RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

SUPERINTENDENT
DR NATHAN MCCANN

BOARD OF DIRECTORS
DISTRICT 1 EMILY ENQUIST
DISTRICT 2 JOSEPH VANCE
DISTRICT 3 BRETT JONES
DISTRICT 4 DONNA FARNSWORTH
DISTRICT 5 ZENIA BRINGHURST

SPECIAL MEETING OF THE BOARD OF DIRECTORS
Tuesday, July 19, 2022 ~ 5:00 p.m.
Columbia Assembly Room
Ridgefield Administrative & Civic Center – 510 Pioneer Street
Join Via Zoom

This special meeting is for the purpose of conducting regular monthly business. Action will be taken.

I. CALL TO ORDER
Our Purpose ~ Ridgefield School District aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.

II. FLAG SALUTE

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

IV. CONSENT AGENDA – *Action*
- A. Approve Board Minutes
  1) Regular Meeting on June 28, 2022
- B. Approve Personnel Report
- C. Approve Monthly Donations
- D. Approve Warrants

V. SUPERINTENDENT REPORTS – *Information Only / No Action*
- A. Financial Update
- B. Board Members

VI. PUBLIC COMMENT – *Agenda / Non-Agenda Items*
Comments from the public are invited relating to agenda items and non-agenda items. Anyone wishing to comment must submit an Audience Participation form by 4:00 pm on the day of the Board Meeting, and be present on the Live Zoom meeting or attend the meeting in person. *Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment, which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Board Policy File No. 1430*

VII. OLD BUSINESS – *Action*
- A. NONE

VIII. NEW BUSINESS – *Action*
- A. Approve Highly Capable Program Comprehensive Plan for 2021-2022 School Year
- B. Approve 2022-2023 Student/Parent Handbooks for Ridgefield High School and Wisdom Ridge Academy
- C. Approve ESD 112 Cooperative Information Management Services Renewal for the 2022-2023 School Year
- D. Approve the Adult Meal Price Increase for the 2022-2023 School Year
- E. Hear First Read of Revised Board Policy No. 3142 International Student Exchange

IX. ADJOURNMENT

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	IV.A-D	Meeting Date:	07/19/2022

Item: Consent Agenda

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

A. Approve Board Minutes
   1) Regular Meeting on June 28, 2022
B. Approve Personnel Report
C. Approve Monthly Donations
D. Approve Warrants

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

SUPERINTENDENT
DR NATHAN MCCANN

BOARD OF DIRECTORS
DISTRICT 1 EMILY ENQUIST
DISTRICT 2 JOSEPH VANCE
DISTRICT 3 BRETT JONES
DISTRICT 4 DONNA FARNSWORTH
DISTRICT 5 ZENIA BRINGHURST

MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS

CALL TO ORDER – The regular meeting of the Board of Directors of the Ridgefield School District was called to order by President Joe Vance at 5:00 p.m. on ***Tuesday, June 28, 2022*** in the Columbia Assembly Room, Ridgefield Administrative and Civic Center, 510 Pioneer Street, Ridgefield, WA 98642. The meeting was also simulcast via a Zoom video conference. The purpose of the meeting was to conduct regular monthly business.

Voting Members Present: Joe Vance, Emily Enquist, Brett Jones, Zenia Bringhurst (Zoom)
Voting Members Absent: Donna Farnsworth
Others Present: Dr. Nathan McCann, Dr. Michael Baskette, Paula McCoy, Geoff Varney, Tiffany Gould, Trevor Carlson, Mark Prussing, Danielle Taylor and 3 community members. 2 community members joined on Zoom.

FLAG SALUTE

CHANGES OR ADDITIONS TO THE AGENDA – *Action*

None

CONSENT AGENDA – *Action*

Approve Board Minutes

1) June 14, 2022

Approve Personnel Report

Approve the General Fund/ASB Fund/Capital Projects Fund/Payroll Warrants; the written report was provided:

Fund	Warrant / Micr Numbers			Warrant Date		Issue Amount	Authorization Number
General Fund - #6134							
Payroll							
Warrant Numbers		-					
Micr Numbers		-			$		
Sub-Total of Payroll					$	0.00	
Electronic Transfer:					$		
Total payroll amount: (*includes payroll vendors)	**$0.00**						
Warrant Numbers		-					
Micr Numbers		-			$		
Warrant Numbers		-					
Accounts Payable							
Warrant Numbers	118416	-	118416				
Micr Numbers	143805		143805	6/9/2022	$	411.70	**W-06092022-3**
Warrant Numbers	118417	-	118425				
Micr Numbers	143806	-	143814	6/13/2022	$	18,065.38	**W-06132022-2**
Warrant Numbers	118426	-	118428				
Micr Numbers	143816	-	143818	6/17/2022	$	2,580.38	**W-06172022-9**
Warrant Numbers	118429	-	118585				
Micr Numbers	143830	-	143986	6/29/2022	$	323,299.89	**W-06292022-3**
Electronic transfer for DOR					$		
Electronic transfer for US Bank					$	90,548.25	**P-20220607-8**
Vendor ACH payments(US Bank)					$	0.00	
Employee Reimbursement via Direct Deposit					$	594.40	**P-20220629-1**
Employee Reimbursement via Direct Deposit					$	1,323.26	**P-20220629-2**
Sub-Total of Accounts Payable					$	**436,823.26**	

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ASB - #6158							
Warrant Numbers	20841	-	20844				
Micr Numbers	143801	-	143804	6/9/2022	$	345.95	**W-06092022-2**
Warrant Numbers	20845	-	20845				
Micr Numbers	143815	-	143815	6/13/2022	$	1,145.00	**W-06132022-5**
Warrant Numbers	20846	-	20854				
Micr Numbers	143821	-	143829	6/29/2022	$	8,692.13	**P-06292022-2**
Electronic Transfer for DOR					$		
Vendor ACH payments(US Bank)				6/16/2022	$	**14,923.92**	**P-20220607-8**
Employee Reimbursement via Direct Deposit					$	0.00	
Sub-Total of ASB Payable					$	**25,107.00**	
Capital Projects-1(Bond)					$		
Capital Projects-State Match					$		
Capital Projects - #6135-3 (Bond)					$		
Capital Projects - #6135I (Impact)					$	**74,943.38**	
Capital Projects-#6135					$		
Warrant Numbers	2965	-	2966				
Micr Numbers	143819	-	143820	6/29/2022	$	74,943.38	**W-06292022-1**
					$	74,943.38	
Electronic Transfer for payment of comp tax:					$	0.00	
Sub-Total of Capital Projects Payable							
					$	**74,943.38**	

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

SUPERINTENDENT REPORTS – *Information*

Bond Refunding Briefing

- Executive Director of Business Services Paula McCoy introduced Trevor Carlson and Mark Prussing who are working with the District to refinance the 2012 bond. Trevor and Mark provided a detailed presentation on the process, the benefits and next steps in the process. There was a lengthy discussion with the board.

Board Members

- No Comments

PUBLIC COMMENT – *Agenda / Non Agenda Items*

There were no requests for public comment.

OLD BUSINESS – *Action*

Approve Revised Board Policy No. 2140 Comprehensive School Counseling Program

- Motion was made by Director Emily Enquist to approved revised Board Policy No. 2140 Comprehensive School Counseling Program, seconded by Director Brett Jones. There was no discussion. All members present voted in favor of the motion. Motion carried.

NEW BUSINESS – *Action*

Approve Resolution No. 2021-2022-015 Redistricting Director Districts to Adjust to 2020 US Census Data

- Motion was made by Director Emily Enquist to approve Resolution No. 2021-2022-015, seconded by Director Brett Jones. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve Resolution No. 2021-2022-016 Unlimited Tax General Obligation Refunding Bonds, 2022

- Motion was made by Director Emily Enquist to approve Resolution No. 2021-2022-016, seconded by Director Brett Jones. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve the Career College and Technical Education (CCTE) 5-Year Plan

- Motion was made by Director Emily Enquist to approve the CCTE 5-Year plan, seconded by Director Brett Jones. There was no discussion. All members present voted in favor of the motion. Motion carried.

Approve the 2022-2023 Student Handbooks for the Early Learning Center, South Ridge Elementary School, Union Ridge Elementary School, Sunset Ridge Intermediate School and View Ridge Middle School.

- Motion was made by Director Emily Enquist to approve the 2022-2023 Student Handbooks for the ELC, URES, SRES, SRIS, and VRMS, seconded by Director Brett Jones. There was no discussion. All members present voted in favor of the motion. Motion carried.

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EXECUTIVE SESSION – No Action

Motion was made by Director Emily Enquist to hold an Executive Session for 30 minutes for the purpose of discussing the performance of a public employee pursuant to RCW 42.30.110(1)(g) – Superintendent's evaluation and contract, seconded by Director Brett Jones. All members present voted in favor of the motion. Motion carried, the Board began executive session at 5:20. At 5:50, the Board announced they would be in session for 5 more minutes.

RESUME REGULAR MEETING

The executive session concluded at 5:55 p.m.

- A motion was made by Director Emily Enquist, Board approve the superintendent's evaluation and contract addendum as presented, seconded by Director Brett Jones. All members present voted in favor of the motion. Motion carried.

ADJOURN REGULAR MEETING

There being no further business to come before the Board, President Joe Vance adjourned the regular meeting at 6:02 p.m.

_____ _____

Joe Vance, President
Emily Enquist, Vice-President

Danielle Taylor, Executive Assistant
to the Superintendent

Approved by the Board of Directors: July 12, 2022

DRAFT

PERSONNEL ACTION

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

REVISED DATE: 07/19/2022
BOARD DATE: 07/19/2022

CERTIFIED/CLASSIFIED:

NAME	JOB TITLE	LOCATION	REASON
HIRE:			
Allen Andringa	Director of ALE and Business Partnerships	WRA	Vacancy
Colette Dhanens	Para Class II - SEL	SRIS/VRMS	Vacancy
Alix Parsons	Grade 5 Teacher	SRIS	Vacancy
Bethlehem Heckman	Art Teacher	SRES	Added Growth Position
Stephanie Hadley	Grade 3 Teacher	SRES	Added Growth Position
Kelsey Strain	Grade 3 Teacher	SRES	Added Growth Position
Zach Phelps	English Language Arts Teacher	RHS	Vacancy
Emily Pemberton	Grade 2 Teacher	SRES	Added Growth Position
Angelina Pauletto	Math Teacher	VRMS	Vacancy
Kendall Mathew	French Teacher	VRMS	Vacancy
Ghanisse Wall	Grade 4 Teacher	SRES	Added Growth Position
Sarah Senko	Special Education Teacher	URES	Vacancy
Taylor Kernion	Special Education Teacher	ELC	Vacancy
Kaitlyn Michaelson	Summer Academy Teacher	ELEM	Temporary Assignment
Will Ortner	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Christa Stewart	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Samantha Young	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Angela Hutson-Cumpston	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Marlinda Lerner	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Emmalee Terpening	Summer Academy Paraprofessional	ELEM	Temporary Assignment
Crystal Harris	Summer Academy Assistant Secretary	ELEM	Temporary Assignment
RESIGNATION:			
Cynthia Ryan	Lead Preschool Teacher	ELC	Family responsibilities
RETIREMENT:			
Robert Ford	Teacher	RHS	Retire - end of 2021-22
RELEASE FROM CONTRACT:			
Jennifer Sawyer	TOSA - Elem Level Support in CIA	RSD	Other employment
Jennifer Ingham	Grade 1 Teacher	URES	Moving out of state

EXTRACURRICULAR:

NAME	JOB TITLE	LOCATION	REASON
HIRE:			
Susan Schmitz	Head Cheer Coach	RHS	Vacancy
Ashleigh Thorup	Asst. Cheer Coach	RHS	Vacancy
RESIGNATION:			
Chelsey Lensing	Head Track Coach	VRMS	Resign
Chelsey Lensing	Asst Cross Country Coach	VRMS	Resign

COMMUNITY EDUCATION:

NAME	JOB TITLE	LOCATION	REASON
HIRE:			
Jaden Upton	Day Camp Counselor	COMM ED	Vacancy
RESIGNATION:			
Kathleen Arambul	Day Camp Counselor	COMM ED	Resignation

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Donations Received - June 2022

Building	Donor Name	Purpose	Type of Donation	Value/Amount
DO	Ridgefield Family Resource Center	RHS Empty Nest Bowl	Cash	$ 645.00
DO	IQ Credit Union	Experience Ridgefield Sponsorship	Cash	$ 2,500.00
DO	R & C Management Group LLC	Calendar Sponsorship	Cash	$ 450.00
VRMS	BoxTops	General	Cash	$ 1.00
VRMS	Anonymous	General	Cash	$ 0.71
VRMS	Anonymous	General	Cash	$ 37.00
SRIS	Anonymous	General	Cash	$ 22.00
SRIS	SRIS PTA	Potter Grant -Binding Machine	Cash	$ 65.11
URES	Jennifer Ingham	First Grade Field Trip	Cash	$ 3.25
RHS	Anonymous	Softball Equipment	Cash	$ 4,964.31
RHS	Anonymous	General	Cash	$ 10.00
RFRC	St. Mary's Church	Supplies for students/families	Cash	$ 200.00
SRES	South Ridge PTA	PBIS	Cash	$ 434.96

RIDGEFIELD SCHOOL DISTRICT #122

Warrant Info

Date: 7/19/2022
To: Ridgfield School District Board of Directors
From: Lisa McGhee Accounts Payable Specialist
Subject: Request for Warrant Authorization

Fund	Warrant / Micr Numbers			Warrant Date		Issue Amount	Authorization Number	
General Fund - #6134								
Payroll								
Warrant Numbers	123492	-	123514					
Micr Numbers	143992	-	144014	6/30/2022	$	12,639.69	W-06302022-27	
Sub-Total of Payroll					$	12,639.69		
Electronic Transfer: Total payroll amount: (*includes payroll vendors)	**$2,708,009.96**				$	1,688,378.94		
Warrant Numbers	118591	-	118609					
Micr Numbers	144016	-	144034	6/30/2022	$	1,006,991.33	W-07012022-8	
Warrant Numbers		-						
Accounts Payable								
Warrant Numbers	118586	-	118586					
Micr Numbers	143987		143987	6/27/2022	$	2,685.33	W-06272022-1	PREPAID
Warrant Numbers	118587	-	118590					
Micr Numbers	143988	-	143991	6/24/2022	$	20,531.00	W-06272022-2	
Warrant Numbers	118610	-	118610					
Micr Numbers	144035	-	144035	7/11/2022	$	1,296.33	W-07112022-2	
Warrant Numbers	118611	-	118785					
Micr Numbers	144049	-	144223	7/20/2022	$	1,033,032.60	W-07202022-3	
Electronic transfer for DOR				6/27/2022	$	2,430.96	P-20220627-7	
Electronic transfer for US Bank					$			
Vendor ACH payments(US Bank)					$			
Employee Reimbursement via Direct Deposit				7/20/2022	$	4,610.43	P-20220720-1	
Sub-Total of Accounts Payable					$	**1,064,586.65**		
ASB - #6158								
Warrant Numbers	20855	-	20866					
Micr Numbers	144037	-	144048	7/20/2022	$	8,597.88	W-07202022-2	
Electronic Transfer for DOR					$			
Vendor ACH payments(US Bank)					$			
Employee Reimbursement via Direct Deposit				7/20/2022	$	479.85	P-20220720-1	
Sub-Total of ASB Payable					$	**9,077.73**		
Capital Projects-1(Bond)					$			
Capital Projects-State Match					$			
Capital Projects - #6135-3 (Bond)					$			
Capital Projects - #6135I (Impact)					$	**195,337.86**		
Capital Projects-#6135					$			
Warrant Numbers	2967	-	2967					
Micr Numbers	144015	-	144015	7/1/2022	$	128,522.78	W-07012022-7	
Warrant Numbers	2986	-	2986					
Micr Numbers	144036	-	144036	7/20/2022	$	66,815.08	W-07202022-1	
					$	195,337.86		
Electronic Transfer for payment of comp tax:					$	0.00		
Sub-Total of Capital Projects Payable					$	**195,337.86**		

As of this date July 19th 2022 THE BOARD , by a _____ vote.
Voted to approve the Funds listed above for payment.

Secretary, Board of Directors — Director

President, Board of Directors — Director

Vice President, Board of Directors — Director

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

As of July 12, 2022, the board, by a _____ vote, approves payments, totaling $1,006,991.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 118591 through 118609, totaling $1,006,991.33

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
118591	DEPT OF RETIREMENT SYSTEMS	06/30/2022	77,002.23
118592	DEPT OF RETIREMENT SYSTEMS	06/30/2022	62,247.83
118593	DEPT OF RETIREMENT SYSTEMS	06/30/2022	15,364.16
118594	ESD #112 / UNEMP	06/30/2022	13,254.53
118595	ESD112 WORK/COMP	06/30/2022	21,702.21
118596	HCA-SEBB BENEFITS	06/30/2022	414,044.00
118597	HCA-SEBB FLEX SPEND	06/30/2022	6,389.25
118598	HEALTHEQUITY, INC.	06/30/2022	1,415.50
118599	RIDGEFIELD PUBLIC SCHOOLS FOUN	06/30/2022	117.49
118600	RIDGEFIELD BOOSTERS	06/30/2022	152.00
118601	The Standard Insurance Company	06/30/2022	6,250.65
118602	STATE TREASURER	06/30/2022	14,225.18
118603	TEACHER RET SYST	06/30/2022	298,359.74
118604	THE OMNI GROUP	06/30/2022	21,655.00
118605	THE RIDGE	06/30/2022	35.00
118606	VEBA TRUST	06/30/2022	32,729.45
118607	WEA PAYROLL DEDUCTIONS	06/30/2022	18,577.96
118608	WEA PAYROLL DEDUCTIONS	06/30/2022	3,464.15
118609	WSSRA	06/30/2022	5.00

19 Computer Check(s) For a Total of 1,006,991.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	19	Computer	Checks For a Total of	1,006,991.33
Total For	19	Manual, Wire Tran, ACH & Computer Checks		1,006,991.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	1,006,991.33

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

As of July 12, 2022, the board, by a _____ vote, approves payments, totaling $2,685.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 118586 through 118586, totaling $2,685.33

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
118586	PORTLAND PARTYWORKS	06/27/2022	2,685.33
1	Computer Check(s) For a Total of		2,685.33

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	2,685.33
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,685.33
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,685.33

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

As of July 12, 2022, the board, by a _____ vote, approves payments, totaling $20,531.00. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 118587 through 118590, totaling $20,531.00

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
118587	AREA 9 DECA	06/24/2022	140.00
118588	COLLEGE BOARD	06/24/2022	18,889.00
118589	HOSA, INC	06/24/2022	20.00
118590	VANCOUVER SLOW PITCH UMPIRES A	06/24/2022	1,482.00

4 Computer Check(s) For a Total of 20,531.00

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	4	Computer	Checks For a Total of	20,531.00
Total For	4	Manual, Wire Tran, ACH & Computer Checks		20,531.00
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	20,531.00

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $1,296.33. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 118610 through 118610, totaling $1,296.33

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
118610	Slack, Angel S	07/11/2022	1,296.33

1 Computer Check(s) For a Total of 1,296.33

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	1,296.33
Total For 1	Manual, Wire Tran, ACH & Computer Checks		1,296.33
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	1,296.33

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $1,033,032.60, and voids/cancellations, totaling $446.23. The payments and voids are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 118611 through 118785, totaling $1,033,032.60
Voids/Cancellations, totaling $446.23

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
118611	ACADEMICS ARE COOL	07/20/2022	150.00
118612	ACCELERATED EDUCATION INCORPOR	07/20/2022	12,369.54
118613	Adams, Dan	07/20/2022	28.20
118614	AIRGAS USA, INC.	07/20/2022	6.26
118615	Allen, Donna Sophia	07/20/2022	31.16
118616	ALLIANT SYSTEMS	07/20/2022	268.79
118617	Vendor Continued Check	07/20/2022	0.00
118618	Vendor Continued Check	07/20/2022	0.00
118619	Vendor Continued Check	07/20/2022	0.00
118620	Vendor Continued Check	07/20/2022	0.00
118621	Vendor Continued Check	07/20/2022	0.00
118622	AMAZON.COM SERVICES, INC.	07/20/2022	14,323.89
118623	AMERICAN BUILDING MAINTENANCE,	07/20/2022	204,270.14
118624	Andringa, Allen G	07/20/2022	15.50
118625	Aquilino, Jenny	07/20/2022	27.00
118626	ARBITERSPORTS LLC	07/20/2022	3,882.46
118627	Ardizzone, Pamela	07/20/2022	45.45
118628	B&H PHOTO VIDEO	07/20/2022	1,962.35
118629	Vendor Continued Check	07/20/2022	0.00
118630	Barbouletos, Kippi Ann	07/20/2022	69.21
118631	Bernal, Norma	07/20/2022	7.00
118632	Bishop, Jessica	07/20/2022	15.00
118633	Bishop, Jessica	07/20/2022	32.10
118634	Bloom, Stephanie Erin	07/20/2022	408.26
118635	Boatsman, Jade	07/20/2022	41.00
118636	Brad's Septic Service	07/20/2022	820.00
118637	Brinkman, Heather	07/20/2022	450.00
118638	Capeloto, Janelle L	07/20/2022	184.35
118639	CDW GOVERNMENT	07/20/2022	1,280.98
118640	CHARTWELLS INC	07/20/2022	99,459.75
118641	CLARK PUBLIC UTILITIES	07/20/2022	34,795.59

