Ridgefield School District

Student & Family Handbook

2026-2027

RIDGEFIELD SCHOOL DISTRICT
unlimited possibilities

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Ridgefield School District

2026-2027 School Instructional Calendar (K-12)

Revised 4/30/26

AUGUST 2026

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SEPTEMBER 2026

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27	28	29	30				21

OCTOBER 2026

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NOVEMBER 2026

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29	30						1

DECEMBER 2026

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JANUARY 2027

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31							

August 2026

14, 17-18 Kindergarten Assessments & Placements
19 No School - District In-Service Day - Convocation
19-21 No School - State In-Service Days
[24] **First Day of School**
24-26 Kinder Conferences - 1st Day of School: 8/27/26

September 2026

7 No School - Labor Day

October 2026

9 No School - Cispus Break Day - Get Outdoors!
12 No School - Staff Professional Learning Day
28-30 Early Release Elementary (K-5) Conferences
29-30 Early Release VRMS (6-8) Conferences

November 2026

11 No School - Veterans Day
20 End of Trimester 1 (Elementary)
23 No School - Trimester Break Day
24-27 No School - Fall Break

December 2026

7 No School - Staff Professional Learning Day
21-31 No School - Winter Break

January 2027

1 No School - Winter Break
18 No School - MLK Day
21-22 RHS Finals Schedule
22 End of Semester 1 (VRMS & RHS)
25 No School - Semester Break Day

February 2027

15 No School - Presidents' Day
22 No School - Staff Professional Learning Day

March 2027

15 No School - Trimester Break Day
18-19 Early Release Elementary (K-5) Conferences

April 2027

5-9 No School - Spring Break

May 2027

3 No School - Staff Professional Learning Day
31 No School - Memorial Day

June 2027

11 RHS/WRA Graduation
14-15 RHS Finals Schedule
15 Early Release (K-8)
[15] **Last Day of School**
16-17 Snow Make-up Days #1-#2
18 Juneteenth Emancipation Day, Observed

July 2027

5 Offices Closed - Independence Day, Observed

FEBRUARY 2027

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MARCH 2027

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APRIL 2027

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MAY 2027

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JUNE 2027

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27	28	29	30				91

JULY 2027

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	Holidays & Breaks
*	K-5 Conferences, Early Release
**	K-8 Conferences, Early Release
:	RHS Finals Schedule
$	Snow Make-Up Day
< >	No School, Staff In-Service
[ ]	1st / Last Day of School

Regular School Hours:

Elementary, 9:05-3:35; VRMS/WRA, 8:00-2:30; RHS, 7:55-2:40

EVERY Wednesday - 1-Hour Late Start for PLTs:

Elementary, 10:05 a.m.; VRMS/WRA, 9:00 a.m.; RHS, 8:55 a.m.

Early Release Times:

Elementary (K-5th), 12:35 p.m. / VRMS (6th-8th), 11:30 a.m. / RHS (9th-12th), 1:00 p.m. (Finals Schedule)

Meals served on all school days, including early release days.

Ridgefield School District, 510 Pioneer St., Ridgefield, WA 98642

Phone: 360.619.1301 / Website: www.ridgefieldsd.org

K-5th Trimesters:

T1	Aug. 24-Nov. 20	61 Days
T2	Nov. 30-Mar. 12	60 Days
T3	Mar. 16-June 15	59 Days

6th-12th Semesters:

S1	Aug. 24-Jan. 22	89 Days
S2	Jan. 26-June 15	91 Days

Welcome to the 2026-27 school year!

Our theme this year is **"Together We GROW,"** and we are focused on growing together as a community.

We start with a solid foundation of academic, social, and behavioral skills, then add the seeds of unique experiences like Outdoor Education at Camp Cispus, Career Pathway events, and experiential learning in the Arts and Sciences. Extracurricular and athletics activities nurture character and professional skills, allowing each student to design the blueprint of their own unique student experience.

This year we are also growing through a district-wide focus on our new Strategic Plan Goals:

1. Trust, Transparency, & Voice
2. Modern, Flexible, & Relevant Instruction
3. Equitable Access & Inclusive Climate
4. Accountability & Collaborative Partnership
5. Sustainable Growth & Resource Alignment

Through commitment to our vision, “Inspired Students, Committed Educators, Empowered Community,” and our core values of Integrity, Kindness, and Collaboration, we cultivate learning and belonging for every student, every day, building a strong community today and for the future!

With gratitude,

Dr. Jenny Rodriquez
Superintendent
DISTRICT WEBSITE
OSPI REPORT CARD

¡Bienvenidos al año escolar 2026-27!
Nuestro lema de este año es **"Juntos CRECEMOS"**, y nos enfocamos en crecer unidos como comunidad.

Partimos de una base sólida de habilidades académicas, sociales y de comportamiento, a la que sumamos experiencias únicas como la educación al aire libre en Camp Cispus, eventos sobre trayectorias profesionales y aprendizaje vivencial en artes y ciencias. Las actividades extracurriculares y deportivas, que fomentan el carácter y las competencias profesionales, permiten a cada estudiante diseñar su propia experiencia educativa única.

Este año, nuestro crecimiento se ve impulsado por un enfoque integral en todo el distrito, centrado en los objetivos de nuestro nuevo Plan Estratégico:

1. Confianza, Transparencia y Participación
2. Instrucción Moderna, Flexible y Relevante
3. Acceso Equitativo y Ambiente Inclusivo
4. Rendición de Cuentas y Colaboración
5. Crecimiento Sostenible y Optimización de Recursos

Mediante nuestro compromiso con nuestra visión: “Estudiantes Inspirados, Educadores Comprometidos, Comunidad Empoderada”, y nuestros valores fundamentales de Integridad, Amabilidad, y Colaboración, fomentamos el aprendizaje y el sentido de pertenencia para cada estudiante, cada día, construyendo una comunidad sólida hoy y para el futuro.

