

School District of River Falls
Educational Program Committee meeting

Monday, July 12, 2021 - 6:00 PM

Greenwood Elementary School, 982 E Division Street, River Falls, WI 54022

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at <https://meetings.boardbook.org/Public/Organization/1447>

1. **CALL TO ORDER - 6:00 p.m. at the Greenwood Elementary School Media Center**

2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**

3. **HEARING OF VISITORS OR DELEGATIONS**

4. **Approve Academic Standards Public Notice**

3

Description: Jennifer Peterson, Director of Academic Services, will present the Academic Standards used in the School District of River Falls that identifies standards utilized to guide classroom instruction. Standards adopted are used by teachers to develop their curriculum maps, instructional units, and classroom assessments. This is a required annual notice based on Act 55 for approval at the first board meeting after July 1st of each school year.

Recommended Action: Approve Academic Standards Public Notice.

5. **River Falls High School Laude System year-one update**

5

Description: Kit Luedtke, River Falls High School Principal, will present committee members with an update regarding the Laude System implemented at RFHS. Information shared will include how this system impacted students who graduated this year and comparisons from previous years.

Recommended Action: None, informational only.

6. **River Falls High School Redefining Ready data presentation**

11

Description: Kit Luedtke, River Falls High School Principal, Melisa Hansen, College & Career Readiness Coordinator, and Chad Leonard, high school teacher will present committee members with high school data specific to post-secondary readiness.

Recommended Action: None, informational only.

7. **Overview of Board Policy 381- Controversial Issues for consideration**

25

Description: Director of Human Resources and Leadership Development David Bell, River Falls Public Montessori Principal Nate Wells and Director of Academic Services Jennifer Peterson will present committee members with draft recommended revisions to our current BOE policy on Controversial Issues. Information will be share regarding Equity, Inclusivity and Diversity committee recommendations and research conducted. Feedback will be collected and used to make any additional revisions prior to presenting a first reading of this policy for future board approval.

Recommended Action: None, informational only.

8. **Approve school handbooks from Meyer Middle, River Falls High, Renaissance Charter Academy, and the K-8 River Falls eSchool**

28

Description: Jennifer Peterson, Director of Academic Services, and School Administration will present 2021-22 school handbooks for board approval.

Recommended Action: Approve school handbooks from Meyer Middle, River Falls High, Renaissance Charter Academy, and the K-8 River Falls eSchool.

9. **Proposed/suggested items for the next regular and future Board meeting agenda(s)**

Description: Board members will be given the opportunity to suggest items for future Board member agendas.

Recommended Action: As needed.

10. Schedule next Board/Committee meetings

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting, Monday, August 2, 2021, 6:00 p.m.

The meeting will be held at River Falls High School, 818 Cemetery Road.

11. ADJOURN

**SCHOOL DISTRICT OF RIVER FALLS
ACADEMIC STANDARDS PUBLIC NOTICE**

July 19, 2021

Board of Education Meeting

In order to ensure that every child graduates ready for further education and the workplace, the School District of River Falls has adopted the following Academic Standards for the 2021-22 school year. Identified curriculum delivered by highly-qualified educators using innovative and research-based instructional strategies will prepare our students to excel as responsible, productive, global citizens.

The standards listed below align to expectations intended to best prepare our students for external assessments (e.g. ASPIRE, ACT, PSAT, Advanced Placement, WI Forward, Dynamic Learning Maps, ACCESS 2.0, etc.) that will be used in the future for college and career readiness opportunities.

Instructional materials and resources are utilized in conjunction with the below list of standards to support student learning.