Check Nbr	Vendor Name	Check Date	Check Amount
118642	CLUB GREEN MEADOWS, LLC	07/20/2022	150.00
118643	Cochran, Terri L	07/20/2022	599.40
118644	COFFEE SYSTEMS NW, LLC	07/20/2022	753.88
118645	Collins, Jenifer	07/20/2022	84.00
118646	Colpron, Nicole A	07/20/2022	13.05
118647	COLUMBIA LANGUAGE SERVICES INC	07/20/2022	269.04
118648	COMCAST CABLE	07/20/2022	499.86
118649	Vendor Continued Check	07/20/2022	0.00
118650	COPYTRONIX INC	07/20/2022	569.90
118651	Creagan, Chris	07/20/2022	20.55
118652	Dahlen, Jennifer	07/20/2022	28.00
118653	DELL COMPUTER	07/20/2022	40,705.58
118654	DELTA CONNECTS, INC.	07/20/2022	3,518.13
118655	DIAMOND RANCH ACADEMY INC	07/20/2022	13,659.68
118656	Dow, Tonya	07/20/2022	356.80
118657	Dradi-Popa, Noelle Marie	07/20/2022	1,125.00
118658	Edwards, Molly	07/20/2022	40.00
118659	Eide, Linda A	07/20/2022	579.00
118660	Engle, Stacy	07/20/2022	7.95
118661	Engstrom, Holly A	07/20/2022	104.00
118662	ESD 112	07/20/2022	7,529.75
118663	ESD 113	07/20/2022	20.00
118664	EWING	07/20/2022	1,006.63
118665	Fisher, Roger D	07/20/2022	3.20
118666	FOLLETT LIBRARY RESOURCES, INC	07/20/2022	2,108.52
118667	FOXHIRE, LLC	07/20/2022	2,493.75
118668	Fukuchi, Heather	07/20/2022	128.77
118669	Gardner, Angela Marie	07/20/2022	870.00
118670	Gasca, Holly S	07/20/2022	519.39
118671	GB MANCHESTER CORPORATION	07/20/2022	1,459.58
118672	GBC	07/20/2022	572.32
118673	GENERAL PARTS, LLC	07/20/2022	613.98
118674	GLOBAL SECURITY AND COMMUNICAT	07/20/2022	60.76
118675	Glovick, Michelle	07/20/2022	172.44
118676	GRANITE TELECOMMUNICATIONS, LL	07/20/2022	2,419.50
118677	GREAT MINDS PBC	07/20/2022	26,243.51
118678	Greenwald, Kerry	07/20/2022	14.00
118679	Griffith, Christopher Jason	07/20/2022	385.00
118680	Gudger-Raines, Meredith	07/20/2022	22.50
118681	Hamtak, Kimberly	07/20/2022	33.20
118682	Hankins, Michelle Renee	07/20/2022	253.04
118683	HARRY'S KEY SERVICE INC.	07/20/2022	367.11
118684	HOPPER, MADELYN	07/20/2022	82.00
118685	Horne, Margaret N	07/20/2022	106.00
118686	Hundley, Jared S	07/20/2022	18.25
118687	IMAGINEERING, INC.	07/20/2022	3,227.60
118688	Jacobson, Hilary	07/20/2022	450.00
118689	Janik, Robert Matthew	07/20/2022	30.60
118690	Janik, Robert Matthew	07/20/2022	22.70
118691	JOSTEN'S	07/20/2022	929.62

Check Nbr	Vendor Name	Check Date	Check Amount
118692	JOSTENS INC	07/20/2022	26.28
118693	Jubb, Rose	07/20/2022	129.00
118694	JW PEPPER & SON, INC.	07/20/2022	298.43
118695	KAIN, DIANNA	07/20/2022	110.00
118696	Kaur, Beant	07/20/2022	100.35
118697	Kee, Tatsuya Hamilton	07/20/2022	657.51
118698	KENDALL HUNT PUBLISHING COMPAN	07/20/2022	101.64
118699	KERNEN, DEBBIE	07/20/2022	468.75
118700	KILLA BITES, INC	07/20/2022	2,006.71
118701	Vendor Continued Check	07/20/2022	0.00
118702	KILLA BITES, INC	07/20/2022	4,010.02
118703	KILLA BITES, INC	07/20/2022	2,223.61
118704	Vendor Continued Check	07/20/2022	0.00
118705	KING COUNTY DIRECTORS ASSOCIAT	07/20/2022	86,230.23
118706	Kinswa, David	07/20/2022	10.00
118707	Krause, Jessie	07/20/2022	17.00
118708	KYOCERA DOCUMENT SOLUTIONS NOR	07/20/2022	594.91
118709	LANGUAGE LINK	07/20/2022	3.93
118710	Leavens, Lisa A	07/20/2022	9.20
118711	Leppanen, Januaria	07/20/2022	99.92
118712	LIONBRIDGE TECHNOLOGIES, INC.	07/20/2022	18.61
118713	LITERACY RESOURCES, LLC	07/20/2022	480.60
118714	Maul, Mandy	07/20/2022	41.00
118715	McCombs, Jessica L	07/20/2022	120.42
118716	MOTE TECHNOLOGIES, INC.	07/20/2022	10,000.00
118717	MUSIC WORLD INC	07/20/2022	1,967.82
118718	MYWHITEBOARDS.COM	07/20/2022	602.73
118719	Nazar, Nelya	07/20/2022	31.90
118720	Newman, Jennifer Miller	07/20/2022	16.00
118721	Nies, Eiko	07/20/2022	104.00
118722	NISHITANI, HEATHER	07/20/2022	225.00
118723	Norby, Brianne	07/20/2022	589.98
118724	NORTHWEST TEXTBOOK DEPOSITORY	07/20/2022	208,223.52
118725	NORTHWEST NATURAL GAS, INC.	07/20/2022	1,982.94
118726	Nyman, Mark	07/20/2022	55.85
118727	O'SULLIVAN, HAILEY	07/20/2022	82.00
118728	ODP BUSINESS SOLUTIONS, LLC	07/20/2022	125.44
118729	OETC	07/20/2022	325.80
118730	Pasko-Smith, Felicia	07/20/2022	12.05
118731	Payne, Jeffrey W	07/20/2022	196.92
118732	PECK RUBANOFF & HATFIELD PC	07/20/2022	5,430.19
118733	PINTLER, ANNIE	07/20/2022	41.25
118734	PITNEY BOWES PURCHASE POWER	07/20/2022	147.95
118735	POPPERT, CHRISTINE	07/20/2022	38.61
118736	PORT OF RIDGEFIELD	07/20/2022	8,953.30
118737	PORTER FOSTER RORICK LLP	07/20/2022	5,735.00
118738	POWER RENTS	07/20/2022	419.83
118739	POWERBLOCK, INC.	07/20/2022	115.12
118740	PPC SOLUTIONS, INC.	07/20/2022	10,772.63
118741	PROCARE THERAPY	07/20/2022	1,050.00

Check Nbr	Vendor Name	Check Date	Check Amount
118742	Raff, Michael Davis	07/20/2022	570.00
118743	REALLY GREAT READING COMPANY,	07/20/2022	6,562.26
118744	Reece, Andrea	07/20/2022	16.90
118745	Rekucki, Heather	07/20/2022	12.00
118746	Rice, Kelsi D	07/20/2022	371.02
118747	RICOH USA, INC.	07/20/2022	803.43
118748	Vendor Continued Check	07/20/2022	0.00
118749	RIDGEFIELD SCHOOL DISTRICT	07/20/2022	414.24
118750	RIDGEFIELD SCHOOL DISTRICT	07/20/2022	6.31
118751	RIDGEFIELD HARDWARE	07/20/2022	30.08
118752	RIDGEFIELD HIGH SCHOOL ASB	07/20/2022	8,448.00
118753	RIXIR SYSTEMS LLC	07/20/2022	488.70
118754	Roberts, Joshua	07/20/2022	39.90
118755	Sass, Stephanie	07/20/2022	45.00
118756	SHERWIN WILLIAMS CO	07/20/2022	1,271.19
118757	SIGNS & MORE	07/20/2022	572.88
118758	Smith, Erin	07/20/2022	84.00
118759	SOCIAL THINKING AND THINK SOCI	07/20/2022	390.75
118760	SOLIANT HEALTH, LLC	07/20/2022	2,470.00
118761	Stewart, Christa S	07/20/2022	34.40
118762	STRUCTURED COMMUNICATION SYSTE	07/20/2022	7,688.41
118763	Swaney, Cara	07/20/2022	43.50
118764	TCI	07/20/2022	69,034.79
118765	TECHSMART INC	07/20/2022	7,516.00
118766	THE LIBRARY STORE	07/20/2022	426.91
118767	THE STEPPING STONES GROUP LLC	07/20/2022	11,080.50
118768	Vendor Continued Check	07/20/2022	0.00
118769	THERAPIA STAFFING	07/20/2022	10,557.60
118770	Tsarenko, Oksana	07/20/2022	35.00
118771	US BANK EQUIPMENT FINANCE, INC	07/20/2022	102.36
118772	Van Riper, Christopher	07/20/2022	20.55
118773	Van Riper, Christopher	07/20/2022	27.10
118774	Vega, Alfonso	07/20/2022	32.00
118775	VERIZON WIRELESS	07/20/2022	202.87
118776	Villeda, Guadalupe	07/20/2022	61.50
118777	Wagner, Jamie	07/20/2022	57.80
118778	Walker, Renae April	07/20/2022	104.00
118779	WALTER E. NELSON CO.	07/20/2022	1,116.87
118780	WASHINGTON STATE SCHOOL FOR TH	07/20/2022	7,904.00
118781	WASHINGTON OFFICIALS ASSOCIATI	07/20/2022	2,558.42
118782	Wilken, Mary L	07/20/2022	6.42
118783	WOODLAND SCHOOL DISTRICT #404	07/20/2022	29,857.00
118784	WOODLAND SAW & CYCLE, INC	07/20/2022	16,723.42
118785	Woods, Rhiannon	07/20/2022	49.05

175 Computer Check(s) For a Total of 1,033,032.60

Check Nbr	Vendor Name	Check Date	Check Amount
117074	Tornow, Chase C	07/11/2022	110.43
117168	Pust, Brendan J	07/11/2022	7.50
118429	Adams, Dan	07/08/2022	28.30
118521	OETC	07/08/2022	300.00

4 Void Check(s) For a Total of 446.23

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	175	Computer	Checks For a Total of	1,033,032.60
Total For	175	Manual, Wire Tran, ACH & Computer Checks		1,033,032.60
Less	4	Voided	Checks For a Total of	446.23
			Net Amount	1,032,586.37

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

As of July 12, 2022, the board, by a _____ vote, approves payments, totaling $2,430.96. The payments are further identified in this document.

Total by Payment Type for Cash Account, COMP TAX ACH:
ACH Numbers 212200412 through 212200412, totaling $2,430.96

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
212200412	DEPARTMENT OF REVENUE	06/27/2022	2,430.96
1	ACH	Check(s) For a Total of	2,430.96

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	1	ACH	Checks For a Total of	2,430.96
	0	Computer	Checks For a Total of	0.00
Total For	1	Manual, Wire Tran, ACH & Computer Checks		2,430.96
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	2,430.96

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $5,090.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 212200413 through 212200433, totaling $5,090.28

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
212200413	Arter, Tara	07/20/2022	422.57
212200414	Christopherson, Randi Rae	07/20/2022	1,200.00
212200415	Cresap, Tammy Lynn	07/20/2022	247.90
212200416	Felton, Anja Geerling	07/20/2022	49.06
212200417	Foster, Stefanie Joanne	07/20/2022	7.00
212200418	Fry, Kristine	07/20/2022	22.49
212200419	Gardner, Andrew John	07/20/2022	870.00
212200420	Gutierrez, Laura Isabel	07/20/2022	44.93
212200421	James, Kathryn N	07/20/2022	323.00
212200422	Lensing, Chelsey V	07/20/2022	80.45
212200423	Malone, Tawny E	07/20/2022	250.00
212200424	McCann, Nathan T	07/20/2022	373.62
212200425	Pust, Brendan J	07/20/2022	7.50
212200426	Shipley, Brynan K	07/20/2022	239.85
212200427	Smith, Anthony A	07/20/2022	7.20
212200428	Vendor Continued Check	07/20/2022	0.00
212200429	Stalcup, Morning Ann	07/20/2022	195.14
212200430	Stitt, Aubrey Renae	07/20/2022	136.80
212200431	Tornow, Chase C	07/20/2022	110.43
212200432	Zora, Jennifer K	07/20/2022	22.49
212200433	Jequinto, Francis D	07/20/2022	479.85

21 ACH Check(s) For a Total of 5,090.28

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	21	ACH	Checks For a Total of	5,090.28
	0	Computer	Checks For a Total of	0.00
Total For	21	Manual, Wire Tran, ACH & Computer Checks		5,090.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,090.28

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $8,597.88. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 20855 through 20866, totaling $8,597.88

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
20855	ACADEMIC HALLMARKS LLC	07/20/2022	75.00
20856	AMAZON.COM SERVICES, INC.	07/20/2022	457.31
20857	BSN SPORTS	07/20/2022	2,059.04
20858	Kropp, Andrea K	07/20/2022	21.00
20859	PLAYFLY SPORTS PROPERTIES, LLC	07/20/2022	300.00
20860	RIDGEFIELD SCHOOL DISTRICT	07/20/2022	60.00
20861	SNAP MOBILE, INC	07/20/2022	3,549.45
20862	SNOHOMISH SCHOOL DISTRICT	07/20/2022	20.00
20863	Templon, John	07/20/2022	16.00
20864	USA TRACK & FIELD OREGON	07/20/2022	650.00
20865	VARSITY SPIRIT FASHION & SUPPL	07/20/2022	1,270.08
20866	WIAA	07/20/2022	120.00

12 Computer Check(s) For a Total of 8,597.88

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	12	Computer	Checks For a Total of	8,597.88
Total For	12	Manual, Wire Tran, ACH & Computer Checks		8,597.88
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	8,597.88

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $5,090.28. The payments are further identified in this document.

Total by Payment Type for Cash Account, VENDOR ACH PAYMENTS:
ACH Numbers 212200413 through 212200433, totaling $5,090.28

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
212200413	Arter, Tara	07/20/2022	422.57
212200414	Christopherson, Randi Rae	07/20/2022	1,200.00
212200415	Cresap, Tammy Lynn	07/20/2022	247.90
212200416	Felton, Anja Geerling	07/20/2022	49.06
212200417	Foster, Stefanie Joanne	07/20/2022	7.00
212200418	Fry, Kristine	07/20/2022	22.49
212200419	Gardner, Andrew John	07/20/2022	870.00
212200420	Gutierrez, Laura Isabel	07/20/2022	44.93
212200421	James, Kathryn N	07/20/2022	323.00
212200422	Lensing, Chelsey V	07/20/2022	80.45
212200423	Malone, Tawny E	07/20/2022	250.00
212200424	McCann, Nathan T	07/20/2022	373.62
212200425	Pust, Brendan J	07/20/2022	7.50
212200426	Shipley, Brynan K	07/20/2022	239.85
212200427	Smith, Anthony A	07/20/2022	7.20
212200428	Vendor Continued Check	07/20/2022	0.00
212200429	Stalcup, Morning Ann	07/20/2022	195.14
212200430	Stitt, Aubrey Renae	07/20/2022	136.80
212200431	Tornow, Chase C	07/20/2022	110.43
212200432	Zora, Jennifer K	07/20/2022	22.49
212200433	Jequinto, Francis D	07/20/2022	479.85

21 ACH Check(s) For a Total of 5,090.28

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	21	ACH	Checks For a Total of	5,090.28
	0	Computer	Checks For a Total of	0.00
Total For	21	Manual, Wire Tran, ACH & Computer Checks		5,090.28
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	5,090.28

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

As of July 12, 2022, the board, by a _____ vote, approves payments, totaling $128,522.78. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2967 through 2967, totaling $128,522.78

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2967	COLF CONSTRUCTION LLC	07/01/2022	128,522.78
1	Computer Check(s) For a Total of		128,522.78

0	Manual	Checks For a Total of	0.00
0	Wire Transfer	Checks For a Total of	0.00
0	ACH	Checks For a Total of	0.00
1	Computer	Checks For a Total of	128,522.78
Total For 1	Manual, Wire Tran, ACH & Computer Checks		128,522.78
Less 0	Voided	Checks For a Total of	0.00
		Net Amount	128,522.78

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

As of July 19, 2022, the board, by a _____ vote, approves payments, totaling $66,815.08. The payments are further identified in this document.

Total by Payment Type for Cash Account, SEA 1ST:
Warrant Numbers 2986 through 2986, totaling $66,815.08

Secretary _____ Board Member _____

Board Member _____ Board Member _____

Board Member _____ Board Member _____

Check Nbr	Vendor Name	Check Date	Check Amount
2986	LSW ARCHITECTS, P.C.	07/20/2022	66,815.08
1	Computer Check(s) For a Total of		66,815.08

	0	Manual	Checks For a Total of	0.00
	0	Wire Transfer	Checks For a Total of	0.00
	0	ACH	Checks For a Total of	0.00
	1	Computer	Checks For a Total of	66,815.08
Total For	1	Manual, Wire Tran, ACH & Computer Checks		66,815.08
Less	0	Voided	Checks For a Total of	0.00
			Net Amount	66,815.08

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	V. A-B	Meeting Date:	07/19/2022

Item: Superintendent Reports

Submitted By: Dr. Nathan McCann, Superintendent

Will Be Presented By: Dr. Nathan McCann, Superintendent

A. Financial Update
B. Board Members

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:_____ Superintendent:_____

10--General Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 LOCAL TAXES	7,098,865	548,449.05	7,117,968.27		19,103.27-	100.27
2000 LOCAL SUPPORT NONTAX	1,531,524	190,885.59	1,344,844.56		186,679.44	87.81
3000 STATE, GENERAL PURPOSE	33,400,889	1,690,668.57	24,129,146.56		9,271,742.44	72.24
4000 STATE, SPECIAL PURPOSE	7,704,126	471,684.46	5,470,929.45		2,233,196.55	71.01
5000 FEDERAL, GENERAL PURPOSE	5,000	.00	90.90		4,909.10	1.82
6000 FEDERAL, SPECIAL PURPOSE	4,996,218	570,656.89	2,725,158.36		2,271,059.64	54.54
7000 REVENUES FR OTH SCH DIST	243,000	30,702.00	239,590.09		3,409.91	98.60
8000 OTHER AGENCIES AND ASSOCIATES	113,029	195.00	34,469.37		78,559.63	30.50
9000 OTHER FINANCING SOURCES	0	.00	.00		.00	0.00
Total REVENUES/OTHER FIN. SOURCES	55,092,651	3,503,241.56	41,062,197.56		14,030,453.44	74.53
B. EXPENDITURES						
00 Regular Instruction	29,540,464	2,279,592.37	20,361,246.92	6,685,590.41	2,493,626.67	91.56
10 Federal Stimulus	1,982,055	106,412.83	921,367.22	571,084.19	489,603.59	75.30
20 Special Ed Instruction	5,950,025	538,716.59	4,260,075.32	1,464,378.13	225,571.55	96.21
30 Voc. Ed Instruction	2,570,133	231,092.37	1,942,960.17	480,269.29	146,903.54	94.28
40 Skills Center Instruction	0	.00	.00	0.00	.00	0.00
50+60 Compensatory Ed Instruct.	1,327,929	138,015.08	691,372.01	391,960.88	244,596.11	81.58
70 Other Instructional Pgms	528,067	20,248.50	197,403.16	56,047.76	274,616.08	48.00
80 Community Services	1,319,582	94,217.34	836,014.95	272,512.47	211,054.58	84.01
90 Support Services	11,870,920	920,603.61	8,550,892.93	1,779,083.24	1,540,943.83	87.02
Total EXPENDITURES	55,089,175	4,328,898.69	37,761,332.68	11,700,926.37	5,626,915.95	89.79
C. OTHER FIN. USES TRANS. OUT (GL 536)	229,228	.00	180,801.10			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	225,752-	825,657.13-	3,120,063.78		3,345,815.78	< 1000-
F. TOTAL BEGINNING FUND BALANCE	6,098,677		6,560,318.84			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		1,289.96			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	5,872,925		9,681,672.58			

20--Capital Projects-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2022

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Support Nontax	4,093,000	1,075,995.71	5,960,150.49		1,867,150.49-	145.62
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	339,000	.00	.00		339,000.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
7000 Revenues Fr Oth Sch Dist	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	114,862	.00	114,862.00		.00	100.00
9000 Other Financing Sources	45,000	.00	.00		45,000.00	0.00
Total REVENUES/OTHER FIN. SOURCES	4,591,862	1,075,995.71	6,075,012.49		1,483,150.49-	132.30
B. EXPENDITURES						
10 Sites	7,466,715	.00	1,116,809.52	196,797.62	6,153,107.86	17.59
20 Buildings	6,033,285	340,335.45	2,852,931.98	1,749,593.98	1,430,759.04	76.29
30 Equipment	95,000	.00	.00	0.00	95,000.00	0.00
40 Energy	0	.00	.00	0.00	.00	0.00
50 Sales & Lease Expenditure	0	.00	.00	0.00	.00	0.00
60 Bond Issuance Expenditure	0	.00	.00	0.00	.00	0.00
90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	13,595,000	340,335.45	3,969,741.50	1,946,391.60	7,678,866.90	43.52
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXP/OTH FIN USES (A-B-C-D)	9,003,138-	735,660.26	2,105,270.99		11,108,408.99	123.38-
F. TOTAL BEGINNING FUND BALANCE	11,500,000		18,337,243.73			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	2,496,862		20,442,514.72			

30--Debt Service Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES/OTHER FIN. SOURCES						
1000 Local Taxes	7,510,480	552,516.56	7,495,478.67		15,001.33	99.80
2000 Local Support Nontax	3,723	3,152.73	12,773.34		9,050.34-	343.09
3000 State, General Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	1,000	.00	.00		1,000.00	0.00
9000 Other Financing Sources	58,000	1,227.29	55,800.39		2,199.61	96.21
Total REVENUES/OTHER FIN. SOURCES	7,573,203	556,896.58	7,564,052.40		9,150.60	99.88
B. EXPENDITURES						
Matured Bond Expenditures	2,833,000	.00	2,832,752.34	0.00	247.66	99.99
Interest On Bonds	4,445,000	.00	2,243,223.88	0.00	2,201,776.12	50.47
Interfund Loan Interest	0	.00	.00	0.00	.00	0.00
Bond Transfer Fees	310,000	.00	600.00	0.00	309,400.00	0.19
Arbitrage Rebate	0	.00	.00	0.00	.00	0.00
Underwriter's Fees	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	7,588,000	.00	5,076,576.22	0.00	2,511,423.78	66.90
C. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
D. OTHER FINANCING USES (GL 535)	0	.00	.00			
E. EXCESS OF REVENUES/OTHER FIN.SOURCES OVER(UNDER) EXPENDITURES (A-B-C-D)	14,797-	556,896.58	2,487,476.18		2,502,273.18	< 1000-
F. TOTAL BEGINNING FUND BALANCE	2,440,000		2,996,153.19			
G. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
H. TOTAL ENDING FUND BALANCE (E+F + OR - G)	2,425,203		5,483,629.37			
I. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 830 Restricted for Debt Service	2,425,203		5,483,629.37			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	2,425,203		5,483,629.37			