Con gratitud,

Dr. Jenny Rodríquez
Superintendente

DISTRICT WEBSITE
OSPI REPORT CARD

Добро пожаловать в 2026–2027 учебный год!
Тема этого года — «Вместе мы растем» (Together We GROW), и мы стремимся к совместному развитию нашего школьного сообщества.

Мы опираемся на прочный фундамент академических знаний, а также социальных и поведенческих навыков, дополняя его уникальным опытом: занятиями на свежем воздухе в лагере Cispus, мероприятиями по профориентации и практическими занятиями в сфере искусства и науки. Внеклассные и спортивные мероприятия, способствующие формированию характера и профессиональных качеств, позволяют каждому ученику создать свой собственный, неповторимый образовательный маршрут.

В этом году мы также развиваемся благодаря общерайонному фокусу на целях нашего нового Стратегического плана:

1. Доверие, прозрачность и право голоса
2. Современное, гибкое и актуальное обучение
3. Равный доступ и инклюзивная атмосфера
4. Подотчетность и партнерство
5. Устойчивый рост и согласование ресурсов

Благодаря приверженности нашей концепции «Вдохновленные ученики, преданные своему делу педагоги, сильное сообщество» и нашим основным ценностям — честности, доброте и сотрудничеству — мы ежедневно создаем условия для обучения и чувства принадлежности для каждого ученика, строя сильное сообщество сегодня и в будущем!

С благодарностью,

Dr. Jenny Rodriquez
Superintendent

DISTRICT WEBSITE
OSPI REPORT CARD

District Equity Philosophy (Policy 1910)

The Ridgefield School District is dedicated to fostering a community where all students can thrive, and equity is at the core of our mission. This commitment ensures that student success is not determined by factors such as race, ethnicity, family income, mobility, language, marital status, gender, sexual orientation, gender identity, disability, initial proficiencies, or religion. We celebrate the diversity of our community and recognize the importance of embracing this diversity in the learning environment.

Equity goes beyond equality, where everyone is treated the same. It focuses on creating an inclusive, barrier-free environment where every student has the opportunity to succeed. The district applies this principle of equity across all policies, programs, operations, practices, and resource allocations to ensure that all students have access to a high-quality education.

The Ridgefield School District is committed to the following foundational beliefs:

- Every student can succeed when provided with the right support and when all staff offer equitable access to learning and set high expectations for each student.
- The district is committed to eliminating disparities to prepare all students for college and career success.
- A welcoming and inclusive environment is essential for supporting students in achieving their educational goals, preparing them to become graduates who are empowered to enhance both local and global communities.

Adoption Date: 08.14.18

RSD Schools & Central Services Contact Information

Ridgefield Early Learning Center
Principal Jamie Heim
510 Pioneer Street
Ridgefield, WA 98642
360-619-1301

Union Ridge Elementary School
Principal Angie Gaub
330 N 5th Avenue
Ridgefield, WA 98642
360-750-7600

South Ridge Elementary School
Principal Tawny Malone
502 NW 199th St.
Ridgefield, WA 98642
360-619-1500

Sunset Ridge Elementary School
Principal Todd Graves
7025 N 10th St.
Ridgefield, WA 98642
360-295-8520

View Ridge Middle School
Principal Ian Mansfield
3215 S. Hillhurst Road
Ridgefield, WA 98642
360-619-1400

Ridgefield High School
Principal Jeremy Tortora
2630 S Hillhurst Road
Ridgefield, WA 98642
360-619-1320

Wisdom Ridge Academy
Principal Susan Smith
5645 S 11th Street Suite A 101
Ridgefield, WA 98642
360-295-8500

Ridgefield Administrative & Civic Center
Superintendent Dr. Jenny Rodriquez
510 Pioneer St.
Ridgefield, WA 98642
360-619-1301

Central Services - Important Phone Numbers/Email Addresses

Ridgefield Administrative & Civic Center (RACC) - Main Line	360-619-1301	Community Education mandy.evans@ridgefieldsd.org	360-619-1303
Special Education Services jenny.johnson@ridgefieldsd.org	360-619-1346	Transportation (KWRL) info@kwrl.org	360-841-2023
Technology Services IT HelpDesk	360-619-1310	Facility Rentals	360-619-1301
Family Resource Center christine.poppert@ridgefieldsd.org	360-619-1412	Health and Wellness stacey.regalado@ridgefieldsd.org	360-619-1350

Family Resources

Skyward (Student Information System - SIS):

Skyward is the district's primary platform for managing student information. It is essential that all parents/guardians create a Skyward Family Access account. Through Skyward, you can receive important communication from the school, monitor your child's grades and attendance, view report cards, update contact information, and more. Having an active Skyward account ensures you stay informed and connected to your child's academic progress and school updates throughout the year. If you need help setting up your account, please contact the school office for assistance.

ParentSquare:

ParentSquare is the district's primary platform for school communication, through email, text, and app notifications. ParentSquare automatically generates an account for each parent, using their preferred email address and phone number. We encourage parents/guardians to access their accounts so they can download the mobile app and update their preferences on when and how they are notified. We promise only to send you information related to school. You can opt out at any time. See this PDF document for more information about opting out of our communications. Download the App and Get Started!

