June 14 ..... Final Day of Classes

#### August

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

#### February

S	M	T	W	T	F	S
			L	2	3	4
5	6	7	L	9	10	11
12	13	14	L	16	17	18
19	20	21	L	23	24	25
26	27	28	L			19

#### September

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

#### March

S	M	T	W	T	F	S
				1	2	3
4	5	6	L	8	9	10
11	12	13	L	E	16	17
18	19	20	L	22	23	24
25	26	27	L	29	30	31

#### October

S	M	T	W	T	F	S
						1
2	3	4	L	6	7	8
9	10	11	L	13	14	15
16	17	18	L	20	21	22
23	24	25	L	M	A	29
30	31					20

#### April

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

#### School Closure Make-Up Days

The first makeup day would be February 17, followed by June 15. Any additional makeup days will be added at the end of the school year (week of June 18).

#### Early Release Dates

- October 27 ..... Middle and Elementary Only
- October 28 ..... All Schools
- December 1, 2, 5 ..... Elementary Only
- March 15 ..... Elementary Only
- May 24 ..... High School Only
- June 7 ..... Elementary Only

**Note:** One hour late start every Wednesday for all schools starting September 7th for teacher collaboration meetings.

#### November

S	M	T	W	T	F	S
		1	L	3	4	5
6	7	8	L	10	11	12
13	14	15	L	17	18	19
20	21	22	23	24	25	26
27	28	29	L			18

#### May

S	M	T	W	T	F	S
		1	L	3	4	5
6	7	8	L	10	11	12
13	14	15	L	17	18	19
20	21	22	L	H	25	26
27	28	29	L	31		22

#### December

S	M	T	W	T	F	S
				E	E	3
4	E	6	L	8	9	10
11	12	13	L	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

#### June

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

- School Holiday or Non-Attendance Day
- First and Last Days of School
- ◇ Teacher In-Service Tri Day - No School
- △ Teacher Learning Improvement Day - No School
- E Early Release - Elementary Only
- M Early Release - Middle and Elementary
- H Early Release - High School Only
- A Early Release - All Schools
- L One-Hour Late Start - All Schools

Approved by Board of Directors: 3/23/10  
To be approved 6/14/11 by Board of Directors

## VIEWRIDGE MIDDLE SCHOOL

### Front Office

Chris Griffith -----Principal  
 Denise Krause -----Principal Secretary  
 TBD -----Counselor

### Paraprofessionals

Rosalyn Anderson -----Special Education  
 Patti Andrews -----Special Education  
 Susan Arndt -----Classroom support  
 Cynthia Dietderich -----Classroom support  
 Belinda Ingman -----Library  
 Andrea Lewis -----Special Education  
 Donna Siegel -----Office support  
 Elizabeth Waters -----Special Education

### Teachers

Kent Bennett -----Industrial Arts  
 Stephanie Bloom -----Music  
 Aaron Broeckel -----Social Studies  
 Shelli Colwell -----Science  
 Raechel Cowell -----Language Arts  
 Sheila Davis -----Math  
 Mary Ford -----Language Arts  
 Kathryn Goodman -----Special Education  
 Michael Keith -----Librarian  
 Leilani Lamoreaux -----Social Studies  
 Judy Lightfoot -----Science  
 Justin Nelson -----Language Arts/Social Studies  
 Nam Nguyen -----Math  
 Danielle Puhl -----Special Education  
 Matthew Whitton -----Math/Science  
 Brad Young -----Physical Education/Health  
 TBD -----Art  
 TBD -----Technology

### Custodians

Salvador Madrigal -----Head Custodian  
 TBD -----Night Custodian

### Nondiscrimination

We strive to practice the policy of nondiscrimination in all our course offerings, all practices, all procedures and all activities at View Ridge Middle School. Please bring to our attention any area where it may appear that we discriminate. Every effort will be made to correct any discrepancy.

### School Hours

Class Hours ----- 8:00 a.m. - 2:25 p.m.  
 Office Hours ----- 7:00 a.m. - 3:30 p.m.

### School Closure

Information on late starts, early dismissals and school closures due to inclement weather conditions will be posted by 6:00 AM with news media. Please tune into news broadcasts on local radio and television

stations for the latest information. Up to the minute information will also be posted on-line at [www.flashalert.net](http://www.flashalert.net).

**Student may enter the building at 7:30. Classes begin at 8:00 a.m.** School ends at 2:25 p.m. Students are to leave the school campus by 2:35 p.m. each day unless they are involved in a **school-sponsored** sport/activity, or are under adult supervision. Students wishing to watch home sporting events, may **NOT** stay at school until they begin. They must go home and then come back.

### 2011-2012 Bell Schedule

	1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch	
Period	7:55 am	7:55 am	Period
1	8:00 – 9:00	8:00 – 9:00	1
2	9:04 – 9:59	9:04 – 9:59	2
3	10:03 – 10:58	10:03 – 10:58	3
Lunch	10:58 – 11:28	11:02 – 11:57	4
4	11:32 – 12:27	11:57 – 12:27	Lunch
5	12:31 – 1:26	12:31 – 1:26	5
6	1:30 – 2:25	1:30 – 2:25	6

### 2011-2012 Collaboration Bell Schedule (Wednesday)

	1 <sup>st</sup> Lunch	2 <sup>nd</sup> Lunch	
Period	8:55 am	8:55 am	Period
1	9:00 – 9:55	9:00 – 9:55	1
2	9:59 – 10:43	9:59 – 10:43	2
3	10:47 – 11:31	10:47 – 11:31	3
Lunch	11:31 – 12:01	11:35 – 12:19	4
4	12:05 – 12:49	12:19 – 12:49	Lunch
5	12:53 – 1:37	12:53 – 1:37	5
6	1:41 – 2:25	1:41 – 2:25	6

### MAIN OFFICE

The first office to your left as you enter the front door of the building is the Main Office. There you will find the principal, the principal's secretary and the school counselor. Financial, building, personnel matters, lost & found and visitor/volunteer sign-in are among the things handled in this office.