40--Associated Student Body Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2022

	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
A. REVENUES						
1000 GENERAL STUDENT BODY	286,312	3,126.81	108,824.93		177,487.07	38.01
2000 ATHLETICS	424,609	21,607.14	224,988.92		199,620.08	52.99
3000 CLASSES	0	.00	.00		.00	0.00
4000 CLUBS	328,206	10,697.64	117,888.35		210,317.65	35.92
6000 PRIVATE MONEYS	22,000	.00	994.05		21,005.95	4.52
Total REVENUES	1,061,127	35,431.59	452,696.25		608,430.75	42.66
B. EXPENDITURES						
1000 GENERAL STUDENT BOD	208,086	965.85	44,103.91	6,578.08	157,404.01	24.36
2000 ATHLETICS	425,636	10,631.96	164,345.90	7,401.22	253,888.88	40.35
3000 CLASSES	0	.00	.00	0.00	.00	0.00
4000 CLUBS	322,920	31,745.26	105,616.11	13,863.13	203,440.76	37.00
6000 PRIVATE MONEYS	19,000	.00	349.05	0.00	18,650.95	1.84
Total EXPENDITURES	975,642	43,343.07	314,414.97	27,842.43	633,384.60	35.08
C. EXCESS OF REVENUES OVER(UNDER) EXPENDITURES (A-B)	85,485	7,911.48-	138,281.28		52,796.28	61.76
D. TOTAL BEGINNING FUND BALANCE	161,141		272,440.66			
E. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
F. TOTAL ENDING FUND BALANCE C+D + OR - E)	246,626		410,721.94			
G. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted for Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	246,626		410,721.94			
G/L 840 Nonspnd FB - Invent/Prepd Itms	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 870 Committed to Other Purposes	0		.00			
G/L 889 Assigned to Fund Purposes	0		.00			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	246,626		410,721.94			

90--Transportation Vehicle Fund-- FUND BALANCE -- AGENCY ACCOUNTS -- Revised -- BUDGET-STATUS-REPORT
Fiscal Year 2021 (September 1, 2021 - August 31, 2022)

For the RIDGEFIELD SCHOOL DIST #122 School District for the Month of May, 2022

A. REVENUES/OTHER FIN. SOURCES	ANNUAL BUDGET	ACTUAL FOR MONTH	ACTUAL FOR YEAR	ENCUMBRANCES	BALANCE	PERCENT
1000 Local Taxes	0	.00	.00		.00	0.00
2000 Local Nontax	5,000	295.80	2,179.21		2,820.79	43.58
3000 State, General Purpose	0	.00	.00		.00	0.00
4000 State, Special Purpose	0	.00	.00		.00	0.00
5000 Federal, General Purpose	0	.00	.00		.00	0.00
6000 Federal, Special Purpose	0	.00	.00		.00	0.00
8000 Other Agencies and Associates	0	.00	.00		.00	0.00
9000 Other Financing Sources	0	.00	.00		.00	0.00
A. TOTAL REV/OTHER FIN.SRCS(LESS TRANS)	5,000	295.80	2,179.21		2,820.79	43.58
B. 9900 TRANSFERS IN FROM GF	126,228	.00	126,228.00		.00	100.00
C. Total REV./OTHER FIN. SOURCES	131,228	295.80	128,407.21		2,820.79	97.85
D. EXPENDITURES						
Type 30 Equipment	175,000	.00	126,228.00	0.00	48,772.00	72.13
Type 60 Bond Levy Issuance	0	.00	.00	0.00	.00	0.00
Type 90 Debt	0	.00	.00	0.00	.00	0.00
Total EXPENDITURES	175,000	.00	126,228.00	0.00	48,772.00	72.13
E. OTHER FIN. USES TRANS. OUT (GL 536)	0	.00	.00			
F. OTHER FINANCING USES (GL 535)	0	.00	.00			
G. EXCESS OF REVENUES/OTHER FIN SOURCES OVER(UNDER) EXP/OTH FIN USES (C-D-E-F)	43,772-	295.80	2,179.21		45,951.21	104.98-
H. TOTAL BEGINNING FUND BALANCE	504,000		504,865.53			
I. G/L 898 PRIOR YEAR ADJUSTMENTS(+OR-)	XXXXXXXXX		.00			
J. TOTAL ENDING FUND BALANCE (G+H + OR - I)	460,228		507,044.74			
K. ENDING FUND BALANCE ACCOUNTS:						
G/L 810 Restricted For Other Items	0		.00			
G/L 819 Restricted for Fund Purposes	43,772-		2,179.21			
G/L 830 Restricted for Debt Service	0		.00			
G/L 835 Restrictd For Arbitrage Rebate	0		.00			
G/L 850 Restricted for Uninsured Risks	0		.00			
G/L 889 Assigned to Fund Purposes	504,000		504,865.53			
G/L 890 Unassigned Fund Balance	0		.00			
TOTAL	460,228		507,044.74			

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VI.	Meeting Date:	07/19/2022
Item:	Public Comment		
Submitted By:	Dr. Nathan McCann, Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

Comments from the public are invited relating to agenda items and non-agenda items. Anyone wishing to comment must submit an Audience Participation form by 4:00 pm on the day of the Board Meeting, and be present on the Live Zoom meeting or attend the meeting in person. Public comments are limited to 3 minutes per person up to 30 minutes total. The Board is precluded from discussing or acting on items raised by public comment, which are not already on the agenda. Speakers may offer objective criticism of district operations and programs, but the Board will not hear any complaints concerning specific district personnel. The Board President will direct the visitor to the appropriate means for Board consideration and disposition of legitimate complaints involving individuals. Board Policy File No. 1430

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:_____ Superintendent:_____

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: **Tiffany Gould**
SUBJECT: **Highly Capable Program Comprehensive Plan**
DATE: **7/5/2022**
TYPE: Action

Background: As part of igrant FP217 Highly Capable Program Plan, we are requesting the School Board review and approve the Highly Capable Program Comprehensive Plan for the 2021-22 school year.

Considerations:
None

Recommendation:
School Board approval of the HCP Comprehensive Plan

District: Ridgefield School District
Organization Code: 06122
ESD: Educational Service District 112

Page 1

Directions

All Local Education Agencies (LEAs) must complete this application for the 2021-22 school year.

- **Page 1 must be updated annually:** District indicates if accepting Highly Capable funds, signs and dates assurances to comply with Highly Capable Program requirements.
- **Pages 2 through 7:** LEA information entered on pages 2-6 of FP 217 will roll over from the LEA's last approved Highly Capable Comprehensive Plan. If changes were made on any Page (2-6) check the box on this page, then make changes on the appropriate page. Page 7 is to be updated annually.

REMINDER: The Highly Capable funding formula is based on 5.0 percent of each LEA's population. **This is a funding formula and does *not* mean a certain percentage of students must be identified.**

Your school board must approve the information and data you enter in this form package annually. In iGrants form Package 217 (fiscal year 2021-22), click **Print All**, to the right of Save. **(WAC 392.170.025)**

Program Monitoring and Review

OSPI staff will review District Highly Capable plans during the Consolidated Program Review (CPR) process. Districts will be reviewed during Consolidated Program Review cycle, even if they are not accepting funds, as Highly Capable is part of the program of basic education under **RCW 28A.150.220(3)(g)3)**.

Updated Pages

Updates have been made to the following pages:

- ☐ Page 2
- ☑ Page 3
- ☑ Page 4
- ☑ Page 5
- ☑ Page 6
- ☐ Page 7

Assurances: Comply with State Law and Regulation

NOTE: As part of **RCW 28A.150.220(3)(g)**, the instructional program of basic education provided by each LEA shall include programs for Highly Capable students. Consistent with OSPI's approach to the Learning Assistance Program and the Transitional Bilingual Instructional Program, an LEA does not have to accept funds. It does need to ensure services are provided to students who qualify. Under the law, LEAs are to identify their most Highly Capable students and serve them. See **RCW 28A.185.020** (1) and (2).

Please check only one box below:

☑ **LEA accepts Highly Capable allocation for 2021-22 school year. LEA agrees to the comply with:**

a. **RCW 28A.150.220(3)(g)(3)**
The instructional program of basic education provided by each LEA shall include: (g) Programs for highly Capable students under RCW 28A.185.010 through 28A.185.030.

b. **RCW 28A.185.020**
Highly Capable program requirements provided in state law.

c. **WAC 392-170-012**
Highly Capable program requirements provided under OSPI rules. **WAC 392-170**

d. *Annually report the students served in the LEA's Highly Capable program in CEDARS.*

e. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*

f. *Annually complete the End-of-Year Report (iGrants Form Package 250).*

g. *Follow* **RCW 28A.185.020** *District practices for identifying the most Highly Capable students must prioritize equitable identification of low-income students.*

h. *Follow* **RCW 28A.300.770** *Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

☐ **LEA DOES NOT accept Highly Capable allocation for the 2021-22 school year.** LEA understands that under the Basic Education Act, it must offer a Highly Capable program that complies with **RCW 28A.150.220(3)(g)**. This includes a responsibility to identify and serve their most Highly Capable students. LEA agrees that it will:

a. *Annually report the students served in the district's Highly Capable program in CEDARS.*

b. *Annually complete applicable portions of the End-of-Year Report (iGrants Form Package 250). This includes annually reviewing and validating CEDARS data.*

c. **Your school board must approve the information and data you enter in this form package annually.** *LEA understands that OSPI staff will review the Comprehensive Plan during the Consolidated Program Review (CPR) process.*

d. *Follow* **RCW 28A.185.020** *District practices for identifying the most Highly Capable students must prioritize equitable identification of low-income students.*

e. *Follow* **RCW 28A.300.770** *Highly Capable students –Identification procedures. Assessment process for identification as Highly Capable student.*

☑ **District officials have read, and the district complies with, the laws and regulations above.**

Authorized Representative Name:	Chris Griffith

Authorized Representative Title:	Assistant Superintendent
Date: (MM/DD/YY)	10/6/2020

Highly Capable Program Coordinator	
Contact Name:	Roger Fisher
Contact Organization:	Ridgefield School District
Contact Email:	roger.fisher@ridgefieldsd.org
Contact Phone:	360-619-1344
Contact Name:	Tiffany Gould
Contact Organization:	Ridgefield School District

Highly Capable Program Parent Organization	
Is there a parent organization in your area? ☐ **Yes** ☑ **No**	
Contact Name:	
Contact Organization:	
Contact Email:	
Contact Phone:	

Page 2

District's Highly Capable Student Definition and Learning Characteristics
RCW 28A-185-030, WAC 392-170 | 035 | 036

Instructions

1. Select one check box.
2. If you check the second box, provide the district's unique definition of a Highly Capable student and learning characteristics.

☑ District uses the state's definition for students who are Highly Capable, and to define the learning characteristics that could be evident in students identified as Highly Capable.

☐ District uses a unique definition that integrates elements of the state's definitions.

Highly Capable Student: Unique District Definition and Learning Characteristics.

Statement of Purpose (OPTIONAL)

District has a statement of purpose for the Highly Capable program.

☑ Yes ☐ No

Identification Process: Notification, Referral, Screening, Assessment, Selection, Appeal
RCW 28A-185-030, WACs 392-170 | 042 | 045 | 047 | 055 | 060 | 070 | 075

Instructions

Identification procedures must occur at all grade levels in the district. The demographics that characterize your district's Highly Capable students should reflect the demographics of the district's population. Once a student is identified, the district provides services across all grade levels — for as long as he or she remains in the district.

Every Item is Mandatory

1. Mark each check box in sections A, B, C, D and E to affirm that these WAC requirements are in place.

2. Write your response where indicated.

A. Annual Notification WAC 392-170-042

Assurances

☑ Public notification for parents and students before any major identification activity.

Public Notification

☑ Translated into languages spoken by the communities whose students attend the schools in your district, as necessary to reach the families whose children attend schools in your district.

☑ Published across multiple communication channels with circulation adequate to notify parents and students throughout the district.

B. Referral Process WAC 392-170-045 | 055

Assurances

☑ District uses a specific process to refer students for the Highly Capable program

☑ Referral process permits referrals from teachers, other staff, parents, students and community members.

C. Parental/Legal Guardian Permission WAC 392-170-047

District must have on file **written or electronic signature permission to assess and start HCP services**. Every item listed below is required by WAC 392-170-047.

Assurances

☑ District gets permission to assess.

☑ District gets permission to start services.

Every assurance in the table below is mandatory.

Permission to Test Includes		Permission to Start HCP Services Includes	
Explanation of the **procedures for identification** of a student for entrance into the HCP.	☑	Explanation of the **procedures for identification** of a student for entrance into the HCP.	☑
Explanation of the **process for appealing the selection decision** of the multidisciplinary selection committee.	☑	Explanation of the **process for appealing the selection decision** of the multidisciplinary selection committee.	☑
Explanation of the **procedures to exit a student** from the program.	☑	Explanation of the **procedures to exit a student** from the program.	☑
Information on the **district's program and the options** that will be available to identified students.	☑	Information on the district's **program and the options** that will be available to identified students.	☑

D. Screening Procedures OPTIONAL WAC 392-170-045 | 055 | 060 | 075

Instructions

The referral process could include a method to screen out students who do not qualify for the HCP, based on clear current evidence.

The district uses a screening process. Yes ☑ No ☐

If yes, click the **NEW** button and complete the tables to document the type of screener by grade level.

If no, continue to **Part E.**

Do Not Lose Your Data - Click Save!
Click **Save** at the top of the page after you complete each table.

Screening Procedures

Assurances
Mark both check boxes to affirm that WAC requirements detailed in 392-170-055 and 392-170-060 are in place.

☑ District has a clearly defined and documented screening process.

☑ All tests and other evaluation materials used in the screening meet requirements of WAS 392-170-060 *Nondiscrimination in the use of tests.*

Instructions

MSC Considers Screening and Assessment Data
Make sure your multidisciplinary selection committee reviews all the data you collect through your screening procedures and your assessment process.

WAC 392-170-075 Selection of Most Highly Capable
[selection] "(3) Shall be based on a selection system that determines which students are the most highly capable as defined under WAC 392-170-055, and other data collected in the assessment process."

If you checked the **K12 box**, do NOT check the boxes below individual grades.

Cognitive	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
CogAt 7-Screening Form	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
CogAt 7-Full Battery	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Naglieri Nonverbal Aptitude Test (NNAT2)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Binet Intelligence Scales (SB5)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Binet Intelligence Scales for Early Childhood (Early SB5)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Wechsler Intelligence Scale for Children, 4th Edition (WISC IV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Woodcock-Johnson IV (WJ IV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Otis-Lennon School Ability Test, 8 Edition (OLSAT 8)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Academic Achievement	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
MAP for Primary Grades (MPG)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Measures of Academic Progress (MAP)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Iowa Test of Basic Skills (ITBS)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Iowa Test of Educational Development (ITED)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Achievement Test Series, 10th Edition (SAT 10)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Woodcock-Johnson IV (WJIV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s) iReady	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Creativity	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Torrance Test of Creative Thinking (TTCT)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Research-based Rating Scale	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Scales for Identifying Gifted Students, 2004 (SIGS)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
WaKIDS (Washington Kindergarten Inventory of Developing Skills)		☐												
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Informal Measures	Screener by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Kingore Observation Inventory	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Teacher Rating Scale-locally developed	☐	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐
Parent Rating Scale-locally developed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Report Card	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Portfolio-Work Samples	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s) Kinderscreen - Universal qualitative screener based on learner behavior	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

REMEMBER: Allow **SAVE** to complete before hitting the **NEW** button again.

E. Assessment Process WAC 392-170-055 | 060

Assurances
Mark each check box to affirm that WAC requirements detailed in 392-170-055 and 392-170-060 are in place.

☑ District has a clearly defined and documented assessment process.

☑ All tests and other evaluation materials used in the assessment meet requirements of WAC 392-170-060 *Nondiscrimination in the use of Tests.*

Instructions

Use **up-to-date assessment tools.** Contact individual publishing companies for more information on

each assessment.

Other - Name the other data sources you use.

If K12 is marked, do not check any of the individual grade level boxes for the measure.

ALERT: Districts that screen must use different instruments in the assessment process.

Assessment Measures

Cognitive	Assessment Measure By Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
CogAT 7-Screening Form	☐	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
CogAT 8-Screening Form	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
CogAT 7-Full Battery	☐	☐	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐
CogAT 8-Full Battery	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Naglieri Nonverbal Aptitude Test (NNAT2)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Binet Intelligence Scales (SB5)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Binet Intelligence Scales for Early Childhood (Early SB5)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Wechsler Intelligence Scale for Children, 4th Edition (WISC IV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Woodcock-Johnson IV (WJ IV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Otis-Lennon School Ability Test, 8 Edition (OLSAT 8)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Academic Achievement	Assessment Measure By Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
State Assessment(s)	☐	☐	☐	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐
MAP for Primary Grades (MPG)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Measures of Academic Progress (MAP)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Iowa Test of Basic Skills (ITBS)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Iowa Test of Educational Development (ITED)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Stanford Achievement Test Series, 10th Edition (SAT 10)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Woodcock-Johnson IV (WJIV)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Kaufman Test of Educational Achievement (KTEA)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Other: Name(s) iReady	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Creativity	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Torrance Test of Creative Thinking	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Research-Based Rating Scale	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Gifted Rating Scales, 2003 (GRS)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Scales for Rating the Behavioral Characteristics of Superior Students (Renzulli Scales)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Scales for Identifying Gifted Students, 2004 (SIGS)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
WaKIDS (Washington Kindergarten Inventory of Developing Skills)		☑												
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Informal Measures	Assessment Measure by Grade Level													
	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Kingore Observation Inventory	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Teacher Rating Scale-locally developed	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Parent Rating Scale-locally developed	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Report Card	☑	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Portfolio-Work Samples	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other: Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

F. Selection WAC 392-170- 075

Multidisciplinary Selection Committee (MSC) Considers Screening and Assessment Data
If you screen, make sure your multidisciplinary selection committee reviews all the data you collect — through your screening procedures and your assessment process.

WAC 392-170-075 Selection of Most Highly Capable
Shall be based on a selection system that determines which students are the most Highly

Capable as defined under **WAC 392-170-055**, and other data collected in the assessment process."

Assurances

- ☑ District has documented procedure and board-approved policy that govern selection of the most Highly Capable students by the MSC. This policy and its procedures meet the requirements listed in WAC 392-170-075.
- ☑ Board Policy and Procedure Number **2190**
- ☐ If not, 2190: Board Policy and Procedure Name or Number

G. Multidisciplinary Selection Committee (MSC) WAC 392-170- 070 | 075 | 038

Assurances
MSC members must meet the minimum professional requirements listed in WAC 392-170-070.

- ☑ The district's MSC composition and the role of the committee members comply with WAC 392-170-070 and 075.
- ☑ Each committee member commits to the strictest level of confidentiality related to the process, documentation, student information and selection.

HCP Services: Continuum and Variety
RCW 28A-185-030, WAC 392-170-030

A. Program Services Management WAC 392-170-078 | 080

Assurances

- ☑ District provides educational opportunities that take into account each student's needs and capabilities.
- ☑ District reviews services for each student periodically to ensure services meet each student's needs and capabilities.

B. Variety and Continuum of Program Services WAC 392-170-078 | 080

Instructions

CEDARS gifted values identifies **four primary structures** for HCP service delivery:

- **General education** classroom-based services and programs, CEDARS Gifted Value 32
- **Unique HCP Services**/Programs, CEDARS Gifted Value 33
- **Acceleration** Services/Programs, CEDARS Gifted Value 34
- **Non-Traditional** Services/Programs, CEDARS Gifted Value 35

For each service delivery option or options you provide identify the **instructional strategies and curricular modifications** teachers integrate to meet the needs of their Highly Capable students.

ALERT: Instructional programming and the delivery of HCP services must be **in place at every grade level** in your district. Highly Capable students remain in the program until their enrollment in your district ends.

Complete the Gifted Value Tables
For each Gifted Value identify:

1. Program options by grade level. If K12 is marked, do not check any of the individual grade level boxes for the measure.
2. Instructional strategies and curricular modifications.