Nutrition Services:

Ridgefield School District and Chartwells are committed to providing nutritious meals to the students in the Ridgefield School District. You will find that the menus have been nutritionally analyzed to ensure that we are serving one-third of the RDA and that calories from fats do not exceed 30%. The menus meet or exceed USDA and State of Washington Nutritional Guidelines.

Student meal prices for the 2026-2027 school year are:

Breakfast Prices		**Lunch Prices**	
Elementary Breakfast	$2.30	Elementary Lunch	$3.75
Middle Breakfast	$2.50	Middle Lunch	$3.95
High School Breakfast	$2.65	High School Lunch	$4.25
Second Meal	$3.50	Second Meal	$5.35

FREE + REDUCED Meals Available
Applications for the 26-27 school year are available on our website under Food Services. Click here to view the current Income Guidelines for the USDA Child Nutrition Program.

Health and Wellness:

At Ridgefield School District, the health and wellness of our students is a top priority. Research shows that promoting health and wellness in schools improves students' overall well-being, which in turn positively affects their academic performance, social-emotional development, and long-term health.

Ridgefield School District works in partnership with the CDC, Department of Health, and OSPI to create a supportive environment that encourages healthy habits and provides resources for students and their families to thrive—physically, mentally, and socially.

Our Health and Wellness programs include:

- Support for students with health conditions, including medication management at school
- Management and prevention of chronic illnesses.
- Mental health services, including counseling, therapy, and additional supports

If you have any questions, please contact our Director of Health and Wellness, Stacey Regalado, MSN, RN, at stacey.regalado@ridgefieldsd.org.

Student Medication:

Under normal circumstances, prescription and non-prescription, over-the-counter (OTC) medications should be administered before and/or after school hours under the supervision of the parent/ guardian. If a student must receive prescription or OTC oral or topical medication, eye drops, ear drops, or nasal spray from an authorized staff member, the parent/guardian must submit a written request accompanied by a written authorization from a licensed healthcare practitioner (LHP), prescribing within the scope of his or her prescriptive authority. If the medication will be administered for more than fifteen consecutive days, the LHP must also provide written, current, and unexpired instructions for the administration of the medication.

Bus Transportation:

The Ridgefield School District belongs to the KWRL Transportation Cooperative. This cooperative serves the local school districts of Kalama, Woodland, Ridgefield, and La Center.

All students needing school bus transportation will need to confirm and validate information in the KWRL Transportation Portal. You can log in with your Skyward credentials, Gmail account (if we have that in Skyward), or your Facebook account. Please visit the KWRL website to confirm your information. Live route status is available by visiting KWRL.

If you have questions regarding transportation services, please visit KWRL online or contact their office by phone, fax, or email:

(360) 841-2023 Office
(360) 841-2024 Fax
(360) 841-2035 Special Needs Supports
info@kwrl.org E-mail

Inclement Weather:

Ridgefield School District will communicate to enrolled families via ParentSquare phone calls and email. Please login to your SKYWARD account to ensure your contact information is up-to-date. Additionally, information will also be communicated through ridgefieldsd.org, district social media, FlashAlert newswire, and local news.

To receive texts, phone, and email notifications, please make sure your contact information is up-to-date in SKYWARD.

Late Start:

In the event of a two-hour delay, school will begin two hours later than normal. Bus routes will run two hours later than normal. School breakfast will not be served; school lunch will always be served on school days. AM preschool and AM Cascadia Tech will be canceled. School will end at the regularly scheduled time.

Example: If the regular start time is 9:00 a.m., the delayed start time will be 11:00 a.m.
Example 2: If it is a Wednesday, school already begins one-hour late. If the regular Wednesday start time is 10:00 a.m., then school would begin at 12:00 p.m.

School / District Closure:

In most cases, a closure will impact all District operations. ALL SCHOOLS AND DISTRICT OFFICES WILL CLOSE. All scheduled activities and athletics (both AM and PM) will be canceled. The school day will be made up, per the school calendar. For the 26-27 SY, snow make-up days are scheduled for June 16th and 17th.

How will the District notify me?

RSD will communicate with enrolled families via ParentSquare phone calls and email. Please login to your SKYWARD account to ensure your contact information is up-to-date.
Information will also be communicated through ridgefieldsd.org News, district social media, FlashAlert newswire, and local news outlets.

Family Resource Center: We are here to help!

Sometimes life presents difficult challenges, but you are not alone. Open to Ridgefield School District families, students, and staff, the Ridgefield Family Resource Center is here to help!
Families can have access to our food pantry, personal hygiene items, clothing, school supplies, and more. If you need additional resources, please call 360-619-1412 or email Chris Poppert, RFRC Director, at christine.poppert@ridgefieldsd.org to make an appointment. We are located in portable C and D to the right of the RACC building.

Our Family of Schools

Families in Transition:

The McKinney-Vento Education of Homeless Children and Youth Assistance Act is a federal law that ensures immediate enrollment and educational stability for homeless children and youth. McKinney-Vento provides federal funding to states for the purpose of supporting district programs that serve homeless students.

Defining Homeless

The McKinney-Vento Act defines homeless children as "individuals who lack a fixed, regular, and adequate nighttime residence." The act provides examples of children who would fall under this definition:

- Children and youth sharing housing due to loss of housing, economic hardship, or a similar reason
- Children and youth living in motels, hotels, trailer parks, or campgrounds due to a lack of alternative accommodations
- Children and youth living in emergency or transitional shelters
- Children and youth abandoned in hospitals
- Children and youth whose primary nighttime residence is not ordinarily used as a regular sleeping accommodation (e.g., park benches, etc).
- Children and youth living in cars, parks, public spaces, abandoned buildings, substandard housing, or bus or train stations
- Migratory children and youth living in any of the above situations

For more information, please visit the OSPI website.