Content Area	Curricular and Instructional Standards
Agriculture	Agriculture, Food, and Natural Resources
Art	Art & Design Education
Business and Marketing	Wisconsin Standards for Business and Information Technology Wisconsin Standards for Personal Finance Literacy Wisconsin Standards for Marketing, Management, and Entrepreneurship
English Language Arts (ELA)	Wisconsin Standards for ELA
Family Consumer Sciences	Wisconsin Standards for Family and Consumer Science
Information and Technology Literacy	Information and Technology Literacy
Mathematics <i>*Newly released May 2021.</i>	Wisconsin Standards for Math
Music	Wisconsin Standards for Music
Physical Education and Health	Wisconsin Standards for Physical Education Wisconsin Standards for Health
Science Environmental Literacy and Sustainability	Wisconsin Standards for Science Next Generation Science Standards Environmental Literacy and Sustainability
Social Studies	Wisconsin Standards for Social Studies
Technology and Engineering	Wisconsin Standards for Technology and Engineering
Theater	Wisconsin Standards for Theater Education
World Language	Wisconsin Model Academic Standards for Learning World Languages
Kindergarten Readiness	Wisconsin Model Early Learning Standards
School Counseling	Wisconsin Comprehensive School Counseling Model ASCA School Counselor Association Model ASCA School Counselor Performance Standards CASEL Core SEL Competencies

WIDA Standards	https://wida.wisc.edu/sites/default/files/resource/WIDA-ELD-Standards-Framework-2020.pdf
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In addition to the standards listed above, additional standards are embedded into our instructional practices intended to personalize student learning and meet individual student needs. These standards include: Disciplinary Literacy Standards, Wisconsin Common Career Technical Standards, and International Society of Technology in Education (ISTE) Standards.

Some of our coursework is dual enrollment or includes a post-secondary experience within the course and follows additional outcomes.

AP Coursework	AP Course Outcomes
Dual Enrollment Courses (Early College Credit Program and Start College NOW Options)	UW-River Falls, etc.
Transcripted Credit Courses	CVTC Course Outcomes; Dakota County Course Outcomes

WILDCAT PRIDE

"Education is at the heart of achieving your dreams"



Seven Graduates maintain a 4.0 GPA at River Falls High School
Pari Schils, Dailyn Wold, Claire Egerstrom, JT Dougherty, Sylvie Craig, Gaby Kelm, Christina Rolf

Congratulations

Summa Cum Laude Recipients:

Jayda Anderson, Olivia Bell, Wade Benedict, Mya Callanan, Connor Cardell, Samuel Cernohous, Christopher Chapin, Logan Chrest, Logan Cook, Calvin Cox, Sylvie Craig, Jameson Dougherty, William Dougherty, Cecilia Downey, Anna Dumont, Claire Egerstrom, Simon Fronmueller, Andreea Ghenciu, Isaiah Gray, Kaya Hanson, Isabel Herrera, Drew Hines, Carter Jensen, Ren Juza, Sara Karras, Gabrielle Kelm, Michael Krueger, Carter Kusilek, Kate Lindsay, Joshua Linton, Sheyenne Lor, Grant Magnuson, Lauren Marsollek, Diana Martinez Sanchez, Benjamin Matheson, Alexander Myszewski, Sophia Okal, Meridith Okal, Sy Pitzen, Rachael Rahn, Hannah Rasmussen, Ellen Rayne, Jake Rivard, Christina Rolf, Doyle Rundle, Jacob Sammon, Ela "Pari" Schils, Jaden Schwantz, Grace Simon, Cole Smith, Meghan Starkey, Autumn Tiede, Eliza Tool, Anna Tschanz, Marcus Vitt, Allison Weissinger, Daphnie Wiatr, Owen Wise, Jaden Woiwode, Dailyn Wold, Aria Woolsey, Marshall Yates, Lindsey Young, Aidan Zomok

Magna Cum Laude Recipients:

Kyle Blair, Victor Bye, Samuel Cleveland, John Conway, Carolyn Decheine, Abigail Esterby, Cole Frisch, Lily Griffin, Olivia Hines, Ambrea Kjos, Kalea Lemke, Alys Malm, Madelyn Morrow, Isabelle O'Malley, Emilie Paulus, Rachel Randleman, Jacob Richardt, Hayden Rock, Teagan Stavinoha, Benjamin Strub, Madisyn Tape, Aidan Zentzis

Cum Laude Recipients:

Sophia "Roy" Bastien, Madison Berg, Anna DuMond, John Firth, Paris Hoade, Zachary Johnson, Taylor Kasten, Kyla Kubera, Melanie Lewis, William Manns, Eva Mikla, Turner Norum, Jakob Olson, Jada Saxton, Jordan Szymanski, Alondra Vargas, Luke Welke, Logan Zyduck

River Falls Laude System

Policy Number:

Adopted:

The purpose of the River Falls Laude System is to encourage and recognize graduates for completion of challenging coursework and prepare for future success.