CEDARS Gifted Value 32 General Education classroom-based services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐

Instructional Strategies and Curricula Modification	
☑ Differentiation	☑ Curriculum Compacting
☑ Flexible grouping	☑ Enrichment
☑ Independent study	☑ Independent projects

☑ Pacing	☑ Content acceleration
☑ Supplemental instruction in area of interest	☑ Supplemental materials in area of interest
☐ Cluster grouping	☑ Other Name(s) What I Need Time - Supplemental Instruction Project Based Learning

CEDARS Gifted Value 33 Unique HCP services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Self-Contained classroom	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Supplemental pull-out program	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Specialty online course or courses	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other Name(s) WIN (What I Need) Pull-Out classes	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Instructional Strategies and Curricula Modification	
☐ Differentiation	☐ Curriculum Compacting
☐ Flexible grouping	☐ Enrichment
☐ Independent study	☐ Independent projects
☐ Pacing	☐ Content acceleration
☐ Supplemental instruction in area of interest	☐ Supplemental materials in area of interest
☐ Cluster grouping	☐ Other Name(s)

CEDARS Gifted Value 34 Acceleration services and programs	K12	K	1	2	3	4	5	6	7	8	9	10	11	12
Advance Placement (AP)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Cambridge AICE	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
College in the High School	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Concurrent or dual enrollment	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑
Credit by examination	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Early entrance middle school, high school or college	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑	☑
Grade level advancement	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐
Honors/Advanced	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑	☑
International Baccalaureate (IB)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Online course(s) for subject acceleration	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑
Running Start	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☑	☑
Subject-based acceleration	☐	☐	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑	☐	☐

Other Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Instructional Strategies and Curricula Modification	
☑ Differentiation	☑ Curriculum Compacting
☑ Flexible grouping	☐ Enrichment
☑ Independent study	☑ Independent projects
☑ Pacing	☑ Content acceleration
☐ Supplemental instruction in area of interest	☐ Supplemental materials in area of interest
☑ Cluster grouping	☐ Other Name(s)

CEDARS Gifted Value 35 Non-traditional services and programs	**K12**	**K**	**1**	**2**	**3**	**4**	**5**	**6**	**7**	**8**	**9**	**10**	**11**	**12**
Mentorship	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Collaborative partnership with industry	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cooperative arrangement with ESD	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Cooperative arrangement with other district(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Supplemental academic competitions	☐	☐	☐	☐	☐	☑	☑	☑	☑	☑	☑	☑	☑	☑
Supplemental summer enrichment or acceleration	☐	☑	☑	☑	☑	☑	☑	☑	☐	☐	☐	☐	☐	☐
Supplemental before or after school services and extra-curricular academic activities	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐
Other Name(s)	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐	☐

Instructional Strategies and Curricula Modification	
☐ Differentiation	☐ Curriculum Compacting
☐ Flexible grouping	☑ Enrichment
☐ Independent study	☐ Independent projects
☐ Pacing	☐ Content acceleration
☐ Supplemental instruction in area of interest	☐ Supplemental materials in area of interest
☐ Cluster grouping	☐ Other Name(s) STEM based Summer programs

Program Goals, Monitoring and Evaluation WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

A. District Program Goals WAC 392-170-030

Assurance

☑ District has defined goals for the Highly Capable program and works toward meeting those goals.

ALERT: Keep documentation related to HCP goals on file at the district. District staff make these records available to authorized personnel during the sate Consolidated Program Review cycle and on request.

B. Monitoring: District Records That Demonstrate Compliance WAC 392-170-095 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

Keep those records that evidence compliance with state law at the district. Here are some examples of the HCP documents districts must keep on file:

- School board policy and district procedure that govern the district's Highly Capable program
- Assurances
- Annual public notification
- Parent/legal guardian permission notices and letters
- Description/documentation related to processes of identification, selection, appeal and program evaluation
- Description/documentation related to program exit
- Documentation related to program options and services
- Records related to individual educational programs for Highly Capable students

Assurance

☑ District maintains records that evidence compliance with the laws and regulations related to the Highly Capable program. District staff makes these records available to authorized personnel during the Consolidated Program Review cycle and on request.

ALERT: Do not upload HCP documentation; keep on file at the district.

C1. Evaluation WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

The evaluation of your HCP should return data that measure:

1. The annual efficacy of the district's HCP administration and operations
2. Compliance with state laws and regulations related to the highly capable program

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the timeframes for review and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April
Program Administration / Operations	**Reviewed**	**Review and Analysis**
Program Administration/Operation		
District Policy	☑	July 2022
Program Expenditures	☑	July 2022
Compliance to WAC 392-170	☑	Sept 2021
District Procedures	☑	Sept 2021
Goals for District Program	☑	Sept 2021
Academic Goals for HCP Students	☑	Sept 2021
Communications	☑	Sept 2021
Variety of Services at Grade Levels	☑	June 2022
Continuum of Services	☑	June 2022
Other: Name(s)	☐	

C2. Evaluation WAC 392-170-030 | RCW 28A.185.050 | RCW 28A.150.220

Instructions

The evaluation of your HCP should return data that measure:

1. How well you HCP met its program goals
2. Academic achievement of your Highly Capable students
3. How well your HCP addressed the needs and capabilities of Highly Capable students

Select the **methods and activities you will use** to evaluate the effectiveness of your Highly Capable program. Enter the grade level, and timeframes for collection/administration and analysis. These data will inform your Form Package 250 End of Year report, and provide Program Evaluation evidence for Consolidated Program Review.

		Timeframe by Month(s) example September, December, April	
Evaluation Methods and Activities	**Grades**	**Collect or Administer**	**Review**
Grades and Tests			
AP Tests	☐ Elementary ☑ Secondary		HCP Coordinator,

		Ridgefield High School	Director of Federal Programs
Cambridge AICE Tests	☐ Elementary ☐ Secondary		
Classroom-based Assessments	☐ Elementary ☐ Secondary		
District Assessments	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield High School	HCP Coordinator, Director of Federal Programs HCP Coordinator, Director of Federal Programs
IB Tests	☐ Elementary ☐ Secondary		
Performance Assessment	☐ Elementary ☐ Secondary		
Progress Reports	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge SLP End of each Trimester View Ridge SLP End of each Trimester	HCP Coordinator reviews each TRI HCP Coordinator reviews each TRI
Report Cards	☐ Elementary ☐ Secondary		
State Assessments	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield High School	HCP Coordinator, Director of Federal Programs HCP Coordinator, Director of Federal Programs
Student Growth Percentiles (SGP) comparing academic peers	☐ Elementary ☐ Secondary		
Other: Name(s)iReady Reading and Math Benchmark Diagnostics	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield High	HCP Coordinator, Director of Federal Programs HCP Coordinator, Director of Federal Programs
Qualitative Data			
Staff Anecdotal Observation	☐ Elementary		

	☐ Secondary		
Student Reflection	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield High School	HCP Coordinator, Director of Federal Programs HCP Coordinator, Director of Federal Programs
Student Interviews	☐ Elementary ☐ Secondary		
Other: Name(s)	☐ Elementary ☐ Secondary		

Surveys			
Administrator	☐ Elementary ☐ Secondary		
Parent	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield HS	Parent Advisory Group, leadership team Parent Advisory Group, leadership team
Student	☑ Elementary ☐ Secondary	Union Ridge, South Ridge, Sunset Ridge	HCP Coordinator
Teacher	☑ Elementary ☑ Secondary	Union Ridge, South Ridge, Sunset Ridge View Ridge, Ridgefield HS	Building leadership team Building leadership team
Other: Name(s)	☐ Elementary ☐ Secondary		

Other Data Sources			
Attendance	☐ Elementary ☐ Secondary		
Competition Performance and Outcomes for supplemental programs such as Destination Imagination, Future Problem Solvers, History Day, debate, chess	☑ Elementary ☑ Secondary	South Ridge, Union Ridge, Sunset Ridge View Ridge, Ridgefield HS	HCP Coordinator, Director of Federal Programs HCP Coordinator, Director of Federal Programs
Program Participation	☑ Elementary ☑ Secondary	South Ridge, Union Ridge, Sunset	Parent Advisory Group

		Ridge View Ridge, Ridgefield HS	Parent Advisory Group
Other: Name(s)	☐ Elementary ☐ Secondary		

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School Board Annual Approval of District Comprehensive Plan: iGrants 217

WAC 392-170-020 | 025 | 030

A. Estimate of Students Expected to Serve WAC 392-170-030

Instructions

Estimate the number of students your district expects to serve at each grade — across the district's total grade span.

K	1	2	3	4	5	6	7	8	9	10	11	12	Total
2	2	13	22	26	24	34	39	29	29	18	13	16	267

B. iGrants 217 Highly Capable Program Comprehensive Plan: School Board Annual Approval

WAC 392-170-020 | 025

Instructions

This iGrants form package - 217 - is your district's Comprehensive plan.

1. Complete, print out all pages and take it to your school board for annual review and approval. Click **Print All**, to the right of Save.
2. Enter the date your school board approved this Comprehensive plan, iGrants 217. If it is not yet approved, please enter date when it will be on board agenda for approval.
3. Upload the board meeting minutes that document approval. Contact us to open this page when minutes are available.

Date of Annual Board Approval: 5/25/2021

Upload meeting minutes that show **annual board approval of iGrants FP 217**.

File names: do not use symbols or special characters.

Uploaded Files	Uploaded By	Uploaded At

Files have not been uploaded

Equitable Identification of Low-Income Students RCW 28A.185.020

Update as needed how you address equitable identification of low-income students as required by law RCW 28A.185.020.

1. Identify person(s) responsible for developing and implementing LEA equitable identification plan to address low-income students.

   Tiffany Gould, Director of CCTE and Federal Programs

2. LEAs may find systemic barriers to identifying low-income students, such as: limited communication about referral process, testing outside school day, reliance on standardized testing only, no routine review of existing data, communication in English only, "cut off" scores on standardized tests, lack of information by school front office staff, and others.

   OSPI suggests the following possible actions to reduce barriers to identifying low-income students: screen all students at certain grade level(s) to "screen in" students who may be overlooked, look for above-grade-level WaKIDS indicators, assess rapid growth over time with WaKIDS or ELPA21, test during school day in home school, review IEPs for students with disabilities for indicators of giftedness (twice exceptional), inform staff of gifted indicators and solicit referrals by staff, use alternative assessments for English learners, routinely review all relevant data for any new student, include referral information in enrollment packets, reach out to families by native language speaker.

   Please update actions your LEA takes to prioritize equitable identification of low-income students, and the LEA's process to implement during the 2021-22 identification cycle.

   Our identification process includes a universal screener that we use to identify students that we invite to participate in the identification process. All testing is done during the school day. Our Highly Capable Implementation Team leads an identification process with staff during staff meetings that provides information to teachers on how to identify highly capable students from low-income or under-represented groups.

Criteria for Identification RCW 28A.300.770

Explain how you address criteria for identification as required by RCW 28A.300.770.

3. **Update actions your LEA takes to address these criteria in your identification policy and procedures, and the LEA's process to implement during 2021-22 identification cycle.**

   LEAs must have identification procedures for Highly Capable programs that are clearly stated and implemented using the following criteria:

   a. Districts must use **multiple objective criteria** to identify students who are among the most Highly Capable. Multiple pathways for qualifications must be available and **no single criterion may disqualify a student from identification**.

   b. Highly Capable selection decisions must be based on consideration of **criteria benchmarked on local norms**, but local norms may not be used as a more restrictive criterion than national norms.

c. **Subjective measures such as teacher recommendations or report card grades may not be used to screen out a student from assessment**. These data points may be used alongside other criteria during selection to support identification, but may not be used to disqualify a student from being identified.

d. To the extent practicable, **screening and assessments must be given in the native language** of the student. If native language screening and assessments are not available, a **nonverbal screening and assessment** must be used.

a. The MDSC reviews the performance data for referrals and identifies students who require highly capable services within the general classroom to be successful. Students' academic achievement data, District assessment records, nomination and referral information, report cards, plus any other pertinent information available will be reviewed in the process. No single criteria may be used for placement or non-placement into the program. This documentation will be kept in the student's file in the HCP office.
The MDSC may use professional judgment in placing students. No decision about selection or placement in programming is made unilaterally, but by a team of professionals who strive to ensure to the greatest extent possible fair and equitable consideration of all students applying to, eligible for, and participating in the HCP.
The MDSC meets twice per year, after fall and winter testing windows. All students placed in HCP must go through one of these two regularly scheduled meetings. The only exception is for students who enter the school District mid-year with scores from the sending school district that qualify them for eligibility in the program. These students may be placed by the MDSC via email review of sending school documentation.

4. **Briefly outline actions that were conducted in 2020-21 school year to identify students for Highly Capable services in light of disruption resulting from COVID-19.**

Nearly all students were able to return to in-person learning and participate fully in the identification process. Those students that were not able to participate were moved to the Fall 2021 identification process window.

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VIII. B	Meeting Date:	07/19/2022
Item:	Approve 2022-2023 Student/Parent Handbooks for Ridgefield High School and Wisdom Ridge Academy		
Submitted By:	Dr. Nathan McCann, Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

B. Approve 2022-2023 Student/Parent Handbooks for Ridgefield High School and Wisdom Ridge Academy

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM:
SUBJECT:
DATE:
TYPE: Action

Background:

22-23 updates for the Wisdom Ridge Academy handbook

Considerations:

Small changes were made to the handbook this year including an update of WRA address, phone numbers, and staff based on the new location and staff.

Recommendation:

Please accept these updates within the current format that was used for the 21-22 handbook.

PARENT + STUDENT HANDBOOK

2022-2023

WISDOM RIDGE ACADEMY

BOARD APPROVED DATE

WELCOME

Ridgefield School District

aspires to be the state's premier district, leveraging strong community partnerships to provide each student personalized learning experiences, opportunities, and skills that ensure success and unlimited possibilities.

DISTRICT GOALS

1. Achieve high outcomes through quality instruction, personalized learning, and continuous improvement resulting in success for every student.

2. Provide safe, inclusive, and supportive environments that nurture the well-being of the whole child.

3. Provide collaboration and communication opportunities with families, staff, and the community resulting in strong partnerships.

4. Close the disparity gaps by ensuring high expectations, removing barriers and providing opportunities for all students.



WISDOM RIDGE ACADEMY CAMPUS

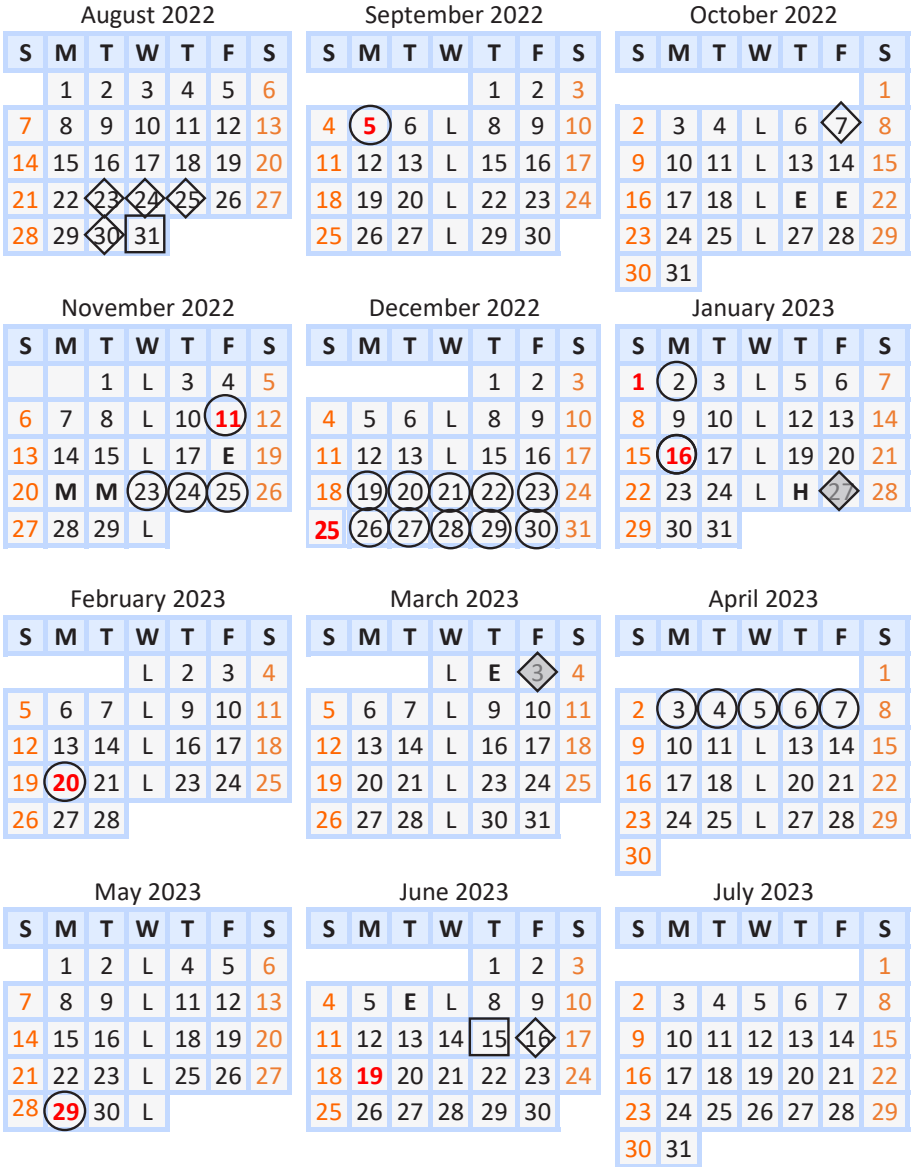
5465 S. 11th Suite A
Ridgefield, WA 98642
Main Office: 360-295-8500
www.ridgefieldsd.org/o/wra

This handbook belongs to: _____

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DISTRICT CALENDAR



2022-2023 IMPORTANT DATES

August 23, 24, 25 Teacher In-Service Days

August 31 First Day of Classes

September 5 Labor Day Holiday

October 7 Teacher In-Service Day

November 11 Veterans Day Holiday

November 22 End of First Trimester

November 23-25 Thanksgiving Break

December 19 - Jan 2 Winter Break

January 3 School Resumes

January 16 Martin Luther King, Jr. Holiday

January 26 End of Semester

January 27 Teacher In-Service Day

February 20 Presidents' Day Holiday

March 2 End of 2nd Trimester (K-6)

March 3 Teacher In-Service Day

April 3 - April 7.....Spring Break

May 29 Memorial Day Holiday

June 9 RHS Graduation Day

June 15 Final Day of Classes

June 16 Teacher In-Service Day

SCHOOL CLOSURE MAKE-UP

The first makeup day would be June 16. Any additional makeup days will be added at the week of June 19.

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

EARLY RELEASE KEY AND TIMES

E Elementary UR and SR, 9:05-12:35, SRIS 11:30
M Elementary and Middle UR and SR 12:35 SRIS and VRMS 11:30
H High School RHS 11:40

Alternative Learning Experience (ALE) STATEMENT OF UNDERSTANDING

Home-based Instruction and enrollment in an ALE are different educational models.

HOME-BASED INSTRUCTION

• Instruction is developed and supervised by the parent or guardian as authorized under RCW 28.1.200 and 28.1.225.010.
• The parent has filed an annual Declaration of Intent with the district.
• Students are neither enrolled nor eligible for graduation through a public high school unless they meet all district and state graduation requirements.
• Students are not subject to the rules and regulations governing public school, including course, graduation, and assessment requirements.
• The public school is under no obligation to provide instruction or instructional materials, or to supervise the student's education.

ALTERNATIVE LEARNING EXPERIENCE (ALE)

• Is a public education enrollment option authorized under WAC 392-550.
• Subject to all state and federal rules and regulations governing public education.
• Curriculum and instructional materials meet district standards and are free from sectarian control or influence.

ALE Learning experiences are:

• Supervised, monitored, assessed, and evaluated by a certificated teacher.
• May be planned in collaboration with the student, parent and teacher.
• Provided via a Written Student Learning Plan (WSLP).
• Provided in whole, or part, outside the regular classroom.

STAFF

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SCHOOL HOURS

7:30 a.m - 3:30 p.m.	Doors Open
8:00 a.m. - 2:00 p.m.	Wisdom Ridge Academy Hours
12:30 p.m. - 3:30 p.m.	CAPS Hours

The Wisdom Ridge campus is shared between Wisdom Ridge Academy and our Innovation Ridge Center for Advanced Professional Studies program (CAPS). Morning session times on campus are set aside for our Wisdom Ridge Academy classes and meetings, with the afternoons reserved for our RHS students to attend their CAPS classes on-site. Additional time on campus is available for both students and families, by appointment. Time can be scheduled with any staff member to ensure that there is an available space for family needs. We encourage families and students to use any extra time on campus for academic support or a quiet place to study/work on curriculum as well as a place to make family connections.

On Campus Learning Schedule
Wisdom Ridge Academy operates on a block schedule, each block is 85 minutes long. Students should be in the building and in their classroom 5 minutes before class starts. Sample schedules are below. Specific information regarding days/times of student attendance for in person learning will be shared before the start of the school year.

Student schedules are available during the first week of school, please contact your teacher for more specific information.

ATTENDANCE

Washington State Alternative Learning law does NOT require daily attendance to be taken, due to the nature of the learning model. It does require students and staff to engage in two-way communication weekly. This communication must meet the following expectations:

1. First meeting of the school year must be face to face between student and teacher (with family if desired).

Our preference at Wisdom Ridge Academy is to have weekly in person meetings with all students. This face to face contact will ensure that our students and families understand the learning process, get support quickly, and are engaged in their learning while staying on track.

2. Remaining weekly meetings must show two way communication; however, families can choose alternate methods including:.

a. Phone call with logged documentation by WRA staff
b. Zoom meeting with logged documentation by WRA staff
c. Email chain showing back and forth communication by student and staff

3. For students who attend in person class sessions on campus, attendance may be entered in Skyward for accounting purposes. There may also still be a need for additional one on one staff/student meetings.

Consultations

Consultations with staff are an important part of our school. Students (and parents grade K-8) are expected to attend all consultations . These meetings are an opportunity to get to know your instructors and support staff and to develop a support group on campus.

Communicating Absences

If a student or family can not attend the scheduled weekly meeting or on campus sessions, there must be communication with the Wisdom Ridge Academy staff. If possible, please plan ahead and let us know if you will be unavailable so that we can reschedule. Absences can be excused by calling the office or entering information through the attendance tab in Skyward.

Failure to meet the attendance expectations may result in unsatisfactory monthly progress and removal from Wisdom Ridge Academy or Truancy consequences.

Truancy

If a scheduled weekly check in is missed Wisdom Ridge Academy will follow the state expectations which may include:

1. First missed meeting - Notify the parent/guardian about the absence.
2. Two consecutive or three cumulative missed meetings - Within one calendar week, Wisdom Ridge Academy will schedule a conference with the parent and child to discuss missed contact time and develop a plan to reduce missed meetings. (Middle and high school students complete the WARNS survey).
3. If attendance does not improve, district truancy policy will be followed.

WASHINGTON STATE LEARNING PLAN

Each student must have a current and up to date which includes:
• Start and end date for the school year
• Average number of hours per week the student will engage in learning activities
• Description of how weekly contact requirements will be met with student and family
• Description of each course with learning expectations, teacher, supplemental materials, etc.
• Explanation of how student progress and success will be measured

LEARNING PLATFORMS

Students will complete their work through one of the three online platforms available to Wisdom Ridge Academy students.
• Accelerate Education (K-12)
• Edmentum (6-12)

GRADING

Wisdom Ridge Academy uses a third party curriculum. The academic grade of a student is based on their overall progress in the course, as well as their ability to meet academic standards. The certificated teacher will check in monthly with the student and family to discuss academic progress. Both pacing in the course, as well as content knowledge will be considered in the final academic grade.