Section 504

The Ridgefield School District is committed to providing a safe, non-discriminatory environment with equal access to all academic and extracurricular programs (per RCW 28A.642 and WAC 392-190). Under Section 504, students with physical or mental impairments that substantially limit major life activities are eligible for tailored classroom accommodations and services at no cost to the family. Parents and guardians also have the right to appeal or file a grievance regarding Section 504 decisions. To make a student referral, ask questions, or request appeal procedures, please contact Curtis McConnell, Section 504 Coordinator, at 510 Pioneer Street, Ridgefield, WA 98642, 360-619-1348, or curtis.mcconnell@ridgefieldsd.org

Registration/Guardianship

Student registration is completed online through the Ridgefield School District website or in person at the District Office. Families of non-resident students in grades K–12 must receive a release from their resident school district and be accepted into the Ridgefield School District before enrollment can be completed. If you have questions or need assistance with the registration process, please contact the Central Registrar at (360) 619-1309.

Guardianship

If there are court-ordered child custody or parenting plan documents that affect your student's educational records or school interactions, please provide a copy to the Central Registrar or your child's school secretary. It is the responsibility of the parent or guardian to share current court-ordered custody documents with the Ridgefield School District so we can support your family appropriately.

Community Education:

We offer recreational and educational opportunities for our Ridgefield School District community. Classes are self-supporting and taught by knowledgeable instructors willing to share their talents. We are always looking for new instructors and class ideas. If you have a talent you would like to share, please email mandy.evans@ridgefieldsd.org to discuss the possibilities.

OFFICE HOURS:
Tuesday-Thursday, 9:00 a.m. - 4:00 p.m.
**Office hours are subject to change due to programming needs.*

Visitor and Volunteer Information:

To keep our students and staff safe, Ridgefield School District uses the Centegix Visitor Management System to screen all visitors. All visitors must check in at the front office (Building A for elementary schools), and anyone entering areas where students are present—including adults walking their children to class—must provide a valid ID to be scanned against national sex offender databases. Once cleared, you will receive a visitor's badge to wear during your visit; a badge is not required if you remain strictly in the front office

Washington State law requires that the District conduct a criminal record background check of school volunteers having unsupervised access to children. To accomplish this, all new volunteers must complete a volunteer application, and **returning volunteers must complete a new application every two (2) years**. Volunteers and chaperones must be at least 21 years old. Your school can verify your status or contact the district office at (360) 619-1301.

Governing Policies

Attendance (Policy 3122)

Attendance and engagement are critical building blocks for student learning. If students are not present, they cannot engage in learning. Chronic absenteeism impacts all students—no matter their age. Students who miss just two days a month for any reason – even when excused - are more likely to not read at grade level, and more likely to not graduate from high school. Families are encouraged to utilize non-school days, early releases, and vacation periods for appointments, family activities, and/or travel.

Educators and administrators have a responsibility to monitor absences to determine if students and families need support. Students are expected to attend all assigned in-person classes each day or participate in all assigned remote instructional activities, except when there are necessary reasons for students to be absent. Upon enrollment and at the beginning of each school year, the district shall inform students and their parents/guardians of this expectation, the benefits of regular school attendance, the consequences of truancy, the role and responsibility of the district regarding truancy, and resources available to assist the student and their parents/guardians in correcting truancy. The district will also make this information available online and will take reasonable steps to ensure parents/guardians can request and receive such information in languages in which they are fluent. Parents/guardians will be required to date and acknowledge review of this information online or in writing.

Daily Attendance Reporting:
The District will take daily attendance for all enrolled students, whether the instructional modality is in-person, synchronous, or asynchronous. When instruction is synchronous online or asynchronous, secondary schools will take attendance daily in each course with planned instruction, and elementary schools will take attendance at least twice a day.

Excused and Unexcused Absences:
Students are expected to attend all assigned classes each day. School staff will keep a record of absence and tardiness, including a call log and/or a record of excuse statements submitted by a parent/guardian or, in certain cases, students, to document a student's excused absences.

Please refer to Policy 3122P for detailed descriptions of what qualifies as an excused absence and the process for students to make up assignments for an excused absence.

Behavior & Discipline (Policy 3241)

Our schools are dedicated to helping every student succeed academically and personally. We believe that all students should have the chance to reach their goals, and we set high expectations to support their achievement. Our goal is to create a positive school environment where students feel safe, supported, and ready to learn. We want to make sure that all students have equal opportunities to thrive and succeed.

Our policy and procedures are designed to:

1. Include students, parents/guardians, families, school staff, and the community in decisions about discipline policies and how they are put into practice.
2. Help students meet behavioral expectations by involving parents/guardians, and families early on when issues arise.
3. Use fair and supportive ways to address behavior that helps students stay in the classroom and continue learning.
4. Provide students with the educational services they need to finish their education without major interruptions.
5. Support smooth reentry into the classroom after suspensions or expulsions through teamwork between school staff, students, and families.
6. Ensure discipline is fair, balanced, and respects the rights of every student.
7. Use culturally responsive discipline practices that allow all students to succeed personally and academically.
8. Keep the school a safe place for everyone—students, staff, and visitors alike.

Rights and Responsibilities and our District's Commitment:
Our school district understands that exclusionary discipline methods, like suspensions and expulsions, can sometimes unfairly impact students, especially those who face additional challenges. We are committed to:

1. Recognizing and fixing discipline policies and practices that contribute to gaps in educational opportunities.
2. Using discipline approaches that help students follow behavioral expectations while still having access to their education.