Recognition Levels	Summa Cum Laude Magna Cum Laude Cum Laude
Implementation	Beginning with the class of 2021. There will no longer be a valedictorian or salutatorian. RF faculty and administration will review the RF Laude System each year and revise as necessary.
Minimum GPA	To be considered for Laude recognition, a student must have a cumulative GPA after the 3rd Term of their senior year of a 3.3 or higher. Round the GPA to the nearest tenth.
Laude Score	A student's laude score will be determined by multiplying: 1) the student's cumulative GPA after the completion of Term 3 of their senior year by 2) the number of successfully completed RFHS Laude Courses after the completion of Term 3 of their senior year. No ½ (.5) points will be awarded.
Recognition Level Score Ranges	No rounding of Laude scores. <ul style="list-style-type: none"> ● 50.0+ for Summa Cum Laude ● 39.0 - 49.9 for Magna Cum Laude ● 29.0 - 38.9 for Cum Laude
Exceptions	Exceptions will be made on a case-by-case basis for students with unique circumstances, including but not limited to: study abroad, college course load, independent courses, capstone project, virtual learning, published work, etc. Students wishing individual consideration must make application to the Principal by the end of Term 3 of his/her senior year.
Laude Scores	See the RF Laude Scoring Chart on the following page.

Samples: Summa Cum Laude 50+ (*minimum combinations for recognition*)

3.3 GPA x 16 Laude Course Points = 52.8

3.7 GPA x 14 Laude Course Points = 51.8

4.0 GPA x 13 Laude Course Points = 52

Magna Cum Laude 39.0 - 49.9 (*minimum combinations for recognition*)

3.3 GPA x 12 Laude Course Points = 39.6

3.7 GPA x 11 Laude Course Points = 40.7

4.0 GPA x 10 Laude Course Points = 40

Cum Laude 29.0 - 38.9 (*minimum combinations for recognition*)

3.3 GPA x 9 Laude Course Points = 29.7

3.7 GPA x 8 Laude Course Points = 29.6

4.0 GPA x 8 Laude Course Points = 32

River Falls Laude Scoring Chart

	GPA	4	3.9	3.8	3.7	3.6	3.5	3.4	3.3
Laude Points									
20		80	78	76	74	72	70	68	66
19		76	74.1	72.2	70.3	68.4	66.5	64.6	62.7
18		72	70.2	68.4	66.6	64.8	63	61.2	59.4
17		68	66.3	64.6	62.9	61.2	59.5	57.8	56.1
16		64	62.4	60.8	59.2	57.6	56	54.4	52.8
15		60	58.5	57	55.5	54	52.5	51	49.5
14		56	54.6	53.2	51.8	50.4	49	47.6	46.2
13		52	50.7	49.4	48.1	46.8	45.5	44.2	42.9
12		48	46.8	45.6	44.4	43.2	42	40.8	39.6
11		44	42.9	41.8	40.7	39.6	38.5	37.4	36.3
10		40	39	38	37	36	35	34	33
9		36	35.1	34.2	33.3	32.4	31.5	31.5	29.7
8		32	31.2	30.4	29.6	28.8	28	28	26.4
7		28	27.3	26.6	25.9	25.2	24.5	24.5	23.1
6		24	23.4	22.8	22.2	21.6	21	21	19.8
5		20	19.5	19	18.5	18	17.5	17.5	16.5
4		16	15.6	15.2	14.8	14.4	14	13.6	13.2
3		12	11.7	11.4	11.1	10.8	10.5	10.2	9.9
2		8	7.8	7.6	7.4	7.2	7	6.8	6.6
1		4	3.8	3.8	3.7	3.6	3.5	3.4	3.3

No rounding of Laude scores.

- 50.0+ for **Summa Cum Laude**
- 39.0 - 49.9 for Magna Cum Laude
- 29.0 - 38.9 for **Cum Laude**

River Falls Laude Score Sheet

Student Name _____

Date _____

Staff Name _____

Signatures verifying this form is correct.