### Fee Schedule

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

ABS Card	\$ 30.00
Athletic Fee (per sport)	\$ 50.00
Breakfast	\$ 1.35
Lunch	\$ 2.50
Lunch Reduced	\$ .40
Exploratory Fee	\$ 30.00
PE Uniform	\$ 15.00

### Visitors

Parents are welcome to visit school at any time. If you would like to visit a classroom, we request that you contact the teacher and the front office at least 24 hours in advance. For security reasons, we ask that all visitors check in at the Main Office and receive a name badge.

**\*\*Students may not bring friends or relatives to visit classes. Permission may be obtained from the office to bring a visitor after school hours.**

## ABSENCE PROCEDURE

### Attendance Policy

Because a student loses a great deal educationally whenever he or she is absent from school, Ridgefield School District Board Regulations and state law requires that a student attend every class period every scheduled school day. If it is anticipated that you will be absent from school for more than just a couple of days, please let the front office know so that plans can be made to keep your study program flowing smoothly.

### Excused Absence

If a student is going to be absent and their parent/guardian **calls the front office at 360-619-1400**, the student is not required to bring a note from home upon returning to school.

We encourage parents to leave a message on voicemail if they know their student will be absent. If a phone call is inconvenient, the student then would need to bring a note from home indicating the reason for the absence within 3 days of the students' return.

Failure to notify the office within the 3-day period results in that absence becoming unexcused. Absences from school other than emergencies, illness, medical/dental appointments or by prearranged procedure are unexcused and subject to discipline and/or referral to juvenile court. **Students with 7 days of unexcused absences in one month or 10 days in one school year will be referred to juvenile authorities. A fine of \$25.00 per day for each unexcused absence could be given to the parents/guardians.**

### Late Arrival or Early Release

If your student is going to be late for school please follow the same procedure as noted above. **Call the front office before 7:55 a.m.** or send a note with the student. All students **MUST** check in at the front office when they arrive late.

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

**\*\*ALL STUDENTS MUST BE SIGNED OUT OF SCHOOL.** We only release students to individuals who are listed

on the student registration form, or other if parent(s)/guardian(s) have made arrangements with the front office.

It is critical that **REGISTRATION CARDS** are accurate and updated on a regular basis. In the case of an emergency, students will only be released to those individuals that are listed on their **REGISTRATION CARDS**.

### Prearranged Absence

A student who knows in advance that he or she will be absent from school must pre-arrange with the office. It is the students' responsibility to arrange for assignments.

### Tardiness - Unexcused

Students have a responsibility to be in their assigned places before the bell rings to begin a class period. Any student who arrives late without a written note or phoned in parent excuse will be given an unexcused tardy.

After three tardies in any quarter to a particular class, the student will be assigned a lunch detention. Each additional tardy to the same class will result in an additional lunch detention. Chronic tardiness may result in referral to an administrator for action.

### Make-Up Work

Students who are absent from school are responsible for making up the work missed during their absence. The time allowed is one (1) day for each day of absence. If a student is absent on the due date of a pre-assigned project and/or report, said project/report is due the first day the student returns. To obtain missed work, please first check each staff members' webpage. Students are required to make arrangements with teachers immediately upon return to make up missed exams.

### Food Service

You can make payments online while at home or work, any time of the day. If your child's food service balance is low, it only takes a few minutes to add money to it using your VISA, Discover or MasterCard credit or debit card. Payments are made through the student's Skyward Family Access account. Students may be eligible for free or reduced lunch prices. Forms are available in the main office.

### Health Room

Students who become ill or have an accident should report to the main office. If possible, students should notify their teacher before going to the office. School personnel will call parents when a student needs to go home. **Emergency information such as parent telephone numbers must be current. Special student health and medical information should be filed each year by the parent.**

**Students with temperatures of 100 degrees or over will be sent home. Please do not send your student to school if they have had a fever within the last 24 hours.**

### Insurance

Student insurance is available through the school, and information will be provided to each student at the beginning of the school year and as new students enroll. Claim forms are available in the office.

### Accidents

When an accident occurs, it must be reported at once to the staff member in charge. An accident form will be filled out and filed in the office.

### Student Medications

Medicine, even aspirin, cannot be supplied. If a student needs to take medication during the school day, a parent/guardian must bring it in to the office in the original bottle or container. A permission form from the school office must be signed by both the physician and parent and kept on file in the office.

### Immunizations

View Ridge Middle School follows the state of Washington student immunization law, which requires all students to be adequately immunized according to their age and grade level. Proof of immunization status must be presented to the school on or before the first day of attendance. This information must be recorded on a Washington State form signed by the parent/guardian. Exemptions are available for medical, personal or religious reasons. Please keep in mind that if an outbreak of vaccine preventable disease for which the student is exempt should occur; the student will be excluded from school for the duration of the outbreak.

### Report Cards

At the end of each trimester, parents will receive a report card that will indicate the student's progress. Students will generally earn a letter grade from "A" to "F" although a pass/no-pass system may be used.