Our goal is to maintain a respectful and welcoming environment where all students can learn and grow.

Building responses to behavioral violations will be in alignment with the Behavioral Matrix as outlined in Policy 3241P, while allowing for administrator discretion based on the circumstances surrounding the behavioral violation.

Hate and Bias Incidents:
A hate and bias incident causes harm to individuals, groups, and school communities. Incidents can range in severity from unintentional acts to explicit and intentional acts based on a person's real or perceived race, nationality, ethnicity, religion, sex, sexual orientation, gender, gender identity, or disability. Bias incidents can involve hateful imagery, language, or actions.

The Ridgefield School District takes these incidents very seriously and is committed to addressing the incident utilizing the Hate and Bias Protocol outlined in Policy 3241.

Student Privacy and Searches (Policy 3230)

While students have a right to personal privacy, our school staff may need to conduct searches of students or their property. This is always done with the goal of maintaining a safe and orderly campus and preventing illegal or dangerous items, such as weapons or drugs, from being brought to school. School officials can search a student and their belongings if there's a reasonable suspicion that a behavioral expectation or law has been broken. Searches may include items like student lockers, backpacks, purses, or other personal items. Before a search, staff will typically ask the student to voluntarily show their belongings. If a student refuses, school staff may still proceed with the search. All searches will be conducted in a respectful and appropriate manner, taking into account the student's age, gender, and the seriousness of the situation.

Our goal is to work together with you to keep our school a secure and positive place for your children.

Non-Discrimination (Policy 3210)

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, ethnicity, color, national origin/language, marital status, HIV/Hepatitis C status, sex, sexual orientation, gender expression or identity, creed, religion, age, veteran or military status, homelessness, immigration or citizenship status, the presence of any sensory, mental, or physical disability, neurodivergence, 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, Girl Scouts of the USA and other designated youth groups listed in Title 36 of the United States Code.

Harassment, Intimidation, and Bullying (HIB) (Policies 3207, 3210, 3205)

Our Schools protect students from Harassment, Intimidation, and Bullying (HIB). Schools are meant to be safe and inclusive environments where all students are protected from Harassment, Intimidation, and Bullying (HIB), including in the classroom, on the school bus, in school athletics, and during other school activities. This section defines HIB, explains what to do when you see or experience it, and our school's process for responding to it.

What is HIB?
State law defines HIB in RCW 28A.600.477(5)(b)(i) as "any intentional electronic, written, verbal, or physical act including, but not limited to, one shown to be motivated by any characteristic in RCW 28A.640.010 and 28A.642.010 (discrimination based on a protected class) or other distinguishing characteristics, when the intentional electronic, written, verbal, or physical act:

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

HIB may involve an observed or perceived power imbalance and is repeated multiple times or is highly likely to be repeated. HIB is not allowed, by law, in our schools.

How can I make a report or complaint about HIB?
Talk to any school staff member (consider starting with whoever you are most comfortable with!). You may use our district's reporting form to share concerns about HIB (link to form), but reports about HIB can be made in writing or verbally. Your report can be made anonymously, if you are uncomfortable revealing your identity, or confidentially if you prefer it not be shared with other students involved with the report. No disciplinary action will be taken against another student based solely on an anonymous or confidential report.

If a staff member is notified of, observes, overhears, or otherwise witnesses HIB, they must take prompt and appropriate action to stop the HIB behavior and to prevent it from happening again. Our district also has a HIB Compliance Officer, Luke LeCount, Executive Director of Employee Services, luke.lecount@ridgefieldsd.org, who supports prevention and response to HIB.

What happens after I make a report about HIB?
If you report HIB, school staff must attempt to resolve the concerns. If the concerns are resolved, then no further action may be necessary. However, if you feel that you or someone you know is the victim of unresolved, severe, or persistent HIB that requires further investigation and action, then you should request an official HIB investigation. Also, the school must take actions to ensure that those who report HIB don't experience retaliation.

What is the investigation process?
When you report a complaint, the HIB Compliance Officer or staff member leading the investigation must notify the families of those involved with the complaint and must make sure a prompt and thorough investigation takes place. The investigation must be completed within five school days, unless you agree on a different timeline. If your complaint involves circumstances that require a longer investigation, the district will notify you with the anticipated date for their response.

When the investigation is complete, the HIB Compliance Officer or the staff member leading the investigation must provide you with the outcomes of the investigation within two school days. This response should include:

- A summary of the results of the investigation
- A determination of whether the HIB is substantiated
- Any corrective measures or remedies needed
- Clear information about how you can appeal the decision

What are the next steps if I disagree with the outcome?

- **For the student designated as the "targeted student" in a complaint:** If you do not agree with the school district's decision, you may appeal the decision and include any additional information regarding the complaint to the superintendent, or the person assigned to lead the appeal, and then to the school board.
- **For the student designated as the "aggressor" in a complaint:** A student found to be an "aggressor" in a HIB complaint may not appeal the decision of a HIB investigation. They can, however, appeal corrective actions that result from the findings of the HIB investigation.

For more information about the HIB complaint process, including important timelines, please see the district's HIB webpage or the district's HIB Policy 3207 and Procedure 3207P.

Our School Stands Against Discrimination

Discrimination can happen when someone is treated differently or unfairly because they are part of a protected class, including their race, ethnicity, color, national origin, immigration or citizenship status, sex, gender identity, gender expression, sexual orientation, homelessness, religion, creed, disability, neurodivergence, use of a service animal, or veteran or military status.

What is discriminatory harassment?