Place points on the line that corresponds with the successfully completed course. Scoring based on semesters or combined courses that total a semester.

River Falls Laude Courses

2 Points - AP and College Semester Coursework

- AP Art History _____
- AP Biology _____
- AP Calculus BC _____
- AP Chemistry _____
- AP Computer Science _____
- AP English Language & Composition _____
- AP English Literature & Composition _____
- AP Environmental Science (WVS) _____
- AP French Language (WVS) _____
- AP Human Geography (WVS) _____
- AP Macroeconomics (WVS) _____
- AP Microeconomics (WVS) _____
- AP Physics B (WVS) _____
- AP Psychology^ _____
- AP Spanish Language (WVS) _____
- AP Statistics _____
- AP U.S. Government & Politics _____
- AP U.S. History _____
- AP World History (WVS) _____
- Each semester Transcribed Course, Early College Credit Program (ECCP) completed at a 2 or 4-year institution successfully completed with an earned grade of a B or higher _____

^ If AP Psych is completed, no Laude point for Psych I & II

1 Point - Transcribed Courses available at RFHS

- Every two courses (one credit) of Transcribed Courses successfully completed at RFHS _____
Circle the courses you have successfully completed:
 - ACCT: Assistant Childcare Teacher
 - Animal Science
 - 3D CAD & Design
 - Horticulture Science
 - Innovative Business Mindset
 - Marketing Principles
 - Microsoft Office Suite
 - Personal Finance
 - Power Mechanics I
 - Power Mechanics II
 - Principles of Management
 - Residential Construction & Print Reading

1 Point - RFHS Capstone Courses

- Agriculture & Technology Education
 - Advanced Mechanics and General Mechanics _____
- Art
 - Advanced Ceramics and Ceramics _____
 - Advanced Drawing and Drawing _____
 - Advanced Painting and Painting _____
- Business
 - Accounting I and Accounting II _____
- Language Arts
 - Advanced Composition and British Literature _____
 - English 9 Honors _____
 - English 10 Honors _____
- Mathematics
 - Calculus _____
 - Precalculus _____
 - Computer Programming I and Computer Programming II _____
- Music
 - 7 Semesters Instrumental _____
 - 7 Semesters Vocal _____
 - Wind Symphony and Chamber Choir _____
- Physical Education
 - Two courses (one credit) by a combination of the following: Advanced Fitness & Weight Training, Athletic Training, Lifeguard Training, Sports Officiating _____
- Science & Engineering
 - Anatomy & Physiology _____
 - Chemistry _____
 - Engineering Physics _____
 - General Physics _____
 - PLTW - Introduction to Engineering Design _____
 - PLTW - Principles of Engineering _____
 - PLTW - Digital Electronics _____
- Social Studies
 - Two courses (one credit) by a combination of the following: Africa & the Middle East, Modern World Conflict, Law, Race & Culture, Crime & Delinquency, Sociology _____
 - Psychology I and Psychology II^ _____

^ If AP Psych is completed, no Laude point for Psych I & II

- World Languages
 - French V _____
 - Spanish V _____

Cumulative GPA* _____

**round to nearest tenth*

Number of Laude Course Points** _____

***no half (.5) points*

Cumulative GPA _____ **X** **Number of Laude Points** _____ **=** _____ **Laude Score**

Reference the RF Laude Scoring Chart to determine Recognition Level 9

RFHS Laude System Update

- Minimizes internal competition (student vs. student) and increases internal motivation (student challenging him or herself) with academic success.
- Minimizes avoidance of challenging classes that might impact GPA.
- Increases qualifications for consideration in the post-secondary admission process.
- Enhances preparation for a successful post-secondary educational experience.
- Allows students and parents a more accurate understanding of how to prepare an academic plan for high school.
- Gives more control to students through honor point attainment rather than solely GPA rankings, replacing valedictorian and salutatorian recognition. There is no laude ranking, just honors earned through a point total accrued over four years.