You may always check your child's grade by logging onto Skyward through our school webpage (<http://www.ridge.k12.wa.us/viewridgems/site/default.asp>). Once on Skyward, you may also elect to have weekly email notification if your child's grade drops below 60%. If you have a question concerning a final report card grade, follow this grade appeal procedure.

### STEP 1

See your teacher and request clarification and explanation of grade. (If you do not understand the explanation you received, go to Step 2.)

### STEP 2

Schedule an appointment with the counselor for assistance with the problem.

### STEP 3

See the Principal if resolution does not occur at Step 1 or Step 2.

### Conferences

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

### Withdrawing

Any student withdrawing or transferring to another school must complete a withdrawal form. The parent or guardian must inform the school of the date of the intended withdrawal and the new location of the student's school attendance at least five (5) days prior to the

student's last day at school. On the student's last day of attendance, a checkout sheet should be obtained from the main office. This sheet is taken to each of the student's teachers. The teachers will sign their names if the student fulfills all book, property and/or money obligations. At the end of the last day of attendance, the student returns the checkout sheet to the main office for final clearance.

## *GENERAL INFORMATION*

### Textbooks

Students are responsible for the return of assigned textbooks at the end of the school year or when withdrawing. A fee will be assessed for damaged or lost books.

### Lost and Found

All articles found should be taken to the Main Office. Clothing items and other items will be in the lost and found closet located just inside the gymnasium. At the end of each trimester unclaimed articles will be donated to Neighbors Helping Neighbors.

### ASB Cards

The ASB cards support student activities and allow free admission to all View Ridge Middle School events, as well as Ridgefield High School games. ASB cards will also be used to check out sporting equipment during lunch times.

### Student Safety Walking to School

A comprehensive school trip safety program addresses school walk routes, bus safety and route plans for the district.

### Backpacks

To eliminate safety hazards backpacks can only be stored in student lockers. Backpacks are not to be taken into the school library. Please note that the school is not responsible for lost or stolen items.

### Counselor

A counselor with special training and ability is available to assist students, parents and staff. The counselor coordinates the guidance program and assists students with special concerns. A student wishing to see the counselor can sign up at the main office and will be called by the counselor for an appointment. Parents are encouraged to call if they need to speak to the counselor or set up an appointment. We cannot guarantee their availability when a parent shows up without an appointment.

### Media Center

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

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

## Lockers

Lockers are for the convenience of the students and the protection of their belongings. **Each student will use their assigned locker for the entire time they are enrolled at View Ridge.** Lockers are, however, the property of the Ridgefield School District and subject to periodic inspection for cleanliness and maintenance. Although there is no charge for the use of a locker, students may be required to pay for damaging or defacing a locker. The number of lockers is limited necessitating two students per locker. Students will be issued combination locks that must be used. Students are responsible for lost or damaged locks. Locks from home will not be allowed.

## P.E. Uniforms

P.E. students will be required to wear a plain grey short-sleeved T-Shirt, plain blue (Navy) P.E. shorts (appropriate length) and athletic shoes. Parents may purchase the uniform from View Ridge. The cost of our P.E. uniform is \$15.00 (\$10 for the shorts and \$5 for the shirt). Both shirt and shorts contain a View Ridge Athletic Department logo and a specified place for the student's name. Uniforms can be purchased at the main office.

## School Bus Procedures

In order to promote safety and efficiency, the school district has set specific regulations for riding the school bus. The driver is the official in charge and that control is absolute. The administration of this school will support the driver without reservation.

Violation of bus rules, displays of disrespect toward the driver, other adults, or fellow students may cause loss of bus riding privileges.

## Bus Notes

Students that need to ride a bus other than the one assigned to them, or get off at a bus stop other than their own, must have written permission from their parent/guardian. **All bus notes must be stamped and initialed by the main office by lunch on the day they are needed. The office cannot accommodate bus notes at the end of the day.**

## Hall Passes

Under no circumstances will students be allowed out of class without a hall pass. Your View Ridge Planner will serve as your hall pass. You must have it signed by your classroom teacher prior to leaving the room.

# SCHOOL SAFETY

## Fire Drills

School fire drills are required by law and will be held at regular times. The guidelines for the fire drills are as follows:

- Everyone is to leave the building except the custodian and administrator in charge.
- Move quickly, but do not run or crowd.
- Follow the exit route as established for each room and move away from the building and to the sport court when outside.
- If an exit route is blocked, use the alternative as directed by the classroom teacher.
- Keep talking to a minimum.
- Return to your class when the all-clear signal is given.

## Earthquake Drills

At the first indication of ground shaking, immediately take cover under desks or tables and turn away from windows. **If outside the building,** move to an open space and crouch low to the ground. Remain in sheltered position. Be silent and listen carefully to teacher instructions. When the alarm goes off, students will be evacuated to a designated spot outside on the fields where roll will be taken. Return to class when an all-clear signal is given.

## Activating a False Alarm

Any student activating a fire alarm, other than for the intended purpose, will be suspended. A financial obligation may occur if the fire department responds.

# BEHAVIOR GUIDELINES

The purpose for rules and guidelines for student behavior is to maintain a safe and orderly environment so all students have the opportunity to be successful learners.

Students are expected to learn, obey the rules and follow directions. Students are under the authority of school district personnel while at school, in school activities, or going to and from school.