Report Cards

K-6th Grade Grading Standards/Scale

• Emerging • Approaching • Meeting • Exceeding

K-6 report cards will be delivered at the end of each trimester

7th-12th Grade Grading Standards/Scale

A	93%-100%	C+	77%-77.9%	F 0%-59.9%
A-	90%-92%	C	73%-76.9%	
B+	87%-89.9%	C-	70%-72.9%	
B	83%-86.9%	D+	67%-70%	
B-	80%-82.9%	D	60%-66.9%	

7-12 report cards will be delivered at the end of each semester

Monthly Review of Progress
Wisdom Ridge Academy staff will complete a monthly report of progress with each student (and family grades K-8). Students will be evaluated on course progress and knowledge of learning standards based on a Satisfactory and Unsatisfactory scale. This evaluation of progress may be a different representation than a student's academic grade. A student may be marked as unsatisfactory based on overall course progress or lack of academic standards being met. If a student is determined to be unsatisfactory in their course progress an intervention plan will be put in place. This could include:
• Increasing the frequency or duration of contact with a teacher to improve student learning
• Modifying the type of contact between student and teacher
• Modifying the number of courses or content for the student
• Modifying the learning goals within the course

Students who fail to meet the satisfactory monthly progress for three consecutive months may need to enroll in a different learning environment.

ACCESSIBILITY TO MATERIALS AS NEEDED

Teachers and staff work with families and students to ensure that they have the materials needed for offline course activities. This includes textbooks, novels and reading supplements, as well as various materials for labs and activities.

Ridgefield School District provides a chromebook for every enrolled student in Wisdom Ridge Academy. Each family is expected to provide reliable internet service at their home. These two items provide the baseline for technology needs. Family provided computing devices can be utilized within the various learning platforms as desired. Please see WRA Website for additional platform specific information including technology specifications and skills needed (see the specific description/ catalog for each provider).

When select courses are chosen that require additional technology beyond chromebook capacity, RSD and Wisdom Ridge will work together with families to ensure that students have the necessary equipment and materials needed. Wisdom Ridge Academy strives to remove boundaries from learning. If you have any needs, please contact your teacher or our office for support. WRA can help with course materials on an as needed basis for families.

<u>Technology Skills recommended for success include:</u>
• Typing, copying, pasting, and editing text in word processing documents
• Recording and uploading audio for teacher review
• Manipulating on screen items using a mouse or trackpad
• Basic email and website navigation for communication

ACADEMIC COMMUNICATION

Teachers and instructors use several methods of communication for parents and students.

Family Access in Skyward. Parents and students both have access and passwords that provide access to academic progress, attendance, and teacher communication. Parents and students may check grades by logging onto Skyward through our school webpage. Once on Skyward, you may also elect to have weekly email notification if your child's grade drops below your desired threshold.

Wisdom Ridge Website. We will update information here for the general population, and there are links available to the various student learning platforms for specific student information.

Google Classroom. This platform may be used by the Wisdom Ridge Academy staff in order to easily communicate and check in with students and families regarding expectations and course work.

Online Platforms. Each student will have access to coursework and instruction through the learning platform of their choice. Students will need to login frequently in order to ensure that they are engaging in the learning and getting timely and relevant feedback from staff.

Conferences. Wisdom Ridge Academy families are an integral part of the learning process, if at any time parents have additional questions about their child's progress, they may call the school to set an appointment to meet with their student's teacher(s).

VISITORS

Parents are encouraged to visit school any time to support the learning of their child(ren). For security reasons, all visitors will check in at the main entrance prior to entering a classroom.

SCHOOL CLOSURES

Information on late starts, early dismissals and school closures due to inclement weather conditions will be posted by 6:00 a.m. with news media. Please tune into news broadcasts on local radio and television stations for the latest information. Up to the minute information will also be posted online at www.flashalert.net.

ACTIVITIES

There are no sponsored extracurricular activities at Wisdom Ridge Academy; however, students are encouraged to join those at their home school if interested. Please contact the specific school with questions about opportunities. Academic eligibility and clearance for activities needs to be coordinated with the school(s) providing the activity. Wisdom Ridge Academy will work with all schools to ensure that students who are eligible for activities are able to participate.

FOOD SERVICE

There are currently no cafeteria or food service options provided on the Wisdom Ridge campus.

TEXTBOOKS

Students may check out textbooks and novels through Wisdom Ridge Academy. Each family also has access to their general libraries, and can check out books through a google form. Please check with your teachers for more information.

TRANSPORTATION

Wisdom Ridge Academy is a school of choice, which requires families to provide their own transportation to and from school. Please plan to provide transportation on scheduled academic session days, as well as on scheduled weekly and monthly progress check days.

Wisdom Ridge Academy students are to leave the school campus by 12:30 p.m. unless they are involved in a specific activity, or are under adult supervision.

VALUABLES

Items of value should not be brought to school as they may become damaged, misplaced or stolen. This includes such items as large sums of money, electronic devices, cell phones, etc. The school is not responsible for loss or damage to personal items. If a special situation arises, check in at the Main Office. **LOST AND FOUND:** All articles found should be taken to the front desk. Periodically throughout the year all unclaimed articles will be donated to community centers.

WITHDRAWING FROM WISDOM RIDGE ACADEMY

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. Student records will be released to another school where the student has enrolled or intends to enroll.

STUDENT MEDICATIONS

Students cannot bring medicine, including over the counter products, to school. If a student needs to take medication during the school day, a parent/guardian must bring it into the office in the original bottle or container. A permission form from the school office must be signed by both the physician and parent and kept on file in the office.

LIFE THREATENING CONDITIONS

Students with life threatening conditions are required to have an annually updated Emergency Care Plan on file with the district nurse and in the health room.

IMMUNIZATIONS

Wisdom Ridge Academy 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.

CLOSED CAMPUS

Wisdom Ridge Academy is a closed campus. When students arrive they are to stay on campus until they are picked up by family or excused from class (if approved to drive themselves). When a student leaves campus they need to check back in at the office if they intend to return.

STUDENT ACCIDENTS

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

EMERGENCY PROTOCOLS

The safety of our students is priority #1.

We review our safety and emergency procedures annually, looking for opportunities to refine and improve practice. We strongly encourage families to familiarize themselves with the district-wide SRP (Standard Response Protocols).

A critical ingredient in the safe campus recipe is the uniform response to an incident. Weather events, fires, accidents, intruders and other threats to student and staff safety are scenarios that are planned and trained for by campus administration.

STANDARD RESPONSE PROTOCOLS ARE BASED ON THESE FOUR ACTIONS

LOCKOUT is followed by the Directive: "Secure the Perimeter" and is the protocol used to safeguard students and staff within the building.

LOCKDOWN is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.

EVACUATE is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.

SHELTER is always followed by a type and a method and is the protocol for group and self-protection.

In the event of an emergency, the action and appropriate direction will be called on the PA.

STUDENT/PARENT REUNIFICATION

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a reunification and may be necessary due to weather, a power outage, hazmat or if a crisis occurs at the school. The Standard Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved.

Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification
Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: “The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID. “

Parent/Guardian Expectations
If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

What if a Parent Can’t Pick-up Their Student?
When a parent cannot immediately go to the reunification site, students will only be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick up their student.

How it Works
For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

Reunification
For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles. Parents are asked to go to the Reunification “Check In” area and form lines based on the first letter of their student’s last name.

Bring ID to Check In
From the “Check In” area parents are directed to the “Reunification” area. There, a runner will go to the Student Assembly Area to recover the student or students.
Parents should be aware that in some cases, they may be invited into the building for further information.

Interviews and Counseling
In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.



POSITIVE RECOGNITION

As a part of our school wide management system, we recognize positive student behaviors. Throughout this year at Wisdom Ridge Academy we will work with students and staff to build our building expectations.

BEHAVIOR GUIDELINES / DISCIPLINE

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, comply with the rules and follow directions. Students are under the authority of school district personnel while at school, in school activities, or going to and from school. Revised Code of Washington 28A.600.040 states: "All pupils who attend the common schools shall comply with the rules and regulations established in pursuance of the law for the government of the schools, shall pursue the required course of studies, and shall submit to the authority of the teachers of such schools, subject to such disciplinary or other action as the local school officials shall determine."

Drugs/Alcohol and Other Prohibited Chemical Substances

The possession, consumption, use, storage, or distribution of drugs, alcohol, and other similar chemical substances on school grounds, at school activities, or on district-provided transportation is prohibited (Per Ridgefield School District Policy 3240).

Dress & Appearance

Students at Wisdom Ridge Academy are expected to dress appropriately for school. Inappropriate dress or appearance, which causes a disruption of the educational process, interferes with work, or is dangerous to student health or safety, is not permitted. Dress codes are in effect during dress-up ("spirit") days unless explicitly communicated otherwise.

Dress Guidelines

• No clothing with inappropriate or questionable logos or messages, including clothing communicating or depicting inappropriate topics, including, but not limited to, drugs, alcohol, tobacco, vulgarities, sexual references, gang affiliation or suggestive depictions and weapons, are not to be worn

• Clothing must cover from the top of the chest (at the top of the armpit) to mid-thigh (the point at which one's fingertips extend to

when held at one's sides) in non-see-through materials. Shoulder straps attached to upper garment are required
• No hats, hoods, visors, or other head covering indoors (unless medically necessary or culturally/religiously appropriate)
• No sunglasses (unless medically necessary) inside the school
• Pajamas are not to be worn
• Appropriate PE attire and footwear will be required

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

Electronic Devices and Mobile Phones
Students may not use personal electronic devices, including mobile phones, music players, cameras, and iPads or other tablets, from during structured learning time unless they are used with teacher permission in an activity that directly supports learning goals of the class. The expectation is that devices are silent and not visible to staff. If students need to contact parents they may use the office phone, or be granted permission to use their phone in the office. Failure to follow these expectations will result in a student and family conference with potential additional consequences.

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

• Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger. Exceptions may be granted if a school administrator or staff member expressly authorizes such devices;
• Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
• Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
• When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the official may confiscate the device, which will only be returned to the student's parent or legal guardian;
• By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent

to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
• Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
• Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Fighting or Fighting Involvement
Fighting or inciting a fight is not tolerated. Students with knowledge of a fight are expected to report this immediately to the main office.

Gang or Gang Like Activity
Students who participate in gang-related activities at school or school functions will be subject to strict disciplinary measures, including possible expulsion.

Harassment, Intimidation and Bullying
Ridgefield School District is committed to a safe and civil educational environment free from harassment, intimidation and bullying for all students, employees, volunteers and patrons. "Harassment, intimidation or bullying" is an intentional written, verbal, or physical act, including but not limited to one determined to be motivated by any characteristic in RCW 9A.36.080(3), (race, color, religion, ancestry, national origin, gender, sexual orientation or mental or physical disability), or other distinguishing characteristics, when the intentional written, verbal, or physical act:
• Physically harms a person or damages a person's property; or
• Has the effect of substantially interfering with a person's education; or
Is so severe, persistent, or pervasive that it creates an intimidating or threatening educational environment; or
• Has the effect of substantially disrupting the orderly operation of the school.

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

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

Theft
Theft of property or receiving property stolen from persons or the school may result in suspension, possible expulsion and/or repayment for items stolen. Theft includes “borrowing” items from other students without explicit permission.

DISCIPLINE
Violations of the above rules and expectations may result in discipline, suspension or expulsion as per Ridgefield School District Policies.

BEHAVIORAL CONSEQUENCES
The faculty and principal may use discipline for students according to the policies and practices of the school and district. Serious behavior problems may receive discipline according to the District Guidelines for Student Behavior outlined in Policy 3240P and Procedure 3241P. These are available for view on the district website. Students are responsible to review and be familiar with these guidelines.

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

PLAGIARISM POLICY

PHILOSOPHY

The Wisdom Ridge Academy community supports honesty and integrity. Honesty supports intellectual growth and creates a fair learning environment. In an environment of honesty and integrity the work we turn in as our own is our own. Wisdom Ridge Academy firmly believes that cheating denies the value of education, damages the ethical character of the individual student, and undermines the integrity of our school community. The Plagiarism Policy affirms that we value learning for its own sake, and that we therefore demand personal integrity and intellectual honesty in all academic work.

DEFINITION

Plagiarism - "The use of someone's words, thoughts, or ideas without giving credit or citing the source. It is wrong to pass off someone else's ideas and work as your own, and in some cases, it is illegal." (No Place for Plagiarism)

You are expected to act with academic integrity. This means that you: take full credit for your own work, and give full credit to others who have helped you or influenced you, or whose work you have incorporated into your own. represent your own work honestly and accurately.
report plagiarism or cheating to a teacher, counselor, or administrator.

What is cheating?

Cheating is defined as attempting to gain credit or improved grades for yourself or others through the use of any unauthorized or deceptive means.

Some examples of what cheating/plagiarism looks like:

• Presenting information collected, organized, or envisioned by someone else as your own (with or without the author's permission).
• Allowing someone else to present your work as his or her own.
• Using forbidden material to "help" during an exam, such as cheat sheets, calculators, or phones.
• Asking about or sharing questions and/or answers to quizzes and exams.
• Submitting the same work for more than one assignment without teacher(s) permission.
• Altering corrections or scores with the intent of changing your grade.
• Misrepresenting yourself in any way to your teachers in regard to the work you have done, such as saying you've turned in an assignment when you did not, or that you've worked hours longer than you actually did to complete an assignment.

STUDENT AND PARENT RESPONSIBILITIES

Students' Responsibilities

• Read and know the school's Plagiarism Policy.
• Report to the teacher if cheating is taking place and how it is being done.
• Do not copy homework or let someone else copy your homework.
• Only work with others when the teacher has specifically given permission.
• Take responsibility for doing your fair share on a collaborative assignment.
• On papers, do not summarize, paraphrase or quote without proper citation.
• Participate appropriately in proctored exams lead by teachers.
• Do not talk during a test except to a teacher.

Parent Responsibilities

• Read and know the school's Plagiarism Policy.
• Help the student understand you value academic integrity and expect the student to comply with the school's Plagiarism Policy.
• Support the consequences if the Plagiarism Policy is violated.
• Require students to do their own work.
• When helping students with assignments, ensure that their work remains their own.
• Copy and pasting text verbatim without quoting and citing the author directly in the accompanying text
• Comply with teacher expectations for proctored assessments and assignments.

If a student is suspected of submitting work that is not their own, the WRA Director will work with the course content teacher to determine how to best move forward. Depending on the level of concern, options will include a family conference with possibilities for consequences ranging from submitting work to zero credit on assignments.

NOTICE OF NONDISCRIMINATION

Ridgefield School District No.122 complies with all state and federal rules and regulations and provides equal opportunity in programs and employment and does not unlawfully discriminate on the basis of race, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation-including gender expression or identity, creed, religion, age, veteran or military status, disability, or the use of a trained dog guide or service animal by a person with a disability, and provides equal access to the Boy Scouts of America and other designated youth groups. Ridgefield School District will also take steps to assure that national origin persons who lack English language skills can participate in all education programs, services and activities. For information regarding translation services, bilingual education or inquiries regarding compliance procedures, contact Chris Griffith, Title IX/Section 504/ADA Coordinator, 510 Pioneer Street, Ridgefield, WA 98642, (360) 619-1304, or by email at chris.griffith@ridgefieldsd.org

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, listed above. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://ridgefieldwa.apptegy.us/o/district/browse/4811 (Policy 3210)

SEXUAL HARASSMENT

Students and staff are protected against sexual harassment by anyone in any school program or activity, including on the school campus, on the school bus, or off-campus during a school-sponsored activity. Sexual harassment is unwelcome behavior or communication that is sexual in nature when:
A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

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

You can report sexual harassment to any school staff member or to the district's Title IX Officer, who is listed above. You also have the right to file a complaint (see below). For a copy of your district's

sexual harassment policy and procedure, contact the school or district office, or view it online here: http://ridgefieldwa.apptegy.us/o/district/browse/4811 (Policy 3205)

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Complaint to the School District

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

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

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

Appeal to the School District

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

will include information about how to file a complaint with the Office of Superintendent of Public Instruction (OSPI).

Complaint to OSPI
If you do not agree with the school district's appeal decision, state law provides the option to file a formal complaint with the Office of Superintendent of Public Instruction (OSPI). This is a separate complaint process that can take place if one of these two conditions has occurred: (1) you have completed the district's complaint and appeal process, or (2) the district has not followed the complaint and appeal process correctly. You have 20 calendar days to file a complaint to OSPI from the day you received the decision on your appeal.

You can send your written complaint to the Equity and Civil Rights Office at OSPI: Email: Equity@k12.wa.us Fax: 360-664-2967 Mail or hand deliver: PO Box 47200, 600 Washington St. S.E., Olympia, WA 98504-7200

For more information, visit www.k12.wa.us/Equity/Complaints.aspx, or contact OSPI's Equity and Civil Rights Office at 360-725-6162/TTY: 360-664-3631 or by e-mail at equity@k12.wa.us. Other Discrimination Complaint Options Office for Civil Rights, U.S. Department of Education 206-607-1600 TDD: 1-800-877-8339 OCR.Seattle@ed.gov www.ed.gov/ocr Washington State Human Rights Commission 1-800-233-3247 TTY: 1-800-300-7525 www.hum.wa.gov

SOCIAL EMOTIONAL LEARNING • RIDGEFIELD SCHOOL DISTRICT •

For information regarding bullying prevention, the district-wide PBIS program, and mental health resources, please visit the district's Social Emotional Learning website at www.ridgefieldsd.org or scan the QR code to the right.

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: **Christen Palmer, Jeremy Tortora, Lindsay McQuiston**
SUBJECT: RHS Student Handbook Changes for 2022-23 School year
DATE: **June 27th, 2022**
TYPE: Action

Background:
Changes to the Ridgefield High School student handbook are made each year to keep up with evolving policies, students needs, and systematic changes in the school process for school improvement

Considerations:
Other than changes to staff lists and available activities and athletics, the major changes to the student handbook are listed below:

- Daily schedules adjusted to meet the new district start times (5 min earlier) - Page 4
- Some of the clubs and activities participation fees adjusted to meet the calculated needs for each club or activity. (all of these are highlighted to on the document) - Page 11,12
- Changes to student and staff parking expectations stating permits need to be posted, all vehicles must be registered, and descriptions of correct parking locations for staff and students.
- Student detention times changed from Mondays to Tues/Thurs and Lunch - Page 18
- Student expectations and discipline changes - Page 20-21
    - Added advertisement of pornography to dress code
    - Added statement disallowing students to record or photograph other students or staff without permission

Recommendation:
Please consider and approve the changes listed above

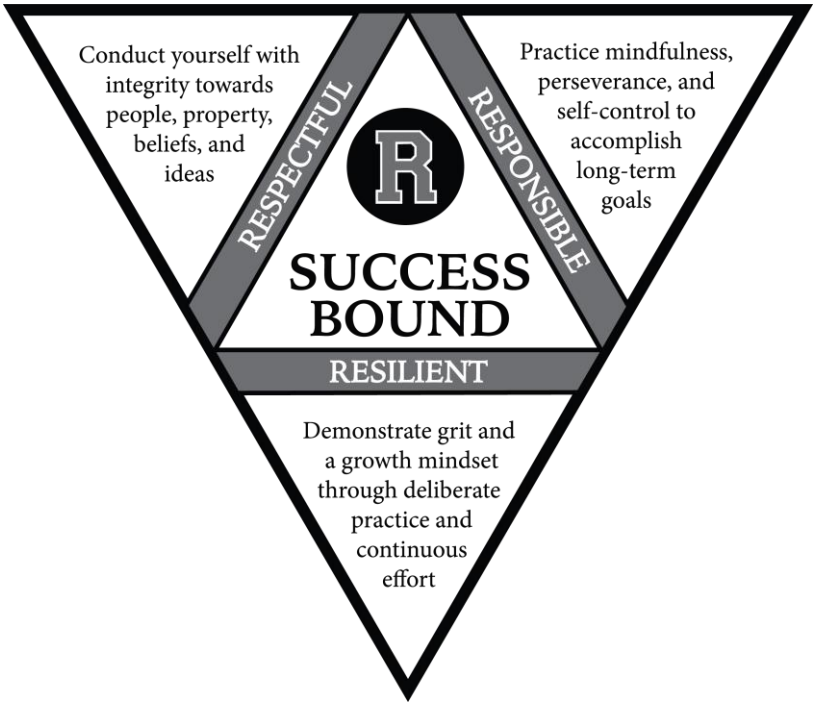
Ridgefield High School



2022-2023
Student Planner/Handbook

"Home of the Spudders"

2630 S. Hillhurst Road
Ridgefield, WA 98642
Telephone: (360) 619-1320



ASSOCIATED STUDENT BODY & STUDENT LEADERSHIP

President	Ali Lindsay
Vice President	Kaydree Sosky
Secretary	Elle Michaud
Treasurer	Jacob Bell
Spirit Commissioner	Joanna Spinden
Communication Director	Paige Stepaniuk
Technology Commissioner	Dillon Kirksey

SENIOR CLASS COUNCIL
Class Speaker: Grace Gama
Wyatt Bartroff
Brody Maserson
Natalie Andrew
Jack Brown

SOPHOMORE CLASS COUNCIL
Jack Radosevich
Landon Kelsey
Tula Gervais
Medea Rusu
Mikayla Nix

JUNIOR CLASS COUNCIL
Adam Ford
Layla Melville
Natalie Scott
Bretton Moore
Illy Ikonomou

FRESHMAN CLASS COUNCIL
River Leeling
Malina Hutchinson
Amellia Natterstad
Nathan Kim

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NOTE: This student handbook is not an exhaustive list of all expectations and policies, but is a guideline.