Class of 2020

Total Number of Graduates: 236

Valedictorians:13

High Honors:79

Honors:51

Class of 2021

Total Number of Graduates: 246

4.0 GPA Students: 7

Summa Cum Laude: 64

Magna Cum Laude: 23

Cum Laude: 19

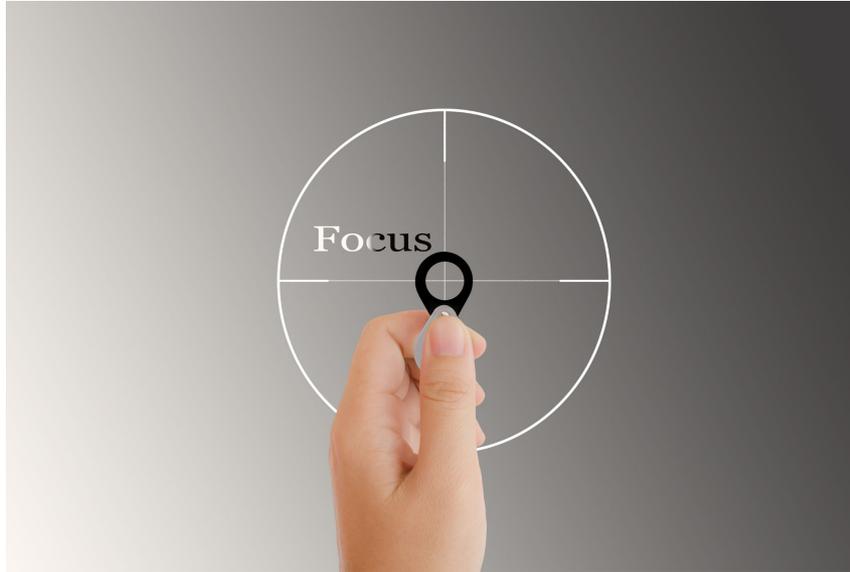


RFSD Redefining Ready

Board of Education Meeting
July 2021



Narrowing Our Focus



- Framework for AASA's Redefining Ready
- WASDA connection
- Defining the data points
- RFHS Data
- Next steps



Redefining Ready (AASA)

Core belief:

“We all learn in different ways. Our students learn in a variety of ways. They should be able to demonstrate readiness in a variety of ways.”

Redefining Ready (AASA)

College Ready Indicators (2.8 GPA and meet ONE of the Academic Indicators OR meet Standardized Testing Benchmarks)

Academic Indicators:

- Advanced Placement Exam (3+)
- Advanced Placement (A,B,C)
- Dual Credit College English and/or Math (A,B, C)
- College Developmental/Remedial English and/or math (A,B,C)
- Algebra II (A,B,C)
- International Baccalaureate (4+)

Standardized Testing Benchmarks (minimum score)

- SAT Exam: Math (530) | Reading and Writing (480)
- ACT Exam: English (18) | Reading (22) | Science (23) | Math (22)
- College Readiness Placement Assessment (determined by post-secondary institution)

Additional Factors that Contribute to College Success

Earning As, Bs, Cs; FAFSA Completion; Enrollment in career pathway course sequence; College Academic Advising; Participation in College Bound Bridge Programs; Senior year math class; Completion of a math class after Algebra II



Redefining Ready (AASA)



Career Ready Indicators

Identified a career interest area and meets at least **TWO** of the following:

- Attendance (90%)
- Community Service (25 hours)
- Workplace Learning Experience
- Industry Credential
- CTE or Dual Enrollment, Pathway Courses
- 2 or more Co-Curricular Activities
- ASVAB (for students entering military)