## Student Rights and Responsibilities

*A copy of this pamphlet is available in the office.*

**Violations of the following rules may result in discipline, suspension or expulsion:**

1. *Students must have necessary materials for learning (i.e. pencil, pen, paper, books, etc.)*
2. *Students will use appropriate language while on school grounds and at school sponsored functions.*
3. *Students will show respect to all teachers and staff.*
4. *Conduct will be appropriate to a learning atmosphere.*
5. *Closed Campus: Once arriving at school or boarding a bus to school, the student is officially at school and will not leave campus without written permission.*
6. *Possession, transportation, distribution or use of alcohol, tobacco, drugs or mind altering substances or paraphernalia for such substances on school property anytime day or night is prohibited.*
7. *Possession of firearms on school property will result in a mandatory one-year expulsion, subject to appeal, with notification to parents and law enforcement.*
8. *Transportation to school or having in your possession at school any weapons, which includes laser pens, explosive devices, fireworks or any illegal or dangerous article, is prohibited.*
9. *Any act which is disruptive to the educational process (i.e. hats, "sagging", "colors") is prohibited.*
10. *Fighting, violent acts or other harassment directed at another student or an employee of the school district is prohibited.*
11. *Truancy from school or failure to attend classes while at school will not be tolerated.*
12. *Excessive tardiness negatively impacts students' grades and may result in school discipline. Three tardies per class in any quarter will result in lunch detention. Each additional tardy will result in further disciplinary action.*

13. *Washington State Law states that the parent or guardian will be liable for damage to school property.*
14. *Students are not allowed in the parking lots or driveways without permission. Students are not allowed in or around vehicles except for the express purpose of arriving at or departing from school.*
15. *Students are not to be in another student's locker or possessions or any other act, which might be considered stealing.*
16. *Students must cooperate in the lunchroom by bussing their own trays and dishes and picking up their own mess and garbage. They must heed instructions of any staff member or parent on duty in the lunchroom.*
17. *The juice and water machines are for your use. Open beverage containers are not to be left in the halls or lockers.*
18. *Open shows of affection, such as kissing, hand holding or embracing, are not allowed on school grounds.*
19. *School loaned books, equipment and supplies are the individual's responsibility in case of loss, theft or damage.*
20. *Appropriate Dress: Clothing that is disruptive by nature, by design or by graphics thereon is not allowed. Students should be neat and clean with the body adequately covered at all times with "NO BARE ZONE". No bare zone meaning no bare midriff, back or shoulders. "T"-shirts or jackets with questionable logos or messages, "sagging", halter tops, tank tops, "spaghetti strap" shirts or half shirts, and shorts or skirts shorter than mid-thigh are all unacceptable. Boy's tank tops must be tight under the arms, muscle shirts are not allowed. Students will call home for appropriate attire or the office will provide alternative clothing, such as T-shirts or sweatshirts for students to wear.*
21. *Hats, hoods, bandanas, etc. are to be taken off upon the student's arrival at school and must be left in their locker.*
22. *Radios, CD-players, I-Pods, MP3 players can be used before/after school and at lunchtime. If use occurs during class (unless permission has been granted by the teacher), the item will be taken and held in the office for the first violation. Upon a second violation, a parent or guardian will need to pick up the device. If a third violation occurs, a conference will need to be scheduled with the administrator.*
23. *Cell phones can be used before and after school only. They are to be turned off and out of sight during the school day. If the cell phone is on or out, the item will be taken and held in the office for the first violation. Upon a second violation, a parent or guardian will need to pick up the phone. If a third violation occurs, a conference will need to be scheduled with the administrator.*
24. *Digital cameras (including cell phone cameras) and video cameras are not allowed at school. School events will be documented for yearbook purposes with school yearbook cameras.*
25. *VRMS maintains the right of search and seizure of persons and effects when reasonable cause is present as established by law. Any students refusing to submit will be subject to immediate suspension with immediate recommendation for expulsion.*
26. *Pornographic material and/or any other audio/visual material that is disruptive to the educational process may not be possessed or displayed on school property.*
27. *Bus riders will ride only their designated buses unless a permission note has been cleared at the office. Riders will only get off at their home stop unless they have a note cleared at the office.*
28. *When a school bus is provided for a school group, students must ride on the bus unless a parent or guardian makes a verbal request or by written note that the student is to go home with them or another adult.*
29. *Students must observe classroom rules established by the teacher. Teachers may discipline students through removal from class or classes, detention, verbal reprimands or other alternatives.*
30. *Teachers and/or office and support staff assign detention. The student will be informed verbally and in writing the date of their detention. Detentions will be at least 30 minutes in length. After 3 detentions and/or office referrals a conference could be required.*
31. *Students will know and follow classroom routines as instructed by the teacher which will include but are not limited to the following:*
  - a. *Students will be in their scheduled class, with needed materials at the start of each period.*
  - b. *Students will show respect for one another and staff.*
  - c. *Students will not place another student or themselves in the slightest possibility of danger.*
  - d. *Disruptions of the teaching and learning process are not tolerated.*
  - e. *Hats will not be worn in the building.*
  - f. *Book bags, backpacks, sport bags, etc. will be left at lockers.*
32. *Students are entitled to the use of the media center facilities so long as they conduct themselves in an appropriate manner and follow the media center rules which include but are not limited to the following:*
  - a. *The media center is to be used as a place of quiet study, reading and research.*
  - b. *Non-reference books may be checked out for a two-week period.*
  - c. *Encyclopedias and other reference materials may be checked out over night or over weekends. This material must be returned by the first period of the date due and must be left in the library throughout the day except for brief periods when used in a specific class.*
  - d. *The student is responsible for media center books and/or material checked out to them. The student whose name is on the check out card is the one responsible in the event that the book is lost or damaged.*
  - e. *Failure to follow media center rules will result in the loss of library privileges.*
33. *It is a privilege to be transported to and from school on a bus in a safe and comfortable manner. As in all situations regarding school, students are required to follow the directions of the bus driver. Bus drivers require cooperation from all students at all times. If you are unclear about what rules may pertain to your behavior and actions on the bus, please ask at the office for a set of BUS RULES. The student is responsible to know and follow these rules.*