BELL SCHEDULES

DAILY SCHEDULE (M,T,Th,F)

0 Period*	7:00 – 7:50
1st Period	7:55 – 8:48
2nd Period	8:43 – 9:46
3rd Period	9:51 – 10:46
1st LUNCH	10:46 – 11:16
4th Period	11:21 – 12:14
4th Period	10:51 – 11:44
2nd LUNCH	11:44 – 12:14
5th Period	12:19 – 1:12
SPUD Time	1:12 – 1:42
6th Period	1:47 – 2:40

WEDNESDAY – 1 hour late start

0 Period*	8:00 – 8:50
1st Period	8:55 – 9:43
2nd Period	9:48 – 10:36
3rd Period	10:41 – 11:31
1st LUNCH	11:31 – 12:01
4th Period	12:06 – 12:54
4th Period	11:36 – 12:24
2nd LUNCH	12:24 – 12:54
5th Period	12:59 – 1:47
6th Period	1:52 – 2:40

TWO HOUR LATE START

0 Period*	None
1st Period	9:55 – 10:30
2nd Period	10:35 – 11:15
3rd Period	11:20 – 11:55
1st LUNCH	11:55 – 12:25
4th Period	12:30 – 1:10
4th Period	12:00 – 12:40
2nd LUNCH	12:40 – 1:10
5th Period	1:15 – 1:55
6th Period	2:00 – 2:40

EARLY RELEASE

0 Period*	7:00 – 7:50
1st Period	7:55 – 8:30
2nd Period	7:35 – 9:05
3rd Period	9:10 – 9:40
4th Period	9:45 – 10:15
5th Period	10:20 – 10:50
6th Period	10:55 – 11:25

*Zero Period is only scheduled for those students taking a class before the regular Period One start of the school day.

**First and Last Wednesdays of the school year are the regular Daily Schedule – NOT late start.

ADMINISTRATION & STAFF LIST

Administration

Christen Palmer	Principal
Jeremy Tortora	Assistant Principal
Lindsay McQuiston	Assistant Principal
Brynan Shipley	Athletics/Activities Director

Teaching Staff

Andrea Reinertson	Business/Mktng
Andrew Gardner	Math
Angela Gardner	Soc. Studies
Anna McCoy	Science
Austin Biel	Math/STEM
Bob Ford	Soc. Studies
Bob Meek	Choir
Brittany Rodin	English
Caity Friesen	Science
Candice Fielder	Spec. Ed/SLC
Carolyn House	Fine Arts
Carolyn Townsend	Math
Cathy Falk	English
Chris Schwenneker	Spec. Ed/Life Skills
Chris Shipp	Metals & Woods
Corynn Fiechtner	Health & Fitness
David Dennett	Spanish
Emily Brabant	Band
Eric Gerdlund	Math
Evonne Cranford	Math
George Black	Soc. Studies
Jael Thompson	Spec. Ed Transition
Jared Hundley	Digital Arts
Jarod Hicks	Science
Jason Buffum	Health & Fitness
Jaymie Adams	English/Health
Jeff Brink	Science
Jill Uhacz	English
Julie Oster	Spanish
Kaitlyn Etter	Theater
Kara Breuer	Science/STEM
Kathy Santiago	SPED/ELA
Katy Sheley	Science/STEM
Kelly Simonsen	Spec. Ed/Math
Kerry Savage	Science
Megan Lacey	English
Melody Walker	Math
Michelle Hamann	English/Soc. Studies
Nick Allen	Soc. Studies/Alt. Learning
Nick Stenske	English

Counseling

Monica DeShazer	Counselor - 9th
Tatsuya Kee	Counselor – 10th, 12th
Matt Wetterau	Counselor - 11th

Teaching Staff Cont.

Raquel Cleys	SPED/Math
Rebecca Frommlet	French/English
Rebecca Slough	Math
Renner	Digital Arts/Yearbook
Sam Shipp	FACSE/Culinary Arts
Scott Rice	Soc. Studies
Shannon Hemrich	Science/STEM
Stephanie Horn	Math
Steve Rinard	Math/STEM
Tamara Hoodenpyl	Fine Arts
Ted Beyer	Health & Fitness
Tessa Johnson	SPED/Math
Tyler Ochsner	English
Wayne Yancey	SPED/ELA
Anne Simms	FACSE
New Staff	English/ELL
New Staff	Spanish
New Staff	English

Library Staff

New Staff	Library Media
Vicky Olson	Media Center Asst

Support Staff

Chris Petersen	Head Secretary
Moniqua Chard	Attendance Secretary
Roz Andersen	Registrar
Suzanne Tudor	Athletic Secretary
Hillary Wheeler	ASB Secretary
Amy McKenna	Career Center
Tara Arter	District Nurse
Dianne Christenson	Site Nurse
Nick Fouts	Auditorium Manager
New Staff	School Safety
Andrey Zarubin	School Safety
Brooke Bray	School Psych
Renee Sanders	SLP
Sarah Bossert	OT
Carl Robinson	Prevention/Intervention

CLASS SCHEDULES & DROP-ADD POLICY

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

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

Procedures for Schedule Changes.

a) Schedule a meeting with your counselor.
b) Parent/guardian permission may be required.
c) **Counselors may make changes for one of the following reasons ONLY:**
   - The student has an empty period in his/her schedule.
   - The student was placed in a class without satisfying the appropriate pre-requisite. ex: student is placed in Spanish II without having had Spanish I.
   - The student has a duplicate class on his/her schedule.
   - The student's schedule had an obvious programming error.

Credit and Grading Consequences

Changes made after the first five days of class will result in credit/grade implications. Students will receive an "F" grade posted to transcript for courses dropped unless 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 his/her 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.

AP Classes

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

GRADING SCALE

93% - 100%	A	73% - 76.99%	C
90% – 92.99%	A-	70% - 72.99%	C-
87% – 89.99%	B+	67% - 69.99%	D+
83% – 86.99%	B	60% - 66.99%	D
80% – 82.99%	B-	00% - 59.99%	F
77% – 79.99%	C+		

SEMESTER SCHEDULE

First Semester…….....August 31st, 2022 – January 26th, 2023
Second Semester……January 30th, 2023 – June 15th, 2023

FINAL EXAMS

Final exams will be given in all classes the last three days of the first semester and the last three days of the second semester (except for seniors, whose finals will be earlier to accommodate for graduation). Students are expected to be in attendance for finals. Students who are not able to take their final at the prescribed time will be given an opportunity to take the final at a later date (exception is for an unexcused absence). For the year-end finals, this means students will need to make arrangements to come in during summer school (typically the first two weeks after school is out) to take their final. The student, teacher, and summer school teacher will coordinate the proctoring and administration of the final.

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.

Updated information is posted on-line at https://www.flashalert.net/id/RidgefieldSD.

2022-23 School Closure Make-up Days

The first makeup day would be June 16. Any additional makeup days will be added the week of June 19.

ATTENDANCE

Students shall be punctual and regular in attendance and are expected to be in class on time. If a student will be absent, he/she should return to school with a note submitted to the attendance secretary. Parents may also log-on to their skyward account and utilize the absence section found in the website or phone the school.

Within three days of an absence, students must clear their absence in the office with a note from the parent/guardian or confirming the online request, or a phone call to 360-619-1328. Failure to clear the absence within three days from the date of absence may result in appropriate discipline and the absence will be marked unexcused.

Excused Absence Procedure

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

Examples of Various Absences*		
Excused	**Pre-Arranged**	**Unexcused**
• Illness • Health Condition • Medical/Dental Appointment • Family Emergency • Bereavement • Religious Observance • School Related Activities • Court Appointments • Disciplinary Action that remove students from the school setting	• School Related Activity • Appointments • Family Activity / Trip • Church Activity • College Visits	• Oversleeping • Excessive (3 or more) missing the bus, your ride, or car trouble • Hair/Nail/Tanning Appointments • Leaving and remaining out of class/activity without teacher permission • Leaving school without checking out in the office • Using a hall pass and not returning promptly

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

Pre-Arranged Absence

If an absence is expected, a *pre-arranged absence form is required*. These forms can be obtained in the office and must be signed by all of the student's teachers. Forms should be filled out as soon as possible and no later than two weeks prior to the absence whenever possible. Teachers will be able to provide a recommendation as to whether or not the absence should occur. Students will not be excused from specific classes if the teacher does not recommend the absence. *Work provided on the pre-arranged form is due on the return date to school.*

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

Absences and Athletics/Activities

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

Homework for Absent Students

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

Unexcused/Truancy

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

AUTOMOBILES & PARKING

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

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

Consequences:

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

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

PARKING LOT

a. As stated in Board Policy students are not to occupy their vehicles during school hours (including lunch), without permission from the office. Furthermore, this is extended to all students in the parking areas.
b. Vehicle parking permit must be posted and visible while parked or driving on campus.

SENIOR PARKING

Certain spots will be reserved and made available to seniors only. These spots will be reserved for individual seniors at RHS and marked as so. Only the designated senior who has reserved that spot will be allowed to park in that spot during school hours.

ATHLETICS, ACTIVITIES & CLUBS

RHS ATHLETICS		
FALL	**WINTER**	**SPRING**
Girls Soccer	Boys Basketball	Boys Baseball
Cross Country	Girls Basketball	Girls Fast Pitch Softball
Football	Wrestling	Girls Golf
Volleyball	Girls Gymnastics	Boys Soccer
Boys Golf	Girls Bowling	Girls Tennis
Boys Tennis		Track & Field

Athletic Turnout Dates:

Fall:
August 17th – Football Only
August 22nd – All Other Fall Sports
Winter:
October 31st – Bowling
November 14th – All Other Winter Sports
Spring:
February 27th – All Spring Sports

Required Paperwork for Athletics and Activities

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

- WIAA A current physical, completed by your doctor, is required. Physicals are valid for two years.
- Code of Conduct
- Medical Emergency Authorization Form
- Concussion Information Sheet
- Concussion/Cardiac Arrest Information Sheet
- Participation/ASB Fees
- Proof of Insurance
- Safety Guidelines
- Home School/Running Start/Alternative Education

Grades/Eligibility

In order to maintain athletic eligibility during the current semester, the student shall maintain passing grades in all 6 classes in a 6-period class schedule.
Running start course equivalent: 2 – 5 credit Quarter courses = 2 HS credits
2 – 3 credit Semester courses = 2 HS credits
Spring grades count towards eligibility for the following fall at the high school.

RHS ACTIVITIES & CLUBS This is not an exhaustive list of all clubs at RHS For the full list, see the "Clubs & Activities" list on the RHS website		
ACTIVITIES	**CLUBS & CTESOs**	
Cheerleading * (Fall & Winter)	Nat'l Honor Society *($15)	HOSA *
Knowledge Bowl *	Art Club *($10)	DECA *
Speech & Debate *	Int. Thespian Society *($35)	Skills USA *
Mock Trial *	Gay Straight Alliance	iTuna
Robotics * (Fall & Winter)	Photo Club	Unite Ridgefield
Equestrian *	World Language Club	

*Some Activities & Clubs charge additional fees for participation/dues. Discounts are available for qualifying students.

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

	Athletics	Activities	Clubs
Purchase ASB Card	Yes	Yes	Yes^
Participation Fees or Dues	Yes	Yes	See Chart Above
Eligible for Letter	Yes	Yes	No
Sign Code of Conduct	Yes	Yes	No

^For Clubs to be eligible for additional ASB funds, all members must have an ASB card by Nov 15.

Required Athletic & Activity Fees*

Sports Participation Fee - $75 per season
Activity Participation Fee - $50 per season (Fall Robotics $25)
ASB Card - $35 per year

*Discounts are available for qualifying students.

STUDENT FEES & FINES

FEES

A.S.B. Card……..…….…35.00*

- Free admission into all home athletic events (league); discounted admission into all away athletic events (league); $5.00 discount on yearbook; $3.00 discount into plays/musicals and dances

Yearbook: ……..…..… $60.00--$65.00

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

Horn rental…….…..…..…….$50.00*
Athletic User Fee Per Sport…….....……...……..$75.00*
Activities User Fee Per Activity……..……..$50.00*
National Honor Society……..……..…$15.00*
RSD Tech Assurance for Chromebook (yearly fee).……$10.00*

Education

Advanced Placement (coincide w/College Board cost)…….$96.00*
All **Cooking** Classes……...……...……$25.00*
All **Art** Classes...…….……..…..$20.00*
Graphic Design/Digital Photography…..……..……$20.00*
Metals and Wood Tech……...……..……...……$30.00*

*Discounted fees available for qualifying students

FEES AND FINES POLICY

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

LUNCH CHARGES

To ensure students are provided access to nutritious meals, students that arrive on campus without a lunch will be permitted to charge a complete meal to their account. Parents are responsible for the costs of any meal charges on their student's account. The District will follow it's collections process for any outstanding fines or charges on student accounts. Students with a negative balance on their account will not be permitted to charge any ala carte items (snacks, beverages, etc.), or additional (second) meals to their lunch account. Notices are sent home if the student has a negative balance in their account.

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.

GRADUATION REQUIRMENTS

There are 3 requirements that must be met to graduate from Ridgefield Public Schools

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

ACADEMIC INTEGRITY POLICY

PHILOSOPHY

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

DEFINITION

Having academic integrity means valuing and demonstrating positive regard for:

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

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

in particular:

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

What is cheating?

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

Some examples of what cheating looks like:

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

TEACHER, STUDENT, PARENT, AND ADMINISTRATOR RESPONSBILITIES

Students' Responsibilities

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

Teacher Responsibilities

- Be precise about expectations for students by clearly stating the Academic Integrity Policy, orally and in writing.
- Communicate the range of consequences for Academic Integrity violations to the students.
- Address the use of study aids (e.g., SparkNotes, tutors, etc.) in course work.
- Clearly specify when collaboration with other students is permitted on an assignment.

- Review student work regularly for violations of the Academic Integrity Policy.
- Report violations of the Academic Integrity Policy regarding your own class assignments to an administrator.
- Report violations of the Academic Integrity Policy regarding another teacher's class assignments to that teacher.
- Tell students when they are allowed to discuss a test after it has been given.

Parent Responsibilities

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

Administrator Responsibilities

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

PROCEDURES AND CONSEQUENCES

First Offense

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

Continued Offenses: The plagiarist will lose all credit for the class, and must withdraw and re-enroll at a later date. The earliest that the class can be retaken is the following semester

RIGHTS & 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, communicating with appropriate school personnel when attendance is not possible.
- Be aware of and comply with all rules governing student behavior.
- Abide by school rules.
- Express their ideas in a respectful manner so as not to libel or slander others.
- Dress in a manner which is respectful of others and is appropriate in a school setting.
- 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, and slander.
- 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, inequitable, emotional and physical abuse.
- Be secure in their persons, papers and effects against unreasonable searches and seizures.
- A relevant education consistent with the stated district goals.
- Know the requirements of the course of study and to know on what basis grades will be determined.
- Be free from unlawful interference in their pursuit of an education while in the custody of the school.
- Citizenship as delineated in the United States Constitution and its amendments.
- Not be deprived of the right to an equal educational opportunity in whole or in part by the school district without due process of law.

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

GENERAL RULES AND REGULATIONS

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

ALL RULES APPLY TO STUDENTS:

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 unless secured in a bag.
15. Bullying or harassment is not allowed and students are subject to additional penalties and provisions of school district policies.
16. School projects that cannot be placed in a backpack or safely secured may not be transported on the bus. Music instruments are allowed but must be placed safely in the same seat compartment as the student owner.
17. All items or behaviors that are banned or not approved at school are also disallowed on the bus.
18. Each student must see that their books and personal belongings are kept out of the aisle. Special permission must be granted by school authorities to transport large items.

19. Students should not talk to the driver more than is necessary and avoid shouts, screams, whistles, burps and other noises that would distract a driver. Students shall refrain from using vulgar or obscene language or gestures.
20. No student shall sit in the driver's seat, nor shall any student be to the immediate left or right of the driver while the bus is in motion.
21. Students shall remain seated while the bus is in motion and shall not get on or off until the bus has come to a full stop.
22. Students shall leave the bus in an orderly manner. They must not cross the highway without verifying that it is safe to proceed and until given consent by the driver. When boarding or leaving the bus, students must be in view of the driver at all times. Students shall cross the highway only in front of the school bus and never behind it.
23. Students must arrive at the bus stop on time, (5 minutes before bus arrives), and must not stand or play on the roadway while waiting for the bus to arrive.
24. Self-discipline should be exercised by the students at the bus-loading area. Students will refrain from pushing and shoving other passengers, or engaging in other unsafe activities.
25. Students who have to walk some distance along the highway to the bus-loading zone must walk, where practicable, on the left-hand side facing the oncoming traffic. This will also apply to students leaving the bus-loading zone in the evening.
26. Students are not to run errands between the bus stops and home. (For example, students running behind a bus to cross a busy street to get mail create an extremely dangerous situation.)
27. In the event of an actual emergency, students must follow emergency exit procedures as established by emergency exit drills which are discussed and practiced each year.
28. The school district will be reimbursed by parents or the student for damage to school buses resulting from student misconduct.
29. Failure to abide by these rules may result in the loss of bus riding privileges.
30. Parents are reminded that cars and other motor vehicles must stop for school buses loading and unloading children when the bus's stop sign is out and the bus's red lights are flashing. Please help us by reporting violators and by talking to your student about why it is important for all of us to practice safe driving techniques…especially when children are present.

Consequences:

a) School discipline
b) Denial of bus privileges

SCHOOL PROCEDURES

ACADEMIC INTEGRITY – Refer to pages 13-14 for the RHS Academic Integrity Policy

ATTENDANCE – See pages 8 & 9 for detailed information regarding RHS attendance policy & procedure.

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

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

TUESDAY/THURSDAY SCHOOL – Tue/Thu School is up to a 90 minute detention that is held after school. Students who are assigned Tue/Thu School will be given a designated amount of time. Failure to serve this time may result in suspension.

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

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

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

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

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

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

CAMPUS DELIVERIES - No deliveries to students are allowed to the RHS campus, including grub-hub, Uber-eats, floral deliveries etc.

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

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. Seniors with off-campus permission slips may leave at lunch but must be responsible in their driving, only drive themselves or siblings, and must return to school before the end of lunch or they will lose those privileges.

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.)

LEAVING AT LUNCH – Ridgefield High School is a closed campus. Students are to stay on campus during lunch. Leaving at lunch will be considered a defiance of school authority or truancy. The only exception is seniors with an off-campus at lunch permission form filled out.

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.

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

ALLOWABLE DRESS & GROOMING

- Shirts and dresses must have fabric in the front and on the sides that meet pants or equivalent. Appropriate footwear is required.
- Clothing must cover undergarments (bra straps excluded).
- Midriffs must be covered.
- Fabric must cover all private parts and must not be see through.
- Shorts, skirts, and equivalent must be of adequate length.
- Clothing must be suitable for all scheduled classroom activities including physical education, science labs, woodshop, and other activities where unique hazards exist.
- Specialized courses may require specialized attire, such as sports uniforms or safety gear.

NON-ALLOWABLE DRESS & GROOMING

- Clothing may not depict, advertise or advocate the use of alcohol, tobacco, marijuana or other controlled substances, pornography, nudity or sexual acts.
- Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation or any other protected groups.
- Clothing, including gang identifiers or weapons, must not threaten the health or safety of any other student or staff.

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.

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

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

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

in grades lower than 9th or under the age of 14 (unless enrolled in high school). Students are allowed only one guest, and that guest must be the date of the RHS student.

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

PHOTOGRAPHY/RECORDING – Students will not be allowed to photograph or record (video or audio) any student or staff member on school property without permission.

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

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

First offense: Cell phone is taken from student and brought to the office. Student is able to retrieve the cell phone at the end of the day by coming to the office, calling his/her parent, gaining parental permission over the phone to return the phone and signing for the phone.
Second offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian at the parent/guardian's convenience.
Third offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian only after a parent/student/administrator conference.
Fourth offense: Cell phone is taken from student and brought to the office. The phone will be returned to the parent/guardian at the parent/guardian's convenience. Student is administered a one-day out of school suspension.
Subsequent offense: More serious disciplinary consequences will be administered.

Board Policy 3245: Students and Telecommunication Devices

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

A. Telecommunication devices will be turned on and operated only before and after the regular school day and during the student's lunch break, unless an emergency situation exists that involves imminent physical danger. Exceptions may be granted if a school administrator or staff member expressly authorizes such devices;
B. Students will not use telecommunication devices in a manner that poses a threat to academic integrity, disrupts the learning environment or violates the privacy rights of others;
C. Students will not send, share, view or possess pictures, text messages, emails or other material depicting sexually explicit conduct, as defined in RCW 9.68A.011, in electronic or any other form on a cell phone or other electronic device, while the student is on school grounds, at school sponsored events or on school buses or vehicles provided by the district;
D. When a school official has reasonable suspicion, based on objective and articulable facts, that a student is using a telecommunications device in a manner that violates the law or school rules, the

official may confiscate the device, which will only be returned to the student's parent or legal guardian;

E. By bringing a cell phone or other electronic devices to school or school-sponsored events, the student and their parent/guardian consent to the search of the device when school officials have a reasonable suspicion, based on objective and articulable facts, that such a search will reveal a violation of the law or school rules. The scope of the search will be limited to the violation of which the student is accused. Content or images that violate state or federal laws will be referred to law enforcement;
F. Students are responsible for devices they bring to school. The district will not be responsible for loss, theft or destruction of devices brought onto school property or to school sponsored events;
G. Students will comply with any additional rules developed by the school concerning the appropriate use of telecommunication or other electronic devices; and
H. Students who violate this policy will be subject to disciplinary action, including suspension or expulsion.

Definitions of Offenses

*This is not an exhaustive list

1. **Arson** - The intentional setting of fire.

2. **Assault (physical)** - A student shall not physically attack another person causing or threatening physical injury.

3. **Knife/Dagger/Other Weapons** - Refer to definition 4, as defined by RCW

4. **Handgun/Rifle** - A student shall not knowingly possess, handle, or transmit any object that can reasonably be considered a weapon or instrument that may create a danger to self or others, or cause a disruption of the learning environment.

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

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

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

enforcement and the student's parents or guardian regarding any allegation or indication of such violation.