Discriminatory harassment can include teasing and name-calling; graphic and written statements; or other conduct that may be physically threatening, harmful, or humiliating. Discriminatory harassment happens when the conduct is based on a student's protected class and is serious enough to create a hostile environment. A hostile environment is created when conduct is so severe, pervasive, or persistent that it limits a student's ability to participate in, or benefit from, the school's services, activities, or opportunities.

To review the district's Nondiscrimination Policy 3210 and Procedure 3210P.

What is sexual harassment?

Sexual harassment is any unwelcome conduct or communication that is sexual in nature and substantially interferes with a student's educational performance or creates an intimidating or hostile environment. Sexual harassment can also occur when a student is led to believe they must submit to unwelcome sexual conduct or communication to gain something in return, such as a grade or a place on an athletic team.

Examples of sexual harassment can include pressuring a person for sexual actions or favors; unwelcome touching of a sexual nature; graphic or written statements of a sexual nature; distributing sexually explicit texts, e-mails, or pictures; making sexual jokes, rumors, or suggestive remarks; and physical violence, including rape and sexual assault.

Our schools do not discriminate based on sex and prohibit sex discrimination in all of our education programs and employment, as required by Title IX and state law.

To review the district's Sexual Harassment Policy 3205 and Procedure 3205P.

What should my school do about discriminatory and sexual harassment?
When a school becomes aware of possible discriminatory or sexual harassment, it must investigate and stop the harassment. The school must address any effects the harassment had on the student at school, including eliminating the hostile environment, and make sure that the harassment does not happen again.

What can I do if I'm concerned about discrimination or harassment?
Talk to a Coordinator or submit a written complaint. You may contact the following school district staff members to report your concerns, ask questions, or learn more about how to resolve your concerns.

Concerns about discrimination: **Civil Rights Coordinator: Luke LeCount**, Executive Director of Employee Services, luke.lecount@ridgefieldsd.org, 360-619-1367	Concerns about sex discrimination, including sexual harassment: **Title IX Coordinator: Luke LeCount,** Executive Director of Employee Services, luke.lecount@ridgefieldsd.org, 360-619-1367
Concerns about disability discrimination: **Section 504 Coordinator:** **Curtis McConnell**, Director of Special Education Services, curtis.mcconnell@ridgefieldsd.org, 360-619-1348	Concerns about discrimination based on gender identity: **Gender-Inclusive Schools Coordinator:** **Kalin Heath**, Assistant Director of Employee Services, kalin.heath@ridgefieldsd.org, 360-619-1314

To submit a written complaint, describe the conduct or incident that may be discriminatory and send it by mail, fax, email, or hand delivery to the school principal, district superintendent, or civil rights coordinator. Submit the complaint as soon as possible for a prompt investigation, and within one year of the conduct or incident.

What happens after I file a discrimination complaint?
The Civil Rights Coordinator will give you a copy of the school district's discrimination complaint procedure. The Civil Rights Coordinator must make sure a prompt and thorough investigation takes place. The investigation must be completed within 30 calendar days unless you agree to a different timeline. If your complaint involves exceptional circumstances that require a longer investigation, the Civil Rights Coordinator will notify you in writing with the anticipated date for their response.

When the investigation is complete, the school district superintendent or the staff member leading the investigation will send you a written response. This response will include:

- A summary of the results of the investigation
- A determination of whether the school district failed to comply with civil rights laws
- Any corrective measures or remedies needed
- Notice about how you can appeal the decision

What are the next steps if I disagree with the outcome?
If you do not agree with the outcome of your complaint, you may appeal the decision to the Superintendent and then to the Office of Superintendent of Public Instruction (OSPI). More information about this process, including important timelines, is included in the district's Nondiscrimination Procedure (3210P) and Sexual Harassment Procedure (3205P).

I already submitted an HIB complaint – what will my school do?
Harassment, intimidation, or bullying (HIB) can also be discrimination if it's related to a protected class. If you give your school a written report of HIB that involves discrimination or sexual harassment, your school will notify the Civil Rights Coordinator. The school district will investigate the complaint using both the Nondiscrimination Procedure (3210P) and the HIB Procedure (3207P) to fully resolve your complaint.

Who else can help with HIB or Discrimination Concerns?
Office of Superintendent of Public Instruction (OSPI)
All reports must start locally at the school or district level. However, OSPI can assist students, families, communities, and school staff with questions about state law, the HIB complaint process, and the discrimination and sexual harassment complaint processes.

OSPI School Safety Center (for questions about harassment, intimidation, and bullying):
- Website: ospi.k12.wa.us/student-success/health-safety/school-safety-center
- Email: schoolsafety@k12.wa.us
- Phone: 360-725-6068

OSPI Equity and Civil Rights Office (for questions about discrimination and sexual harassment):
- Website: https://ospi.k12.wa.us/policy-funding/equity-and-civil-rights
- Email: equity@k12.wa.us
- Phone: 360-725-6162

Washington State Governor's Office of the Education Ombuds (OEO)
The Washington State Governor's Office of the Education Ombuds works with families, communities, and schools to address problems together so every student can fully participate and thrive in Washington's K-12 public schools. OEO provides informal conflict resolution tools, coaching, facilitation, and training about family, community engagement, and systems advocacy.
- Website: www.oeo.wa.gov Email: oeoinfo@gov.wa.gov Phone: 1-866-297-2597

U.S. Department of Education, Office for Civil Rights (OCR)
The U.S. Department of Education, Office for Civil Rights (OCR) enforces federal nondiscrimination laws in public schools, including those that prohibit discrimination based on sex, race, color, national origin, disability, and age. OCR also has a discrimination complaint process.
- Website: https://www.ed.gov/
- Email: ocr@ed.gov
- Phone: 800-421-3481