# STUDENT EXPECTATIONS at View Ridge Middle School

- Expected in all areas:**
- All food and drink items must be consumed in the Commons, or classroom with teacher permission
  - Use appropriate language and a respectful tone of voice
  - Follow directions when given
  - Follow dress code
  - Keep hands, feet, and objects to self

	Hallways/ Pathways	Learning Areas	Courtyard	Gym	Commons	Office	Restrooms	Bus/Pick-up Areas	On the Bus	Field/ Sports Courts	Assemblies	Emergency Drills
<b>Respectful</b>	<ul style="list-style-type: none"> <li>Use a quiet voice &amp; appropriate language</li> <li>Follow adult directions</li> <li>Treat property with care</li> <li>Backpacks stored in lockers</li> </ul>	<ul style="list-style-type: none"> <li>Allow personal space to all students and teachers</li> <li>Raise your hand and WAIT to be called on</li> <li>Appropriate comments &amp; questions to class discussion</li> <li>Use quiet voices</li> <li>Wait to be dismissed</li> </ul>	<ul style="list-style-type: none"> <li>Keep noise level low</li> <li>Honor personal space &amp; property</li> <li>Treat others as you would like to be treated</li> <li>Use appropriate language at all times</li> </ul>	<ul style="list-style-type: none"> <li>Hands and feet to self</li> <li>Share equipment &amp; space</li> <li>Be kind and polite</li> </ul>	<ul style="list-style-type: none"> <li>Raise your hand and wait to be dismissed</li> <li>Use a quiet voice</li> <li>Any student may sit at any table</li> </ul>	<ul style="list-style-type: none"> <li>Clearly and politely state your name and need</li> <li>Request permission to use the phone</li> <li>Use a quiet voice</li> <li>Only visit with office staff</li> </ul>	<ul style="list-style-type: none"> <li>Use closest restroom</li> <li>Leave the restroom clean (walls, floors, sinks, etc.)</li> <li>Put trash in garbage</li> <li>Quickly return to class</li> <li>Use pass during class time</li> </ul>	<ul style="list-style-type: none"> <li>Stay in the gym or commons until the 1<sup>st</sup> morning bell, unless you have an early bird pass</li> <li>Go directly to bus or home after school (campus is closed at 2:30 p.m. without adult supervision)</li> </ul>	<ul style="list-style-type: none"> <li>Keep food and drinks in your bag</li> <li>Take trash with you when you leave</li> <li>Use a quiet voice</li> </ul>	<ul style="list-style-type: none"> <li>Put equipment away when finished</li> <li>No food or drink allowed</li> </ul>	<ul style="list-style-type: none"> <li>Leave belongings in classroom</li> <li>Walk to and from quietly</li> </ul>	<ul style="list-style-type: none"> <li>Stand quietly</li> <li>Remain in line with your class</li> </ul>
<b>Excellence</b>	<ul style="list-style-type: none"> <li>Have a signed planner during class time</li> <li>Be on time to class</li> <li>Keep hallways clean</li> </ul>	<ul style="list-style-type: none"> <li>Be on time and stay in class once you arrive</li> <li>Be prepared at the beginning of class with materials and planner</li> <li>Clean up after yourself before the end of class</li> <li>Turn in assignments on time and complete</li> </ul>	<ul style="list-style-type: none"> <li>Clean up after yourself</li> <li>Take care of trees and benches</li> <li>Walk on the walkways</li> <li>Consume food and drinks in the cafeteria</li> </ul>	<ul style="list-style-type: none"> <li>Check out all equipment and return in a timely manner</li> <li>Take care of your possessions</li> <li>Stop once whistle is blown</li> <li>Food &amp; drinks are not allowed</li> </ul>	<ul style="list-style-type: none"> <li>Use only the main hall door to enter and leave</li> <li>Clean up after yourself (if you spill or drop &amp; clean it)</li> <li>Your place in line is for you only</li> </ul>	<ul style="list-style-type: none"> <li>Wait patiently</li> <li>Respect the office staff and work environment</li> </ul>	<ul style="list-style-type: none"> <li>Use toilet paper and paper towels as intended</li> <li>Respect school property and the privacy of others</li> </ul>	<ul style="list-style-type: none"> <li>Gather away from doorways</li> <li>Ride skateboards, scooters, bicycles when off school grounds</li> </ul>	<ul style="list-style-type: none"> <li>Respect property</li> <li>Respect driver</li> </ul>	<ul style="list-style-type: none"> <li>Play fair</li> <li>Include others</li> </ul>	<ul style="list-style-type: none"> <li>Listen respectfully</li> <li>Applaud at appropriate times</li> <li>Sit quietly during presentations</li> </ul>	<ul style="list-style-type: none"> <li>Help others when appropriate</li> </ul>
<b>Be Responsible</b>	<ul style="list-style-type: none"> <li>Walk on the right hand side</li> <li>Allows others to pass</li> <li>Slowly open doors</li> <li>Keep moving</li> <li>Always keep hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Walking into classroom one at a time</li> <li>Stay in your seat unless instructed otherwise</li> <li>Always keep hands &amp; feet to self</li> </ul>	<ul style="list-style-type: none"> <li>Benches are for sitting</li> <li>Move and interact carefully and gently</li> </ul>	<ul style="list-style-type: none"> <li>Equipment used as intended</li> <li>Enter gym/locker room only with adult supervision through gym door</li> </ul>	<ul style="list-style-type: none"> <li>Only touch and eat your own food, or food that you have permission to share</li> <li>Walk at all times</li> </ul>	<ul style="list-style-type: none"> <li>Keep walkways clear</li> <li>Follow adult directions</li> </ul>	<ul style="list-style-type: none"> <li>Thoroughly wash your hands</li> <li>Report problems to an adult</li> </ul>	<ul style="list-style-type: none"> <li>Use sidewalk and crosswalks</li> </ul>	<ul style="list-style-type: none"> <li>Ask permission to open and close windows</li> <li>Stay seated</li> <li>Keep aisles clear</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment for intended purposes</li> <li>Stay within the physical boundaries of the fields</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated in assigned areas</li> <li>Enter and leave in an orderly fashion</li> </ul>	<ul style="list-style-type: none"> <li>Quickly line up</li> <li>Listen for directions</li> <li>Walk safely and quietly</li> <li>Be aware of yourself and surroundings</li> </ul>
<b>Safe</b>												