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

6. **Harassment (sexual, bullying, intimidation, electronic)** - Harassment, including, but not limited to, the intimidation of another student or a staff member or any other malicious act intended to substantially harm the physical or mental health of the person(s) threatened. This also includes racial comments, slurs, statements (written or verbal)

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

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

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

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

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

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

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

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 which includes but is not limited to attempting to bypass security filters set by the school district (i.e. proxies, and loop around searches) or ***any use for any reason other than school*** assignments is forbidden resulting discipline and loss of privileges.

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

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

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

15. Use/Possession/Sale/Deliver Alcohol

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

17. Sale/Deliver Drugs

18. Possession Drug Paraphernalia

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

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

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

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

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

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

20. Verbal Abuse

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

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

23. Criminal Act – As defined by the law.

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

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

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

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

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

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

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

NOTICE OF NONDESCRIMINATION

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

You can report discrimination and discriminatory harassment to any school staff member or to the district's Civil Rights Coordinator, Mr. Chris Griffith. You also have the right to file a complaint (see below). For a copy of your district's nondiscrimination policy and procedure, contact your school or district office or view it online here: http://ridgefieldwa.apptegy.us/o/district/browse/4811 (Policy 3210)

SEXUAL HARASSMENT

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

- A student or employee is led to believe that he or she must submit to unwelcome sexual conduct or communications in order to gain something in return, such as a grade, a promotion, a place on a sports team, or any educational or employment decision, or
- The conduct substantially interferes with a student's educational performance, or creates an intimidating or hostile educational or employment environment.

Examples of Sexual Harassment:

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

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

COMPLAINT OPTIONS: DISCRIMINATION AND SEXUAL HARASSMENT

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

Complaint to the School District

Step 1. Write Out Your Complaint - In most cases, complaints must be filed within one year from the date of the incident or conduct that is the subject of the complaint. A complaint must be in writing. Be sure to describe

the conduct or incident, explain why you believe discrimination, discriminatory harassment, or sexual harassment has taken place, and describe what actions you believe the district should take to resolve the problem. Send your written complaint—by mail, fax, email, or hand delivery—to the district superintendent or civil rights compliance coordinator.

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

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

Appeal to the School District

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

Complaint to OSPI

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

2022-23 RHS School Calendar of Events & Activities

Date	Dances/Concerts/Performances
Aug 31	Camp Spudder
Sep 1	First Day of School
Sep 5	**No School**
Sept 16	Kick Off - Welcome Back Assembly
Oct 7	**No School**
Oct 14	Homecoming Assembly
Oct 15	Homecoming Dance
Oct 26	Fall Fair
Oct 28, 29; Nov 4, 5	Fall Play Production - *Clue: On Stage*
Nov 11	**No School**
Nov 17	Fall Choral Concert
Nov 23 - 25	**Thanksgiving Break**
Dec 13	Winter Band Concert
Dec 19 - Jan 2	**Winter Break**
Jan 16	**No School**
Jan 18	Jazz Night Concert (Choir and Band)
Jan 20, 21	Student Directed One Acts
Jan 26	**RHS Early Release**
Jan 27	**No School**
Jan 30	Second Semester Starts
Feb 20	**No School**
Mar 3	**No School**
Mar 14	All-District Choir Concert
Mar 22	Spring Band Concert
Apr 3-7	**Spring Break**
Apr 29	Prom 2023 - Adrianna Ballroom, Portland, OR
May 5, 6; May 12, 13	Spring Musical – *The Addams Family*
May 29	**No School**
Jun 1	Summer Concert
Jun 2	Spudder Olympics
Jun 6	Spring Choir Concert
Jun 7	Senior Farewell and Move Up Assembly
Jun 8	Senior Breakfast and Awards
Jun 9	Class of 2023 Graduation
Jun 15	**Last Day of School**

all dates are subject to change

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number: VIII. C

Meeting Date: 07/19/2022

Item: Approve ESD 112 Cooperative Information Management Services Renewal for the 2022-2023 School Year

Submitted By: Paula McCoy, Executive Director of Business Services

Will Be Presented By: Dr. Nathan McCann, Superintendent

C. Approve ESD 112 Cooperative Information Management Services Renewal for the 2022-2023 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: **Paula McCoy**
SUBJECT: ESD 112 Cooperative Information Management Services Renewal
DATE: **July 13, 2022**
TYPE: Informational

Background:

The District received a renewal from Educational Service District 112 (ESD) for its Cooperative Information System Management Services Agreement for 2022-23 school year. The District receives student and fiscal support for its information system, Skyward, from the ESD. The change in cost for this renewal includes an inflationary adjustment for salary costs for ESD staff, and the costs of the software license renewal. The cost for this contract is based upon a per pupil amount. It is anticipated that the District's enrollment will higher than the 2021-22 school year, which will result in a larger increase in this contract for the 2022-23 school year beyond the inflationary adjustment.

Recommendation: We recommend the approval of the renewal of the agreement with ESD 112 for the Cooperative Information Management Services for the 2022-23 school year.

INTERLOCAL AGREEMENT FOR RENEWING SERVICES
FISCAL YEAR 2022-23

EDUCATIONAL SERVICE DISTRICT NO 112
2500 NE 65th Avenue
Vancouver WA 98661-6812

Parties to the Agreement:
Educational Service District No. 112, hereinafter referred to as "ESD112", and Ridgefield School District No. 122, 510 Pioneer Street, Ridgefield WA 98642-9088 hereinafter referred to as the "District".

IN WITNESS WHEREOF, the District and ESD112 (the Parties) have executed this Agreement on the date and year indicated below. Signed versions of this Agreement transmitted by facsimile copy or electronic mail shall be the equivalent of original signatures on original versions.
RIDGEFIELD SCHOOL DISTRICT NO 122 AUTHORIZED SIGNATURE: DATE:
EDUCATIONAL SERVICE DISTRICT NO 112 AUTHORIZED SIGNATURE: DATE:

Summary Statement-Agreement Purpose **COOPERATIVE INFORMATION MANAGEMENT SERVICES** To provide the District with cooperative data processing, software, and support services as mutually deemed acceptable to the District and ESD112 through the Southwest Washington Regional Service Center (SWRSC).	
Agreement Number: 23000-019	**Financial Terms:** Payments under this Agreement shall be billed monthly based on monthly 1251 FTE report and the Exhibit C fee schedule.
Agreement Period Initial Term Start: September 1, 2022 Initial Term End Date: August 31, 2023 Nonrenewal Notification: May 1, 2023	**Invoice Schedule**: To be billed in twelve equal installments.

Attachments: This Agreement consists of this signature page and the following exhibits, which constitute the entire understanding of the Parties.
Exhibit A: Terms for Services Provided
Exhibit B: General Terms & Conditions
Exhibit C: Member Service Options & Description of Services

ESD112 INFORMATION	
REV ACCT NO:	6412 71 3310
DEPT APPROVAL	G Hottman
BUDGET APPROVAL	G Hottman
BUS SVC APPROVAL	TW

IF OPTING OUT OF ELECTRONIC SIGNATURE:
Send scanned copy of Agreement with executed signature by email to:
districtcontracts@esd112.org

EXHIBIT A
TERMS FOR SERVICES PROVIDED

1. Purpose.

1.1 ESD112 and the District are entering into this Agreement for the purpose of providing the District with cooperative data processing services, software, and support services, as set forth in Exhibit C to this agreement ("Services") and as mutually deemed acceptable to the District and ESD112. Service shall be delivered through the Southwest Washington Regional Service Center (SWRSC) located at ESD112.

1.2 The provision of educational, instructional or specialized services in accordance with this Agreement are intended to improve student learning or achievement.

2. Term.

2.1 **Initial Term.** The Initial Term for the Agreement shall be from September 1, 2022 to August 31, 2023.

2.2 **Renewal Term.** This Agreement shall automatically be renewed for an additional one-year term (the Renewal Term) unless either party to the Agreement notifies the other party in writing prior to May 1st that it is not renewing the Agreement. The party that fails to provide written notice before May 1st shall be required to pay damages in accordance with Section 4 of Exhibit B. Changes to services ESD112 is obligated to provide or fees the District is obligated to pay shall be addressed as amendments (Exhibit B, Section 3) to this Agreement.

3. Finance, Budget and Property.

3.1 **Agreement Amount.** The District shall pay ESD112 based on monthly 1251 FTE report and the Exhibit C fee schedule for services provided under this Agreement as described in Section 1.1 above and Section 4 below.

3.2 **Invoicing.** ESD112 shall invoice the District in twelve (12) installments. Invoices shall be paid within thirty (30) days of receipt.

3.2.1 Fees shall be based on the District's current year average annual full-time equivalent ("AAFTE") student enrollment and the monthly invoices shall use the reported AAFTE from the 1251 FTE Report. The final invoice sent in August will reflect the actual AAFTE for the completed school year. If the AAFTE is less than 250, then fees shall be based upon "Minimum for districts under 250 AAFTE" as set forth in Exhibit C "Member Service Options".

3.2.2 In each annual billing cycle, the District's first monthly payment is due October 31 of each year and the last monthly payment is due August 31. The final adjustment to AAFTE for the fiscal year shall be completed with the August invoice.

3.3 **Budget.** A separate budget for services under this Agreement is not necessary and therefore is not being prepared. Expenses and revenues shall be addressed in the District's and ESD112's budget.

3.4 **Property.** All personal property and assets acquired or received in connection with the obligations under this Agreement, including but not limited to

equipment, materials, supplies and funds, shall be owned and retained by ESD112, both during the term of this Agreement and after the Agreement is terminated, partially or completely. Real property shall not be acquired.

4. **Scope of Services and Parties' Obligations.** The Parties agree to fulfill the following obligations:

4.1 **Responsibilities of ESD112.** ESD112 shall provide computer processing support services, software support, and product coordination services to the District as set forth in Exhibit C, collectively referred to as "Services". Services and the corresponding fees for Services are subject to change annually, provided that the District is given notice of such annual change at least ninety (90) days prior to its effective date.

4.1.1 **Support.** ESD112 shall provide direct support to designated District staff. Support will be categorized by Tiers. If a Tier cannot resolve an incident, it is escalated until it is resolved. Incidents will be reported to ESD112 using a web-based service tracking system (FootPrints). However, to expedite critical incidents, the District may also use the phone, email or other means of communication to increase the visibility of the issue to ESD112.

4.1.1.1 Tier I Support. The District shall be responsible for Tier I support. The District shall attempt to make initial remedy of incidents. If the issue cannot be resolved, designated District staff shall contact ESD112 for Tier II support.

4.1.1.2 Tier II Support. ESD112 shall provide Tier II support and shall perform analysis and investigate the cause and, if possible, provide the District the remedy for an incident. If the incident cannot be resolved by Tier II support, ESD112 shall contact Washington School Information Processing Cooperative, or "WSIPC", for Tier III support.

4.1.1.3 Tier III Support. WSIPC is the final escalation of issues and incidents that impact District usage of Software. The Tier III role is performed by WSIPC and external vendors, including analysis and investigation of application incidents, and infrastructure troubleshooting. Resolution might include defect correction, data manipulation, program analysis, and hardware replacement.

4.1.2 **Performance Standards.** Service incidents received from the District are assigned a severity level depending on the nature of the issue and its impact on the District. An initial severity level is assigned to each incident when it is received. Severity levels are defined as:

4.1.2.1 Critical. A Critical Severity level is assigned to an incident that has one or more of the following conditions: (a) production has stopped, (b) the District cannot continue work, (c) data is corrupt, (d) financial controls are impaired, (e) or system security has been compromised. Initial response time for a Critical Severity level issue received during normal working hours is thirty minutes.

After normal working hours response time will be longer because there is no telephone or email coverage during these hours.

4.1.2.2 High. A High Severity level is assigned to an incident that has one or more of the following conditions: (a) productivity is significantly impaired but is proceeding, (b) a work stoppage may occur if the incident is not resolved quickly, (c) the incident affects, or is of concern to, a majority of school districts in the region (or state), (d) the incident may cause a security problem if not resolved quickly, (e) or private information may be disclosed if the incident is not resolved quickly. Initial response time for a High Severity level issue received during normal working hours is two hours. After normal working hours response time will be longer because there is no telephone or email coverage during these hours.

4.1.2.3 Normal. A Normal Severity level incident only modestly reduces productivity. Normal Severity level items are tracked and submitted to WSIPC.

4.1.2.4 Resolution of Issues. ESD112 and WSIPC will work diligently to resolve all Critical and High Severity incidents. Due to the complexity of certain incidents, a formal guarantee of resolution cannot be provided. ESD112 and WSIPC shall work extended hours in order to resolve a Critical Severity level incident. Extended work hours require the District who originated the incident to remain available and participate in resolution of the incident.

4.1.3 Confidentiality of Data. All materials furnished to ESD112 by the District pursuant to this Agreement, including but not limited to source data, computer files, reports, listings, and computer programs, shall not be disclosed to third parties except as provided herein, or as required by law, or otherwise by written consent of the District.

4.1.4 ESD112 shall invoice the District in accordance with Section 3 above.

4.2 Responsibilities of the District. The District shall:

4.2.1 Pay ESD112 the annual fee set forth in Exhibit C and in accordance with Section 3 above.

4.2.2 Be responsible for the input and management of District data into the programs supported by ESD112.

4.2.3 Provide a single point of contact for administrative authorizations (security) and software application support, and shall act as the primary contact with ESD112 in matters pertaining to Services, including emergency support notifications.

4.2.4 Attempt to resolve issues related to use and support of Services. If issues cannot be resolved by District staff, it shall be escalated to ESD112 by the single point of contact assigned by the District.

4.2.5 Recognize that ESD112 requires access to production and test Skyward fiscal and student databases, or any derivatives thereof, utilized by the

District in order to deliver Services to the District. Therefore, the District agrees to provide full production and test database access to ESD112 personnel directly engaged in the support and delivery of Services to the District

4.2.6 Not disclose or make available any software or documentation associated with the Services to any parties or persons not using Services on behalf of the District. The District agrees to safeguard all proprietary materials being provided under this Agreement and shall not change, modify, or alter any software without prior written permission, nor infringe on or violate any vendor license agreement entered into on their behalf.

4.2.7 Negotiate with ESD112 an amount to be included in a contract addendum for any services beyond the scope of this agreement, either requested by the District or required by ESD112.

4.2.8 Be responsible for making reasonable accommodations for District staff, including any modifications or adjustments to a job or the work environment, that will enable an employee with a disability to participate in Services delivered or to perform essential job functions related to Services. If for any reason the District fails to provide a reasonable accommodation that is necessary for receipt of the service provided by ESD112 and ESD112 provides an accommodation, the District shall pay ESD112 for the costs ESD112 incurs to provide the accommodation.

5. Agreement Contacts:

	THE DISTRICT		ESD 112
SIGNATURE AUTHORITY / NOTICE CONTACT-Required			
Name:	Dr. Nathan McCann		Tim Merlino
Position:	Superintendent		Superintendent
Phone:	360.619.1302		360.750.7500
Email:	nathan.mccann@ridgefieldsd.org		tim.merlino@esd112.org
PROGRAM CONTACTS			
Name:	Dr. Nathan McCann		Gavin Hottman
Position:	Superintendent		CFO/Assistant Superintendent
Phone:	360.619.1307		360.952.3521
Email:	nathan.mccann@ridgefieldsd.org		gavin.hottman@esd112.org
FISCAL / BUDGET CONTACTS			
Name:	Paula McCoy		Gavin Hottman
Position:	Executive Director of Business Services		CFO/Assistant Superintendent
Phone:	360.619.1307		360.952.3521
Email:	paula.mccoy@ridgefieldsd.org		gavin.hottman@esd112.org
ACCOUNTING / BILLING CONTACTS			
Name:	Lisa McGhee		Christy Stalcup
Position:	Accounting/Fiscal		AR Specialist II
Phone:	360.619.1311		360.952.3490
Email:	lisa.mcghee@ridgefieldsd.org		christy.stalcup@esd112.org

EXHIBIT B
GENERAL TERMS & CONDITIONS

1. Authority & Organization.

1.1 This Agreement is entered into in accordance with the authority granted in the Interlocal Cooperation Act, RCW 39.34.030 and provisions that authorize educational service districts and school districts to contract with each other for services, specifically 28A.310.010, 28A.310.180, 28A.310.200, 28A.320.080 and 28A.320.035.

1.2 A separate legal entity is not being created. ESD112 shall administer the joint undertaking described in the terms of this Agreement.

2. General Responsibilities of the Parties. ESD112 and the District shall:

2.1 Conduct background checks on any officials, employees, volunteers or agents who may perform obligations under this Agreement and who may have contact with children in a public school or ESD112 facility. No party/person who has plead guilty to, or been convicted of, a felony crime specified in RCW 28A.400.322 shall be allowed to do work under this Agreement if they may have contact with children in a public school or ESD112 facility. Failure to comply with this provision is grounds for immediate termination of the Agreement.

2.2 Comply with federal, state, and local laws in performing obligations under this Agreement, and any policies or regulations adopted by the Parties' boards of directors.

2.3 Obtain and maintain general liability coverage, including contractual liability coverage, and automobile coverage in an amount not less than $1,000,000 per occurrence. The Parties shall, upon request, provide each other suitable evidence of the coverage required.

2.4 Obtain any licenses or permits required to perform their respective obligations under this Agreement.

2.5 Maintain books, records, documents, data and other materials compiled and related to the performance of obligations under this Agreement for the time period required under law or any applicable grant agreement. Both Parties agree to provide access to and copies of any such books, records, documents, data or other materials to the other party upon request.

2.6 Take all necessary steps to protect the confidentiality of educational records and shall not disclose such records or the information obtained from having access to such records without obtaining the consent of the other party and the parent of the student whom the record pertains to.

3. Amendment. Changes to the services ESD112 is obligated to provide or fees the District is obligated to pay shall be addressed in signed amendments to this Agreement, provided forty-five (45) days before the amendment is to take effect, unless otherwise mutually agreed.

4. Termination and Damages for Termination with Inadequate Notice.

4.1 Mutual Termination. This Agreement may be terminated by mutual agreement by the Parties.

4.2 Damages Paid by the District for Services Provided by Certificated Employees. If the District fails to notify ESD112 that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2) and this Agreement is for services provided by ESD112 employees who have a certificated contract with ESD112, there may be material adverse financial consequences to ESD112. The adverse financial consequences, or damages, may likely exceed the fee the District would have paid for the Renewal Term. If the District terminates the Agreement without giving notice prior to May 1st and ESD112 has employed certificated staff to provide services under the Agreement, the District agrees to pay ESD112 the amount owed for the Renewal Term as damages. The damages the District is agreeing to pay shall represent a reasonable reflection and estimate of the damages ESD112 shall incur.

4.3 Damages Paid by the District for Services Provided by Non-Certificated Employees. If the District fails to notify ESD112 that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2) and this Agreement is for services that are provided by ESD112 employees who do not have a certificated contract with ESD112, the damages ESD112 shall incur may be less than the fee the District would have paid to receive the services for the Renewal Term. In that case, the District shall pay ESD112 for damages ESD112 incurs as a direct or indirect result of not being notified by May 1st that the District is terminating the Agreement.

4.4 Damages Paid by ESD112. If ESD112 fails to notify the District that it is terminating this Agreement prior to the Renewal Term of May 1st (see Exhibit A, Section 2.2), ESD112 shall pay the District the costs the District incurs to obtain the services ESD112 was obligated to provide from a third party, but only to the extent the costs exceed what the District would have paid ESD112, and the fees the District pays the third party must be based on reasonable market rates.

4.5 Payment. The damages that are owed under this section shall be paid in full within thirty (30) days of receipt of an invoice. This requirement shall survive termination of the Agreement.

5. General Provisions.

5.1 Assignment. Neither this Agreement nor any interest therein may be assigned by either party without the prior written consent of the other party.

5.2 Attorneys' Fees and Costs. In the event litigation arises out of this Agreement, each party shall bear its own attorney's fees and costs.

5.3 Authority. The terms and conditions of this Agreement to which the Parties agree are being entered into by appropriate resolutions or delegation of authority by the respective boards of directors of ESD112 and the District.

5.4 Captions. Paragraph headings have been included for the convenience of the Parties and shall not be considered a part of this Agreement for any purpose relating to construction or interpretation of the terms of this Agreement.

5.5 Compliance Orders. ESD112 shall:

5.5.1 Deliver all services under this Agreement in compliance with the most current guidelines issued by the Centers for Disease Control and Prevention (CDC), Washington Department of Health, and the Office of Superintendent of Public Instruction (OSPI) guidelines, and comply with the state proclamations and orders as pertains to any infectious disease outbreaks or pandemics (i.e., COVID-19).

5.5.2 Adjust delivery of services as requested and/or required to meet needs to comply with Section 5.5.1 above without modification to terms of the Agreement.

5.6 Conflict of Interest. No person engaged in any activity associated with this Agreement has a personal financial interest, direct or indirect, in this Agreement. ESD112 and the District warrant that neither party presently has interests, and will not acquire interests, directly or indirectly, which would create a conflict of interest in performing the obligations under this Agreement. Any direct or indirect conflict of interest must be disclosed.

5.7 Force Majeure. ESD112 and the District shall not be liable for any failure to perform its obligations in this Agreement, and shall not be liable for the damages in Section 4 above, if the failure to perform or action that gave rise to damages is a result of any act of God, riot, war, civil unrest, flood, earthquake, or other cause beyond such party's reasonable control, such as changes to federal, state or local laws, but excluding failure caused by a party's financial condition or negligence.

5.8 Governing Law and Venue. This Agreement shall be governed by the laws of the State of Washington and any action or litigation undertaken to enforce the terms of this Agreement shall be conducted in Clark County, Washington.

5.9 Indemnification. Both Parties agree to protect, defend, indemnify and hold the other party, and its directors, officers, agents and employees harmless from any and all claims and losses that are caused by the indemnifying party, or the indemnifying party's directors', officers', agents' or employees' negligent or malicious acts or omissions.

5.10 Intellectual Property. Any materials ESD112 produces shall be owned by ESD112. ESD112 shall be considered the author of such materials. To the extent materials being produced in connection with this Agreement are found to be "works for hire", the District hereby irrevocably assigns all right, title and interest in such materials, including intellectual property rights, to ESD112 effective from the moment of creation. The District shall not use any materials produced for, or by, ESD112 in connection with this Agreement without obtaining ESD112's prior written consent.