Life Ready

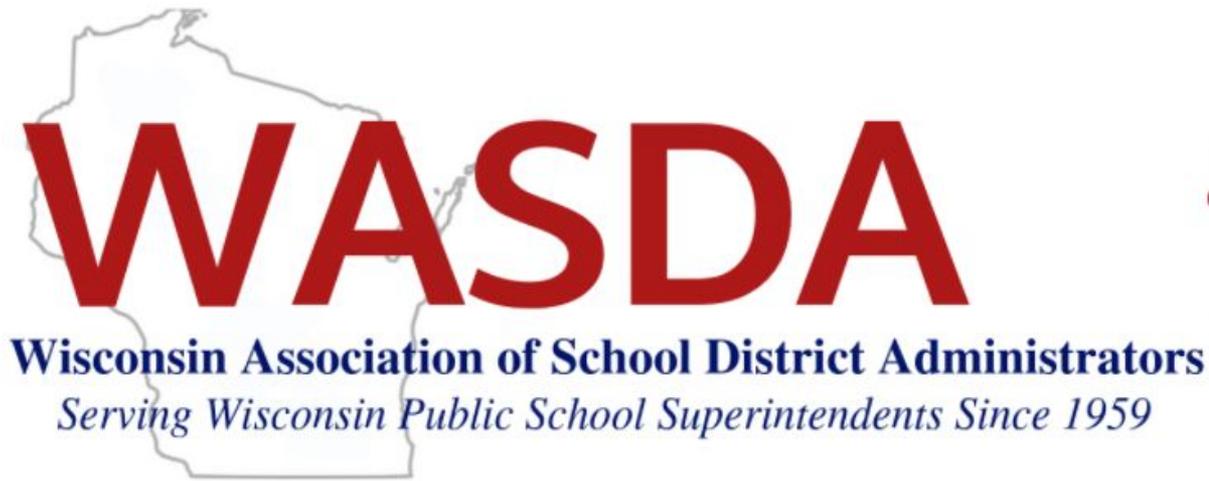
- Being LIFE READY means students leave high school with the **grit** and **perseverance** to tackle and achieve their goals.
- Students who are LIFE READY possess the **growth mindset** that empowers them to approach their future with **confidence**, to dream big and to achieve big.

Redefining Ready Research Highlights



- Course **attendance** is 8 times more predictive of success in freshman year than 8th grade test scores
- Students who successfully **complete Algebra II** are twice as likely to complete a 4 year degree
- Students who have a **2.8 GPA** graduating high school have a 71% likelihood of reaching American Middle Class
- Students engaged in **co-curricular activities** are more likely to pursue higher education
- Completing **community service** to fulfill class requirements enhance the odds of college graduation by 22 percentage points
- Those who took an **AP or IB course** were found to be 17% more likely to persist in 4 year colleges and 30% more likely to persist in 2 year colleges. There were similar findings for dual enrollment students.