## Exhibiting Respectful, Responsible and Safe Behavior

### Positive Recognition:

As a part of our school wide management system we recognize students, with a Rebel Buck, who have shown positive behavior by following school rules and expectations and going above and beyond. Rebel Bucks may be redeemed at our school store, The Rebel Den. Students may also redeem their Rebel Bucks through purchasing time in the Rebel Lounge.

View Ridge  
Middle School

Thank you: \_\_\_\_\_

**R**espectful

**E**xcellence

**B**e responsible

**S**afe

Staff Member: \_\_\_\_\_

### Assembly Behavior

Students are expected to be courteous to all speakers and performers. Yelling, whistling, booing and general disruptions will not be allowed. Students are expected to show their appreciation by applause (or cheering if appropriate). Students will be dismissed in an orderly fashion at the end of assemblies.

### Theft

Theft of property or receiving stolen property from persons or the school will result in suspension, possible expulsion and/or repayment for items stolen.

### Valuables

Items of value should not be brought to school as they may become damaged, misplaced or stolen. This includes such items as large sums of money, radios, CD players, electronic devices, cell phones, etc. The school is not responsible for loss or damage to personal items. If a special situation arises, check in at the Main Office.

### Secret Societies

A secret society is an organization composed of students that has an element or purpose that is concealed from the public and shared only confidentially among members of the organization. The Ridgefield School District considers street gangs and similar organizations to be secret societies.

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

- ⊙ Possession or display of gang-related clothing symbols, or paraphernalia
- ⊙ Distribution of gang literature or materials
- ⊙ Display of gang-related posters or graffiti
- ⊙ Harassment of others
- ⊙ Recruitment for gang membership

### Harassment, Intimidation and Bullying

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

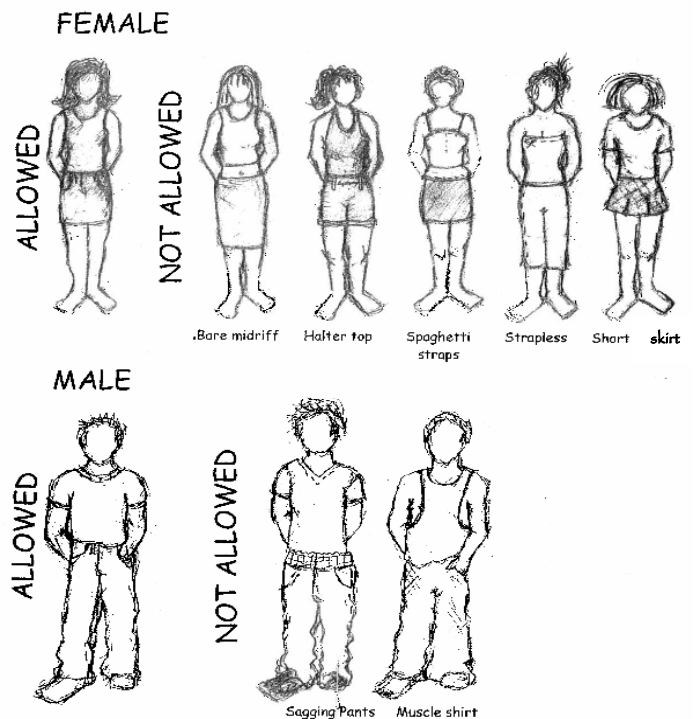
- Physically harms a person or damages a person's property; or
- Has the effect of substantially interfering with a person's education; or
- Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
- Has the effect of substantially disrupting the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

Students who believe they have experienced such harassment, intimidation, and/or bullying are encouraged to report this to a staff member. False accusations will not be tolerated and will be subject to appropriate disciplinary and/or civil action.

### Dress & Grooming

Students at View Ridge need to dress appropriately for school. If, however, clothing or grooming style creates disorder, interferes with work, or is dangerous to student health or safety, parents will be asked to help solve the situation.

#### DO'S and DONT'S



## BEHAVIORAL CONSEQUENCES

### Misbehavior

The faculty and principal will discipline students according to the policies and practices of the school and district. Serious behavior problems will be disciplined according to the *District Guidelines for Student Behavior*. **Students are responsible to review and be familiar with these guidelines.**

### Lunch Detention

Lunch detention will be used as a disciplinary consequence. Students will be assigned lunch detention in a supervised location. Detention is used for minor misbehavior. Students who fail to attend an assigned detention may receive a double detention.