5.11 Non- Discrimination. Per requirements of state, local and federal laws, ESD112 and the District agree not to discriminate on the basis of race, color, creed, religion, national origin, citizenship or immigration status, age, sex, gender expression or identity, sexual orientation, genetic information, honorably discharged veteran or military status, marital status, family/parental status, income derived from a public assistance program, political beliefs, non-job-related physical, sensory, or mental disabilities, use of a trained guide dog or service animal, or reprisal or retaliation for prior civil rights activity. Inquiries regarding

compliance and/or grievance procedures for ESD112 may be directed to ESD112 at its address above.

5.12 **Notice.** Whenever notice is required under this Agreement, it shall be provided by emailing, with receipt confirmation, or mailing notice to the contacts designated in Exhibit A, Section 5. Notice shall be deemed effective upon the earlier of actual receipt or three (3) days after notice is deposited in the United States Postal Service mail, by certified mail, postage prepaid.

5.13 **Severability.** If any term of condition of this Agreement or application thereof to any person or circumstance is held invalid, such invalidity shall not affect other terms, conditions, or applications of this Agreement which can be given effect without the invalid term, condition, or application and, to this end, the terms and conditions of this Agreement are declared severable.

5.14 **Waiver.** No provision of this Agreement, or the right to receive reasonable performance of any act called for by its terms, including but not limited to the right of a performing party to notify a non-performing party there has been a unilateral early termination, shall be deemed waived by a party's failure to enforce the provision or rights to performance in a particular transaction or occurrence. Any and all waivers shall be in writing and signed by the party waiving the provision or its rights to performance. Any waiver that is not in writing shall not be binding or effective.

5.15 **Whole Agreement.** The Parties agree that this Agreement, together with all appendices, if any, constitute the entire agreement between the Parties and supersedes all prior or existing written or oral agreements between the Parties and may not be amended other than in writing signed by the Parties.

6. **Exclusion, Debarment and Suspension Certification.** Per the requirements of Executive Order 12549, ESD112 and the District certify that neither they, nor their officers, directors, general managers or persons having primary management or supervisory responsibilities, are on the Excluded Parties List Report (web address: http://www.sam.gov/SAM) and that they are not presently debarred, suspended, proposed for debarment, or declared ineligible or voluntarily excluded for the award of contracts by any Federal governmental agency or department. ESD112 and the District shall provide immediate written notice to each other if, at any time during the term of this Agreement, including any renewals hereof, the Parties learn that this certification has become erroneous by reason of changed circumstances.

EXHIBIT C
MEMBER SERVICE OPTIONS

Member Services Options:

Full Fiscal Services and Student Services

I.	_	Full Services (for AAFTE > 20,000)	$38.66 / AAFTE / year
II.	_	Full Services (for AAFTE > 10,000 to 20,000)	$41.58 / AAFTE / year
III.	_	Full Services (for AAFTE > 4,000 to 10,000)	$43.89 / AAFTE / year
IV.	X	Full Services (for AAFTE 250 to 4,000)	$45.48 / AAFTE / year
V.	_	Full Services Minimum for districts under 250 AAFTE	$11,370.00 / year

Fiscal Services Only

I.	_	Fiscal Minimum for districts < 250 AAFTE	$11,370.00 / year

Student Services Only

I.	_	Student Services Only	$33.00 / AAFTE / year
II.	_	Student Minimum for districts < 250 AAFTE	$8,250.00 / year

Miscellaneous Services (available to members on a contract basis**)**

I.	Report Design and Development	$85.00 / hour
II.	CEDARS Support	$85.00 / hour
III.	Customized Research, Program Analysis & Design	(contact ESD112 for a quote)

DESCRIPTION OF SERVICES

1. Fiscal Management System Services.

1.1 Provide fiscal coordinator services, including telephone, email, and onsite support.

1.2 Provide classroom training on Washington School Information Processing Cooperative ("WSIPC") supplied software to users identified by the District.

1.3 Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the Southwest Washington Regional Service Center ("SWRSC").

1.4 Provide designated print output services at SWRSC for pressure sealed forms.

1.5 Software support for fiscal application systems services.

1.6 **Human Resource Software.** Human Resources software functionality includes:

1.6.1 Payroll processing tracks employee contract amounts, records time off, and reports retirement, workers compensation and vendor transactions.

1.6.2 Personnel reporting for collection and electronic transfer of S-275 information to the state account, calculation of benefits and distribution to budgetary chart of accounts for budget preparation, extensive information storing and reporting, and contract writing.

1.6.3 Federal and state reporting is included within the applications, including quarterly 941, FICA/Medicare, W-2, and EEOC.

1.6.4 Fast Track is a web-based application allowing human resources personnel and other security-approved employees to post job vacancies and add, edit and view job postings from any computer with an internet connection. Fast Track integrates with Human Resources and Payroll modules eliminating the need to re-enter data.

1.6.5 Employee Management provides an effective way to manage employee information in one centralized database. The application allows for a single entry for all associated applications including Payroll, Employee Profile, and the Fast Track job application system. Reports allow each district to capture human resource information. The application assists districts in tracking positions within the District.

1.6.6 Employee Profile provides access to various types of human resources and payroll data and is the repository for all employee information. Functions supported include personnel information, tax, retirement, deductions and benefits information, contract and pay record information, direct deposit, regular and substitute time tracking, year-to-date, fiscal year-to-date, certification, education and experience information, and user-defined fields for tracking of district-defined data.

1.6.7 Calendars are used extensively within the applications and within Skyward. Position and assignment calculations for FTE and salary use calendar days and hours as part of the calculation. Retirement "as earned" transactions and worker's compensation transactions also use calendars as part of the calculations. Calendars are easy to change and there are efficient ways to roll calendars to the next year.

1.6.8 Data Mining uncovers patterns in your student and financial data. The user may create custom reports that include only the fields and ranges selected. Multiple filters may be used to specify data to be included on the report. The report data may be exported to Microsoft Excel or Word for easy mail merge.

1.6.9 Position Request allows requesting and approving of an open position. The system checks for available FTE and interfaces with position control. On-line approval processing can be accessed through the Employee Access application.

1.6.10 Employee Access provides staff easy online access to their payroll, time off, W2, and check history information. Employees have 24/7/365 access to and ability to change their personnel information.

1.6.11 Salary Negotiations is a tool that can generate a negotiation plan within minutes. The District may generate multiple plan scenarios easily and compare the multiple negotiation plan results. Salary Negotiations integrates with Employee Management saving time when preparing the next year's payroll and for subsequent negotiations. This module also supports Washington State reporting of personnel budgets and S-275 Personnel Reporting.

1.6.12 Substitute Tracking allows districts to track all information about finding substitute teachers, hours worked, whom they subbed for, and the rate of pay they received. Customizable rate tables allow districts to establish specific rates and automate movement to a long-term rate. Data may be imported from third-party sub calling systems directly into Skyward's Substitute Tracking.

1.6.13 Time Off is used to manage and track all employee time off accrual information in a centralized location. Districts may allocate time off by pay period, month, or anniversary date. The centralized database allows staff to view up-to-date information regarding employee time off information and balances. There are multiple methods for time off entry including allowing office staff to enter information using limited-access processing. Automatic time off accrual may be set up to schedule allocation amounts based on years of service. This module interfaces with time off requests in Employee Access.

1.6.14 Retirement processing supports Washington State's retirement systems. It records a retirement transaction "as earned," automatically creates the transmittal file that is sent to the Department of Retirement Systems and retains retirement transaction history.

1.6.15 State reporting includes the following reports: Personnel Budgeting and S-275, New Hire, Unemployment, Retirement, and Workers Compensation.

1.7 Fiscal Software. Fiscal Software functionality includes:

1.7.1 Requisition/Purchase Order processing from generating through encumbering and issuing, including online approval workflow.

1.7.2 Vendor Master records demographic information and account activity reporting for vendors.

1.7.3 Account Master (Chart of Accounts) supports account code set up and maintenance with inputs for journal entry and cash receipting.

1.7.4 Accounts Payable processing from invoice receipting through warrant issuance and posting to the general ledger and subsidiary accounts with extensive report capabilities.

1.7.5 Accounts Receivable processing from invoicing through payment receipting and posting to the general ledgers and subsidiary accounts with extensive report capabilities.

1.7.6 Budget preparation utilizing personnel files for preparation of salary and benefits, on-line terminal manipulation of budgetary chart of accounts by categories or individual accounts, and printing budget document pages.

1.7.7 Warehouse Inventory for on-line processing of shipping and receiving of goods in the warehouse and on-line updating of supplies on hand, on-order to vendors and back orders.

1.7.8 Fixed Assets processing supports the set up and tracking of asset inventory by location with optional GASB 34 reporting.

1.7.9 Data Mining report writer program for creating special reports from the Payroll/Personnel system or Fiscal Accounting system, including storage and recall of selected reports at any time.

1.7.10 State Processing: data definition and export for county treasurers, Department of Revenue, and OSPI F-195, F-196, F-198, and F-200 reporting.

1.7.11 Year End processing provides for fiscal year close out, carry forward, and 1099 processing.

1.7.12 TrueTime is a fully integrated time tracking system that is FLSA compliant and may be accessed anytime, anywhere, online. It eliminates the need to enter employee work hours manually. Time entries may be completed through a web-based program or an electronic reader. Electronic timesheets eliminate the need for paper timesheets, saving payroll staff time and hassle. An on-line approval process allows supervisors to approve timesheets as they are submitted.

1.7.13 Security administration.

2. <u>Student Management System Services.</u>

2.1 Provide Student Management system coordinator services, including telephone, email, and onsite support. **Telephone and email support contact shall be through designated District student support team members only, unless otherwise agreed to by both parties**.

2.2 Provide classroom training on WSIPC Student Management supplied software to users identified by the District.

2.3 Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the SWRSC.

2.4 Provide print output services at SWRSC.

2.5 Provide software support for Student Management application systems services.

2.6 Student Management System Software. Student Management system software functionality includes current and historical record maintenance, available by school year, and including:

2.6.1 Future Scheduling for future terms or years is done with Future Scheduling. The scheduling information integrates with Family/Student Access and Educator Access+. Counselors, parents, and students may view schedules online.

2.6.2 Current Scheduling ensures students have the best possible schedule and keeps everyone informed of schedule changes through Family/Student Access and Educator Access+. Counselors, parents, and students may view schedules online.

2.6.3 The Activities area manages student activities and awards. This module integrates with other modules such as EA+, Discipline, and Grading. Activities and awards information may be included on official transcripts. It can be used to identify and locate students within the system through set criteria, and verifies student eligibility to district staff for athletics, academics, or achievement awards.

2.6.4 Attendance makes sure all students are accounted for and reports on any inconsistencies in district or students' records. This module integrates with Skyward Family Access such that parents receive immediate notification of a student's absence or tardiness.

2.6.5 Grade reporting monitors students' grading and transcripts. Custom reports and functions such as class rank and student GPA are part of this module. Grading integrates with GradeBook from Skyward.

2.6.6 Secondary GradeBook was designed for senior and junior high school teachers; Secondary GradeBook keeps teachers organized and up to date on student progress, e-mails progress reports directly to parents and posts assignments to Family Access. It includes options for different grading methods, categories, and term weights.

2.6.7 The Discipline module allows buildings to manage and report on incidents on both an individual and district-wide level. It also allows for viewing discipline referrals electronically and eliminates extra paperwork for teachers. Using Family Access, parents may view discipline offenses and actions in real-time.

2.6.8 Attendance system makes sure all students are accounted for and reports on any inconsistencies in district or students' records. The module integrates with Skyward Family Access so parents receive immediate notification of a student's absence or tardiness.

2.6.9 Curriculum and Assessment area provides management of curriculum master records, student tests and test scores, and educational milestones (non-coursework related requirements).

2.6.10 Enrollment reporting for FTE, vocational and/or special education to meet state requirements.

2.6.11 Reporting of truancy, health, SSIS/CEDARS, P210, and other reports to meet state requirements.

2.6.12 Graduation Requirements allows for the development of custom graduation plans for each student and tracks them to ensure students meet their graduation requirements. Unique graduation plans may be developed for each school or for an individual student. Student progress may be compared against requirements for state, school, or individual student plans. Course information is automatically recorded for each student based on courses completed, in progress, or scheduled in the future.

2.6.13 Standards Gradebook is specific to the needs of teachers who use skill and standards-based grading. Every grade level and teacher may use a different skill bank, which is completely customizable for each district.

2.6.14 Program for updating and storing Special Education student master records and reporting to meet state requirements.

2.6.15 Health Records module ensures that the District complies with state reporting requirements by tracking all student-related health problems and vaccinations. All state requirements are pre-loaded for the District. Medications are entered and history tracked using a simple color-coded on-screen format. A nurse's log tracks all student-related health information on one screen.

2.6.16 Food Service module monitors costs and improves meal management efficiency. When used with Family Access, it provides parents with up-to-date information online for all purchases and account balances. It allows cash payment at the point of sale with onsite cash reconciliation and recording of items sold.

2.6.17 Student Demographics is the main access for updating demographic data. This includes data such as address, birth history, ethnicity/race, vehicles, web access, obligations, category, emergency information, parent/guardian, and entry/withdrawal history.

2.6.18 Parents and students may view student related information anytime, anywhere online. It allows parents and students to see grades, assignments, report cards, attendance, schedules, discipline, test scores, graduation requirements, and food purchases. Parents may submit information to notify a school of absences, submit course requests, make credit card payments, and email school personnel.

2.6.19 Educator Plus+ access is an online tool designed to provide teachers access to student information over the internet, including electronic Gradebook and reporting.

2.6.20 Student Access provides a personal access point to student data and important information with Student Access. Students may view information anytime, anywhere online including grades, assignments, report cards, attendance, schedule, discipline, test scores, graduation requirements, and food purchases.

2.6.21 State Reporting encompasses the collection of data and reporting required by the state, including:

- P-223 Monthly School District Enrollment
- National School Lunch and Breakfast Program State Claim
- Washington Standardized High School Transcript

- Academic History Report
- Transcript Status for Additional State Requirements
- Student Test Score Details for CAA Status
- Attendance Truancy
- Unexcused Absences for Grades 1 – 8
- Department of Health Annual School Report
- Assessment of District Student Health Services
- Preschool Immunization Status
- WASL Cohort Extract Files
- Weapons Report
- Student Behavior Report

2.6.22 Security administration.

3. <u>My School Data.</u>

3.1 Provide access to and support for the My School Data (MSD) application system. My School Data provides District educators access to Skyward data with assessment data from other sources in an easy to use common look and feel. The Early Warning System, part of MSD, provides reporting on performance and other criteria to aid in early intervention. The strength of the system is the ability to combine Skyward data such as schedule, attendance, and discipline with student assessments with a graphical view of student performance results. Dashboards and traditional report formats are available through this tool.

3.2 Provide training to the District in the use of My School Data and Early Warning System supplied software to users identified by the District.

3.3 Provide software support for My School Data and Early Warning System application systems services.

3.4 Provide documentation as provided and delivered with WSIPC supplied software and/or as modified by the SWRSC.

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Transaction ID	79d82e6d-3586-43d6-813a-e563a73e1839		
Transaction Name	23000-019 Cooperative Information Management		
Sponsor	esd112mydox		
Service Type	SDDDC		
Submitter	Educational Service District 112		
Submitter Email	districtcontracts@esd112.org		
Role	SDD		
Ref Id	esd112mydox		
Parties	Party Name	Party Id	
	Paula McCoy	DistApprover	
	Chris Griffith	AddlApprover	
	Dr. Nathan McCann	DistrictSigner	
	Tim Merlino	ESDSigner	
Documents	Document Id	Document RefId	Document Title
	PDF:181f1d7cd9d:-243d:-791c0abe:2x4e0s	Form-3507261	23000-019 Cooperative Information Management
Submitting Agent	esd112mydox		
2022-07-12 06:35:16 PM GMT	Email Sent	esd112mydox	
Session Id	WS/SDDDC/null		

Email	Party Name	Paula McCoy
	Email Address To	paula.mccoy@ridgefieldsd.org
	Email Address From	"Educational Service District No. 112 Online Signatures" <noreply@signixmail.com>
	Body	Dear Paula McCoy, Please find attached for your District's review and signature, the interlocal agreement for 23000-019 Cooperative Information Management services from Educational Service District No. 112 for the 2022-2023 school year. For questions on the review & signature process or the Agreement, please contact Tyler Wright (tyler.wright@esd112.org) or Christy Stalcup (Christy.stalcup@esd112.org). We appreciate the opportunity for continued service to your District. To access your document, click here: https://www.signix.net/enter.jsp?m=102&i=MlozIFLoiojDPuKFfyjcrQ If you need assistance, email districtcontracts@esd112.org or call (360) 750-7511
Reason	PickupEmail	
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Serial Number	200000040000017fef56a45c000000000000d7d4	
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Authority	signix	
Party Name	Paula McCoy	

Method Id	PIN

RIDGEFIELD SCHOOL DISTRICT
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Board Agenda Item

Agenda Item Number: VIII. D

Meeting Date: 07/19/2022

Item: Approve the Adult Meal Price Increase for the 2022-2023 School Year

Submitted By: Paula McCoy, Executive Director of Business Services

Will Be Presented By: Dr. Nathan McCann, Superintendent

D. Approve the Adult Meal Price Increase for the 2022-2023 School Year

Recommended Action:

Approve	Disapprove	Table	No Action Required
XXX			

Department Head:_____ Superintendent:_____

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

MEMORANDUM

TO: Ridgefield School District Board of Directors
Dr. Nathan McCann, Superintendent
FROM: **Paula McCoy**
SUBJECT: Adult Meal Prices 2022-23
DATE: **July 14, 2022**
TYPE: Informational

Background: Annually, districts are required to review school meal prices to ensure they meet federal program requirements, and to ensure program sustainability. For the 2022-23 school year, the District plans to participate in National School Lunch Program (NSLP), unless the Seamless Summer Options (SSO) Lunch Program is extended for one additional year. Both of these program are federally subsidized through the ARP pandemic assistance funding. As a condition of participating in the program, the District is required to evaluate the adult meal pricing to ensure the federal government is not subsidizing the costs of those meals. This requirement may be met through the prices charged for 'paid' meals or through other non-federal sources provided to the non-profit school food service account.

In reviewing compliance for the Adult lunch pricing, the District is required to increase the adult lunch price to a minimum of $4.96, and breakfast to a minimum of $3.00. We are requesting approval to increase the adult lunch price to $5.00, and the adult breakfast to $3.00 to comply with this requirement.

Recommendation: We would like to recommend the approval of the adult meal price increases for the 2022-23 school year.

Pricing Adult Meal Prices for SSO (Non-Pricing Program)

*Values current for SY 2021-22

Federal Reimbursement for *FREE student meals	$4.56
Value of USDA Foods	$0.3975
Minimum Adult Lunch Price:	**$4.96**

*SFSP High Rate

Pricing Adult Meal Prices for SSO (Non-Pricing Program)

*Values current for SY 2021-22

Federal Reimbursement for *FREE student meals	$2.61
Value of USDA Foods	$0.3975
Minimum Adult Lunch Price:	**$3.00**

*SFSP High Rate

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

Board Agenda Item

Agenda Item Number:	VIII. E	Meeting Date:	07/19/2022
Item:	Hear First Read of Revised Board Policy No. 3142 International Student Exchange		
Submitted By:	Chris Griffith, Assistant Superintendent		
Will Be Presented By:	Dr. Nathan McCann, Superintendent		

E. Hear First Read of Revised Board Policy No. 3142 International Student Exchange

Recommended Action:

Approve	Disapprove	Table	No Action Required
			XXX

Department Head:_____ Superintendent:_____

MEMORANDUM

TO: Superintendent Nathan McCann
Ridgefield School District Board of Directors

FROM: Chris Griffith

SUBJECT: Policy 3142 – International Student Exchange

DATE: 4/12/2021

TYPE: Action

Background:
The current version of Policy 3142 was last approved in 2007. Since then, there have been a number of small changes including a title adjustment and differences related to students on B-2 visa's (short term visit) versus those on J-1 or F-1 visa's (long-term visit).

Considerations:
The revised policy updates existing policy.

Recommendation:
It is my recommendation that the revisions to Policy 3142 – International Student Exchange, be approved for use in the Ridgefield School District.

Policy ~~No.~~: 3142

Section: 3000 - Students

~~INTERNATIONAL EXCHANGE STUDENTS~~

International Student Exchange

The board recognizes the value of ~~student~~cultural and academic exchanges. Such experiences provide international exchange ~~programs and/or the hosting of qualified foreign~~ students~~. Such programs~~ with a balanced understanding of our country and provide U.S. students with a broad world perspective.

Students visiting our state for a short stay (B-2 visa), such as a vacation or visit with friends or family, may ~~be approved when admission~~ not enroll in school in the district. However, with prior written permission from the school, these students may visit classrooms and attend school-sponsored events.

International exchange students who come to the U.S. for a long-term visit (J-1 or F-1 visas) with the intention of ~~an~~attending school may register to attend school in the district through a recognized international exchange ~~student~~ program or through the sponsorship of a school.

The district will admit such international exchange students when admission does not adversely impact the instructional program of the district. ~~The superintendent is authorized to review and approve organizations which propose to offer a foreign/domestic travel-study program.~~

The superintendent is directed to develop procedures~~,~~ including but not limited to~~: criteria for program sponsors,~~ the number of international exchange students the district will admit, selection of international exchange organizations, timing of placement process, district expectations of international exchange organizations, school expectations for international exchange students, school responsibilities ~~of sponsors, enrollment standards including traffic safety courses, co-curricular participation, and graduation requirements.~~ and provisions for international exchange students with F-1 visas.

Legal ~~Reference~~References:	~~RCW 28A.300.240~~	Chapter 19.166 RCW International Student Exchange
	~~RCW 19.166~~	RCW 28A.300.240 International Student Exchange

Management Resources: 2009 - June Issue

Adoption Date: ~~**12.20.07**~~

~~Ridgefield School District~~

Classification: ~~Optional~~ **Discretionary**
Revised Dates: **06.09; 12.11**

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