WI College and Career Readiness



WI College and Career Readiness



WI College and Career Readiness

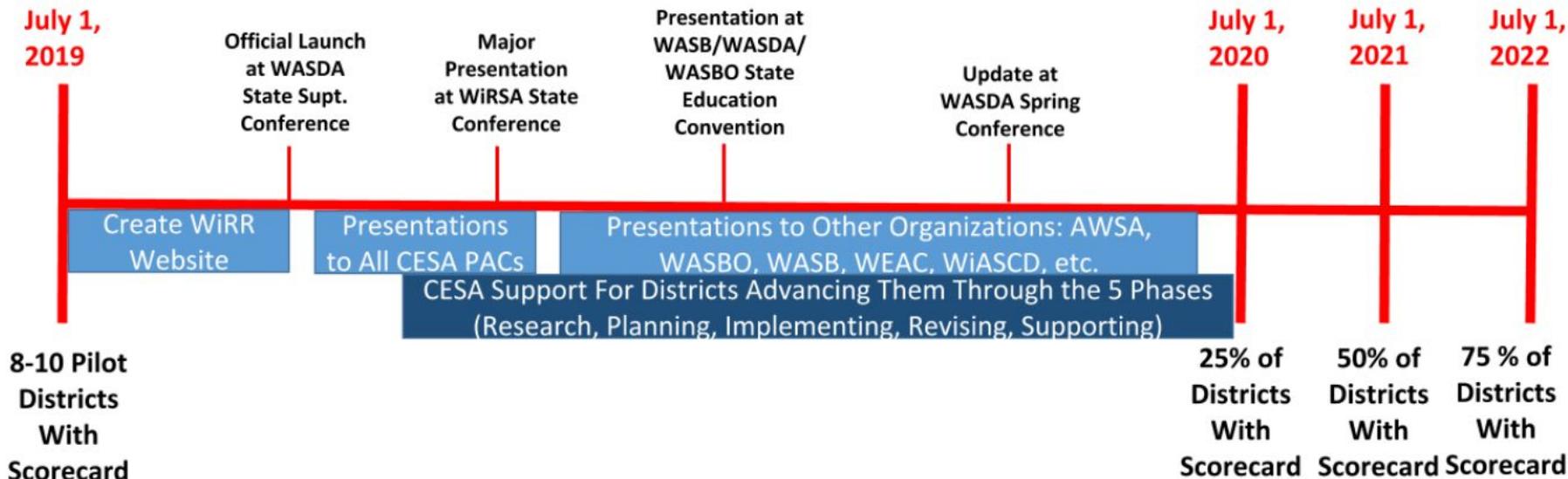
Readiness Hierarchy



Redefining Ready



WI Redefining Ready Timeline



WI Redefining Ready Cohorts

1

Altoona
Antigo
Beloit Turner
Big Foot
Brillion
Chippewa Falls
Florence County
Hilbert
Mishicot
New Berlin
Oregon
Random Lake
Southern Door
West Salem

2

Abbotsford
Arcadia
Augusta
Baraboo
Bowler
Bruce
Cedar Grove-Belgium
Columbus
Delavan-Darien
Gibraltar
Juda
Marinette

Mauston
Monona Grove
Monticello
Neillsville
New Glarus
Owen-Withee
Plymouth
Stanley-Boyd
River Falls
Westosha
Whitewater
Wrightstown

Focusing on our report card

- Class of 2021 (for WI Redefining Ready Cohort)
- Some indicators revealed areas for improvement
 - Data collection and maintaining
 - What are our thresholds?
- Data collected through reports in IC and other data resources (no District Data Aggregator currently available)
- Longitudinal data 2020-2021 grads. Prior years may not be reliable



Let's take a look....

RFSD Redefining Ready Data



Next steps:

- Data/PLC Retreat July 2021
- Present to RFHS/Ren faculty during inservice
 - Build collective responsibility
- Strategic planning
- Build capacity for Data Aggregator to review data on a consistent basis
- Link to ACP, PLC, RTI work

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

381

***NOTE: Reviewing and updating Policy 381 was suggested by Board of Education representatives on the Equity, Inclusivity, and Diversity Committee. The purpose of the revision is to create a policy that embraces the study of controversial topics, provides supportive language for educators engaged in the study of controversial topics, gives clear direction to educators related to promoting civil discourse, and a pathway for families to judge if they want their children to participate in the study of certain topics.**

STUDY OF CONTROVERSIAL TOPICS ISSUES

It is the goal of the District to create an educational environment in which teachers and students are encouraged to enter into the free discussion of controversial topics. ~~The Board notes that Section 118.01 of state statutes requires public schools.~~ It is vital to provide students with the skills needed to participate in political life, cope with social change, appreciate other cultures, and gain an understanding of individual responsibility and ethics.

On both a planned and unplanned basis, a topic can be considered controversial when it:

1. Can reasonably be expected to make individuals in a class or other group feel uncomfortable, distressed, or threatened;
2. Tends to elicit strong emotional reactions;
3. Challenges a person's assumptions or personal beliefs;
4. Creates or reveals real or perceived division based on differing beliefs, values, life experiences, or points of view;
5. Presents a problem over which there is significant, and often even emotional disagreement regarding the appropriate solution; and/or
6. May cause some parents/guardians to question the school's role in addressing the topic with their child, and the potential for eliciting such a reaction is reasonably foreseeable.

~~A controversial issue is a topic on which opposing viewpoints have been promulgated by reasoned, responsible opinion and/or is likely to arouse significant community support and/or opposition.~~

Teachers and students shall be encouraged to engage in civil discourse when handling controversial topics in the classroom. The following guidelines are designed to protect teachers as well as students from unfair or inconsiderate criticism during the study of controversial topics.

1. Discussion should include the open expression of ideas, as long as those views are not derogatory, malicious, abusive, or discriminatory towards other's views.
2. ~~The Board urges administrators, teachers and staff to continually exert conscientious efforts to present issues objectively, impartially, and professionally.~~
3. ~~Educators are expected to facilitate the exploration of the topic by presenting related issues objectively, impartially, and professionally.~~ Opinion should be distinguished from fact.