### In School Suspension

At View Ridge Middle School we believe that appropriate behavior in the classroom, on the school grounds and on the bus is essential to ensure a climate in which students can feel safe in order to have an opportunity to learn. In-school suspension (ISS) is an effective deterrent to disciplinary problems because it isolates students from their social community while allowing them an opportunity to remain current with their academic progress. It also offers parents the assurance that students will be placed in a safe, structured and learning-oriented environment while addressing the need of having them serve a suitable consequence for inappropriate behavior. ISS helps avoid out-of-school suspension except for very serious offenses. When assigned ISS, students will not be allowed to attend any activities that may occur during the suspension (i.e. musical performances, athletic contests or practices, school functions).

Any problems that arise while in ISS will immediately be referred to administration and further disciplinary action may be taken. If a student is removed from ISS for disciplinary reasons, they will automatically be suspended out-of-building for 2 days.

Students in ISS are assigned individual, isolated desks and must remain seated at all times. Students will eat lunch in ISS.

Assignments will be requested at the time students are assigned ISS. Students should come prepared with paper, writing utensils, textbooks and any other learning materials that might be needed to complete work for the day. It is a good idea to bring a book to read in case all work is completed. Students will not be allowed to sit idly or sleep.

## ACTIVITIES

Participation and good sportsmanship are the basic goals of the interscholastic program. The school is a member of the Washington Inter-Scholastic Activities Association (WIAA) and follows its regulations. A variety of academic and athletic activities are available to the student. They may include:

- \* Football
- \* Girls' Volleyball
- \* Wrestling
- \* Basketball
- \* Track
- \* Knowledge Bowl
- \* Jazz Band
- \* National Junior Honor Society
- \* Yearbook
- \* Associated Student Body Government

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

VRMS regulations require an adequate level of academic success in order to participate in different interscholastic activities. Student athletes/participants are expected to maintain a 2.0 GPA with no failing grade to be eligible. During each activity season, classroom teachers will post grades every Thursday. The office will then print a quarter grade report. **This report will determine the student's eligibility for the next week. If a student is ineligible, it will be for the entire week and it is the student's responsibility to notify his or her parents/guardians.** It is also the student's responsibility to contact the teacher whose class they are failing and improve their academic standing. **Students who are on academic probation attend practice, go to the home games (but do not participate) and do not travel to away games.** While on probation students are ineligible to participate in a WIAA sanctioned activity. (WIAA Reg. 18.6.5A)

**An athlete must be in school 1/2 day to participate in a practice or game. Prior approval for doctor, dentist or other extenuating circumstances is needed for exception to this rule. Students engaged in interscholastic activities are also required to demonstrate and maintain appropriate behaviors. Students who receive office referrals, detention and/or bus reports could be subject to disciplinary action.**

### Social Events

Social events consist of planned activities held after the last period of the day. A variety of events are offered for the student's throughout the year. The Associated Student Body leaders are involved in planning these events. All students receiving discipline infractions during the two weeks prior to scheduled events will not be allowed to attend.

All social events are faculty supervised. Regular school standards of behavior are expected and maintained during these functions.

### Honor Society

We are proud members of the National Junior Honor Society. For acceptance in the NJHS students are required to have a GPA of 3.5 or higher during both 1<sup>st</sup> and 2<sup>nd</sup> semester. In addition the staff evaluates the students in the areas of **leadership, citizenship, and character.** For 7<sup>th</sup> graders, GPA is based on both semesters. For 8<sup>th</sup> graders, GPA is based on both semesters of 7<sup>th</sup> and 8<sup>th</sup> grade. If a student falls below the required 3.5 GPA after the first semester in 8<sup>th</sup> grade, they will be placed on probation. If the student fails to bring the GPA up by the 2<sup>nd</sup> semester he or she will be removed from NJHS. All 8<sup>th</sup> grade members inducted during their 7<sup>th</sup> grade year at VRMS will be required to perform a community service project. All service projects must be pre-approved by advisors and completed by April 15. If a member fails to complete this project he or she will be removed from NJHS.

## Student Government

You are a member of the View Ridge Middle School Associated Student Body (ASB). You are represented by Class Council Members. Class Council Members will fill the offices of the Student Council, which include:

- President
- Vice President
- Secretary
- Treasurer
- Representatives from each grade level

*Elections are held in the spring for these offices. Officers must maintain a 3.0 GPA with no failing grade throughout their time in office. They also may not receive more than three discipline or office referrals, bus reports, etc. during their term in office. Honor Society officers cannot hold an ASB office as well.*

### Purpose of Student Council:

- 1) To teach and develop citizenship through democratic practices
- 2) To provide an opportunity for the active participation in the organization and management of school activities.
- 3) To further interest in all school activities.
- 4) To cooperate in promoting the general welfare of the school.

### Representative's Responsibilities:

- 1) Represent their class at student council meetings
- 2) Report back to class, topics covered during student council meetings for discussion.

## Homework Tips For Parents

How much homework is reasonable? The National Parent-Teacher Association and the National Education Association recommend the following:

- Kindergarten through grades 3: up to 20 minutes each day.
- Grades 4 through 6: from 20 to 40 minutes each day.
- Grades 7 through 12: generally up to 2 hours, but recommendations vary according to the type and number of subjects a student is taking. College-bound students will receive increasingly lengthy and complex assignments.

Here are a few tips for working with your student and their homework:

Set realistic goals. Don't ruin your peace of mind and your relationship with your student by making school work the theme of most of your thinking and most of your interactions with your son or daughter. The harder you push, the more they resist. This is the most true when the child is five and then again at sixteen years of age. In between, a little gentle nagging occasionally works.