Our School is Gender-Inclusive (Policy 3211)

In Washington, all students have the right to be treated consistent with their gender identity at school. Our school will:

- Address students by their requested name and pronouns, with or without a legal name change
- Change a student's gender designation and have their gender accurately reflected in school records
- Allow students to use restrooms and locker rooms that align with their gender identity
- Allow students to participate in athletic, physical education courses, field trips, and overnight trips in accordance with their gender identity
- Keep health and education information confidential and private
- Allow students to wear clothing that reflects their gender identity and apply dress codes without regard to a student's gender or perceived gender
- Protect students from teasing, bullying, or harassment based on their gender or gender identity

If you have questions or concerns, please contact the Gender-Inclusive Schools Coordinator: Kalin Heath, Assistant Director of Employee Services, at kalin.heath@ridgefieldsd.org, 360-619-1314.

Protection of Pupil Rights Amendment (PPRA)

The Protection of Pupil Rights Amendment (PPRA) is a federal law ensuring parental control over sensitive information, requiring written consent for Department of Education-funded surveys covering topics like religious beliefs, sexual behavior, or income. Parents hold the right to inspect instructional materials and opt their children out of surveys, physical exams, or marketing-related data collection.

For more information, please visit the U.S. Department of Education Student Privacy Policy Office.

Student Cell Phones and Personal Electronic Devices (Policy 3245)

To promote student well-being and support a focused academic environment, the district is implementing a revised telecommunication device policy. Students in PreK-6th grade will not be permitted to bring personal telecommunication devices to school. This includes, but is not limited to, cell phones, smartwatches, personal recording devices, and gaming devices. For students in 7th-12th grade, all such devices must be "Off and Away, All Day" - this means devices will be turned off or silenced and locked during the school day. Students may use their devices before and after the school day.

This districtwide policy is based on guidance from the Office of the Superintendent of Public Instruction (OSPI) and follows a successful high school pilot program. Although personal technology has its benefits, excessive device use and constant access to social media have been shown to negatively affect students' mental and physical health, as well as disrupt learning. By reducing reliance on personal electronics during the school day, we aim to enhance academic focus, improve peer-to-peer connections, and foster a healthier school climate.

Technology: District-Issued Student Chromebooks
Electronic Resources and Internet Safety (Policy 2022)

The Technology Services Department is responsible for procuring, deploying, and managing a variety of technology hardware and software for all schools and departments across the district. Most notable among these is the deployment of Chromebooks across elementary and middle school classrooms, and 1:1 devices to all Wisdom Ridge and Ridgefield High School students.

School-issued Chromebooks are provided as learning tools to support students' academic success. Proper and responsible use is expected at all times and must align with district technology policies. Chromebooks should be used only for educational purposes—students are not permitted to use them for inappropriate, harmful, or disruptive activities, including accessing or sharing explicit content, engaging in cyberbullying, or attempting to bypass security filters. Misuse of district devices may result in disciplinary action and loss of technology privileges. We encourage families to support appropriate use by discussing digital responsibility at home. A Mobile Device Checkout Agreement is required for students who are enrolled and issued a Chromebook.

As a component of district Internet safety measures, all district-owned electronic resources, including computer networks and Wi-Fi, in all district facilities capable of accessing the Internet must use filtering software (Linewize) to prevent access to obscene, hateful, or violent material. However, given the ever-changing nature of the Internet, the district cannot guarantee that a student will never be able to access objectionable material.

Digital Citizenship and Media Literacy (Policy 2023)
Student Artificial Intelligence Code of Conduct (Policy 2023 F3)

To ensure our school environment remains a safe, productive, and modern space for learning, the District is dedicated to preparing students to navigate the digital world with confidence and integrity. Student Artificial Intelligence Code of Conduct (Policy 2023 F3 is intended to guide students in using AI responsibly and ethically in their academic work and projects. Teachers may choose to use the AI Levels to classify assignments or projects as needed and should provide students with clear expectations for when AI is appropriate, permitted, or restricted. The use of AI must be done in a manner that is consistent with the district's expectations regarding academic integrity. Misuse of generative AI may be considered cheating or plagiarism.

Safety Protocols

Ridgefield School District Emergency and Safety Protocols:

Ensuring the safety of our students is our #1 priority. As a district and at each school, we review our safety and emergency procedures annually. Each campus also regularly practices all types of drills to ensure staff and students know the procedures to follow in the event of a real emergency.

Campus Safety & Emergency Response (CENTEGIX)

Our district utilizes the CENTEGIX Safety Platform to ensure a rapid, secure, and coordinated response to any situation on our campus. Every teacher, administrator, and staff member wears a CENTEGIX CrisisAlert smart badge. This device functions anywhere on campus—including classrooms, hallways, and outdoor fields—without relying on cellular or Wi-Fi signals.

Staff members can activate two levels of alerts depending on the situation:

- Staff Alert (Localized Help): Used for everyday campus incidents like student medical emergencies or classroom assistance. This discreetly notifies our internal response team with the exact room location while campus operations continue normally.
- Campus-Wide Alert (Lockdown): Used for extreme threats. Activating this level immediately triggers flashing colored strobes, displays emergency messages on computer screens, initiates automated intercom announcements, and instantly dispatches local 911 first responders.

As a family, we encourage you to review the **Standard Response Protocols (SRP).** These procedures are utilized throughout Clark County to ensure consistency among our first responders and school districts, including our partners at Ridgefield Police Department.