Avoid doing the homework yourself. This sends a strong message that you don't believe your adolescent is capable of doing the work. Your

student is capable of doing the work and your adolescent needs to learn to do it. New learning builds on previous learning.

Display a positive, cheerful attitude about homework yourself. "Yes, homework is important and your education comes first."

Limit after-school activities to leave time for homework and family activities.

Limit telephone, TV, radio, electronic games, etc. use by agreeing ahead of time what and when it will be allowed.

Provide your student with a quiet, comfortable work area that is well lit and free of family traffic.

Help your adolescent break long-term projects into parts and help him or her mark goals for each step on a calendar.

Show an interest. Ask questions that show support.

Stay nearby, be available to help if asked, but avoid imposing your help or your way of doing things.

Avoid making homework time too close to bedtime. Students are tired and less productive and the pressure is too great when the unexpected question about an assignment arises.

Avoid lectures. Expect your adolescent to honor the agreement. Say so pleasantly and firmly (five to ten words) and walk away.

Avoid negative comments. Encourage, support and be honest. Don't tell your student the work is good when it isn't. They know the difference. Your credibility is at stake.

Contact your student's teacher if he or she consistently gets 25% or more wrong or if he or she never seems to have any homework.

Each student is different. Some work better with a little music in the background. Some like mom or dad nearby and others prefer to work in a private place. Most need a break between school and homework time.

The goal is for the student to become intrinsically motivated: to see the value in learning, love learning, and go about learning with a gusto that would make any parent and any teacher proud.

Look over the above list with your son or daughter. Involve them in the homework plan. We all work better when we have a say in what we do. Whatever you and your son or daughter chooses, it needs to be a sustained, consistent effort. The development of self-discipline and the love and valuing of learning far exceeds the benefit of any one assignment.

## Problem Area and Discipline Action

Problem Area	Occurrence	Minimum Action	Maximum Action
Tardiness	First Repeated	Informal Talk Conference/Detention	Parent Involved Short Suspension
Unexcused Absence	First Repeated	Informal Talk Parent Involvement/Court Involvement	Short Suspension Expulsion
Defiance of Authority	First Repeated	Conference Parent Involvement	Short Suspension Expulsion
Disorderly Conduct	First Repeated	Informal Talk Parent Involvement	Short Suspension Expulsion
Bus Misconduct	First Repeated	Conference Suspension from Bus	Suspension from Bus Suspension from Bus
Forgery or Lying	First Repeated	Detention Detention	Short Suspension Long Suspension
Gambling	First Repeated	Informal Talk Conference	Short Suspension Long Suspension
Theft	First Repeated	Parent Involvement Short Suspension	Suspension Expulsion
Tobacco	First Repeated	8 hours Detention 20 hours Detention	2 days Suspension Long Suspension
Vandalism	First Repeated	Conference Parent Involvement	Long Suspension Expulsion
Alcohol, Drugs, or Paraphernalia (Possession or Use)	First Repeated	Short Suspension <i>*Referred to professional C.A.C. or comparable program</i> Expulsion	Expulsion Expulsion
Alcohol or Drugs (Sale of)	First Repeated	Expulsion – Year Permanent Expulsion	Permanent Expulsion Permanent Expulsion
Threat/Harassment	First Repeated	Conference Parent Involvement	Long Suspension Expulsion
Fighting	First Repeated	Parent Involvement Parent Involvement	Short Suspension Expulsion
Physical Assault	First Repeated	Parent Involvement Short Suspension	Short Suspension Expulsion
Weapons	First	Immediate Expulsion	Expulsion
Dangerous Weapons	First	Immediate Expulsion* <i>*State Law-possible expulsion from all Washington State Schools</i>	Expulsion
Extortion	First Repeated	Parent Involvement Long Suspension	Short Suspension Expulsion
Explosive Devices	First Repeated	Parent Involvement Long Suspension	Short Suspension Expulsion
Arson	First Repeated	Short Suspension Expulsion	Expulsion Expulsion
Commission of a Criminal Act Classified as a Felony Under Title 9 R.C.W.	First Repeated	In-House Short Suspension	Expulsion Expulsion

# Student Goal Setting

2011-2012

Name: \_\_\_\_\_

Goal Setting Teacher: \_\_\_\_\_

My True Color: \_\_\_\_\_

While learning more about myself as a learner and individual, I had this ah-ha: \_\_\_\_\_  
\_\_\_\_\_

After reflecting on my interactions with friends and family members, the one character trait I desire to improve on most at this present time is: (Remember to be specific-this is your goal!) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will reach my goal by doing the following things: (What "baby" steps will you need to take to get there? How long will it take you to complete each step?)

Step 1) \_\_\_\_\_

Step 2) \_\_\_\_\_

Step 3) \_\_\_\_\_

Step 4) \_\_\_\_\_

(List additional steps as needed / People who will support and encourage me to reach my goal)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I will know I've reached my goal when: (What will you have? Where will you be? How will things have changed?) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

My reward for reaching my goal will be: \_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_, commit today, \_\_\_\_\_ (date), to doing the work necessary to reach my goal. I pledge to apply myself, giving every ounce of positive energy to my goal. I, \_\_\_\_\_, am worth it!

Reflection #1:

Date: \_\_\_\_\_

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Reflection #2:

Date: \_\_\_\_\_

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Reflection #3:

Date: \_\_\_\_\_

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Reflection #4:

Date: \_\_\_\_\_

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Reflection #5:

Date: \_\_\_\_\_

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