In the event of a significant emergency requiring students to evacuate to a different location, information on where to meet your student will be communicated through ParentSquare, ridgefieldsd.org, district social media, and FlashAlert newswire. In the event of a reunification process, only parents/guardians and emergency contacts will be permitted to pick up a student; photo ID will be required.

To receive texts, phone, and email notifications, and to ensure your emergency contacts are up to date, please make sure your information is up-to-date in SKYWARD. For assistance, please call your school office.

STANDARD RESPONSE PROTOCOL

INFORMATION FOR PARENTS AND GUARDIANS

Our school has adopted The "I Love U Guys" Foundation's Standard Response Protocol (SRP). Students and staff will be training, practicing, and drilling the protocol.

COMMON LANGUAGE

The Standard Response Protocol (SRP) is based on an all-hazards approach as opposed to individual scenarios. Like the Incident Command System (ICS), SRP utilizes clear common language while allowing for flexibility in protocol.

The premise is simple - there are five specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Execution of the action is performed by active participants, including students, staff, teachers and first responders. The SRP is based on the following actions: Hold, Secure, Lockdown, Evacuate, and Shelter.

HOLD

"In Your Classroom or Area"

Students are trained to:
- Clear the hallways and remain in their area or room until the "All Clear" is announced
- Do business as usual

Adults and staff are trained to:
- Close and lock the door
- Account for students and adults
- Do business as usual

SECURE

"Get Inside. Lock outside doors"

Students are trained to:
- Return to inside of building
- Do business as usual

Adults and staff are trained to:
- Bring everyone indoors
- Lock the outside doors
- Increase situational awareness
- Account for students and adults
- Do business as usual

LOCKDOWN

"Locks, Lights, Out of Sight"

Students are trained to:
- Move away from sight
- Maintain silence
- Do not open the door

Adults and staff are trained to:
- Recover students from hallway if possible
- Lock the classroom door
- Turn out the lights
- Move away from sight
- Maintain silence
- Do not open the door
- Prepare to evade or defend

EVACUATE

"To a Location"

Students are trained to:
- Leave stuff behind if required to
- If possible, bring their phone
- Follow instructions

Adults and staff are trained to:
- Bring roll sheet and Go Bag (unless instructed not to bring anything with them, dependent on reason for evacuation.)
- Lead students to Evacuation location
- Account for students and adults
- Report injuries or problems using Red Card/Green Card method.

SHELTER

"State Hazard and Safety Strategy"

Hazards might include:
- Tornado
- Hazmat
- Earthquake
- Tsunami

Safety Strategies might include:
- Evacuate to shelter area
- Seal the room
- Drop, cover and hold
- Get to high ground

Students are trained in:
- Appropriate Hazards and Safety Strategies

Adults and staff are trained in:
- Appropriate Hazards and Safety Strategies
- Accounting for students and adults
- Report injuries or problems using Red Card/Green Card method.

STANDARD RESPONSE PROTOCOL

PARENT GUIDANCE

In the event of a live incident, parents may have questions about their role.

SECURE

"Get Inside. Lock outside doors"

Secure is called when there is something dangerous outside of the building. Students and staff are brought into the building and the outside doors will be locked. The school might display the Building is Secured poster on entry doors or nearby windows. Inside, it will be business as usual.

SHOULD PARENTS COME TO THE SCHOOL DURING A SECURE EVENT?

Probably not. Every effort is made to conduct classes as normal during a secure event. Additionally, parents may be asked to stay outside during a Secure event.

WHAT IF PARENTS NEED TO PICK UP THEIR STUDENT?

Depending on the situation, it may not be safe to release the student. As the situation evolves, Secure might change to a Monitored Entry and/or Controlled Release.

WILL PARENTS BE NOTIFIED WHEN A SCHOOL GOES INTO SECURE?

When a secure event is brief or the hazard is non-violent, like a wild animal on the playground, there may not be a need to notify parents while the Secure is in place.

With longer or more dangerous events, the school should notify parents that the school has increased their security.

LOCKDOWN

"Locks, Lights, Out of Sight"

A Lockdown is called when there is something dangerous inside of the building. Students and staff are trained to enter or remain in a room that can be locked, and maintain silence.

A Lockdown is only initiated when there is an active threat inside or very close to the building.

SHOULD PARENTS COME TO THE SCHOOL DURING A LOCKDOWN?

The natural inclination for parents is to go to the school during a Lockdown. Understandable, but perhaps problematic. If there is a threat inside the building, law enforcement will be responding. It is unlikely that parents will be granted access to the building or even the campus. If parents are already in the school, they will be instructed to Lockdown as well.

SHOULD PARENTS TEXT THEIR STUDENTS?

The school recognizes the importance of communication between parents and students during a Lockdown event. Parents should be aware though, during the initial period of a Lockdown, it may not be safe for students to text their parents. As the situation resolves, students may be asked to update their parents on a regular basis.

In some cases, students may be evacuated and transported off-site for a student-parent reunification.

WHAT ABOUT UNANNOUNCED DRILLS?

The school may conduct unscheduled drills, however it is highly discouraged to conduct one without announcing that it as a drill. That's called an unannounced drill and can cause undue concern and stress.

Parents should recognize that the school will always inform students that it is a drill during the initial announcement.

It's important to differentiate between a **drill** and an exercise. A drill is used to create the "Muscle Memory" associated with a practiced action. There is no simulation of an event; this is simply performing the action. An exercise simulates an actual event to test the capacity of personnel and equipment.

CAN PARENTS OBSERVE OR PARTICIPATE IN THE DRILLS?

The school welcomes parents who wish to observe or participate in drills.

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K12 2025 STANDARD RESPONSE PROTOCOL