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

4. The study of controversial issues should develop students' abilities to evaluate sources of information and to undertake critical inquiry.
5. Schools are neutral grounds for rational discourse and objective study. Schools are places where students are preparing for informed and reasoned involvement in community life, including its politics, by calm and cooperative study of social issues.
6. Discussion of controversial issues is acceptable when it clearly serves an educational purpose, is age appropriate, consistent with curriculum objectives, and consistent with the district's mission statement and non-discrimination policy. Such discussion is not intended to advance the interest of any group, political or otherwise.
7. Students have a right to competent instruction in an atmosphere free from bias, prejudice and harassment.
8. Educators and presenters should have the appropriate background and preparation to academically address such issues and should do so in accordance with the best practices and accepted norms of the discipline. Generally, controversial topics should have a substantial connection to the curriculum. An exception to these guidelines may apply when, for example, a school administrator or leadership team directs or approves the examination of an issue of immediate concern that students are having to process. A school-to-family communication is normally appropriate when such exceptional situations arise unexpectedly.
9. Although it will often be appropriate for educators to avoid revealing their personal opinions, positions, or beliefs to students on a controversial topic, if an educator determines that circumstances exist that justify making such a disclosure, the educator is expected to do so in a manner that does not denigrate the legitimacy of other responses/positions.
- ~~10. Expressions of opinion that substantially interfere with school environment and discipline or the rights of others are not permitted.~~
11. Educators who are unsure whether, or how, to approach a controversial topic in class or other school activity are expected to communicate such concerns to a supervising administrator or the Director of Academic Services.
12. It is not practical for educators to provide advance notice on every topic or issue that will be covered or discussed in a class or other school activity. However when the controversial topic is foreseeable, parents/guardians have the right to judge whether certain materials are acceptable for their child(ren). However, no parent, guardian, or organization may abridge the rights of other parents or children to have access to materials that are a part of the school's educational program.
13. When a student has encountered, or when it is known that a student will soon encounter a controversial topic in a school setting parents/guardians are encouraged to contact the educator and/or administrator to identify concerns and provide feedback.

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

It is the responsibility of the Principal to ensure that staff are familiar with the substance of this policy and, where appropriate, parents are consulted with regard to the participation of their children in programs dealing with controversial issues.

CROSS REF.: 871, Public Complaints about Textbooks, Instructional and Library Materials

APPROVED: March 19, 1973

REVISED: September 16, 1991

May 17, 2010

June, 2021



MEYER MIDDLE SCHOOL

230 North 9th Street, River Falls, WI 54022
(715) 425-1820 • www.rfsd.k12.wi.us



Summary of MMS Handbook Changes for 2021-2022

Page 1: Cover Page

I changed the cover page to look more like the high school handbook. I added a signature line on this page. In the past we did not have students sign off on the handbook. We decided to make this change as an administrative team and will have all MMS students sign a copy of the handbook starting next year. The handbook will be reviewed in TA the first week of school and I will also be presenting on our handbook policies to all students in the auditorium. I also review parts of the handbook with students each quarter.

Page 3: Table of Contents

This section was updated accordingly.

Page 7: Class Rotations/Class Length

This section was updated due to the change in our class rotations for next year. We will be running a “skinny” schedule on Mondays so students can see all of their teachers. They will be following their every other day block schedule on Tuesday-Friday. Students will have the same classes on Tues/Thurs and Wed/Fri.

Page 11: Academic Integrity

This section was added to our handbook. We did not have language regarding academic integrity in the past versions of our handbook. I used the same language that is written in the high school handbook.

Page 20: Dress and Grooming

No changes have been made. This section may change if this policy is voted on and changed by the board. In that case, we will adjust the language in our handbook and will send out the information to all parents and students.

Page 22: Lunch Fees

This change was made due to the federal government offering free lunch to all students.

Brian Buck
Assistant Principal



Meyer Middle School
Student Handbook
2021-2022

230 North Ninth Street
River Falls, WI 54022
(715) 425-1820
Fax (715) 425-1823

<https://www.rfsd.k12.wi.us/schools/meyer/>

Name _____

TA Teacher _____

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

WELCOME MEYER MIDDLE SCHOOL STUDENTS

On behalf of the entire faculty and staff, we extend to you a very warm and friendly welcome to the Meyer Middle School. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community.

While at MMS you will have many opportunities to develop character and make friends. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions.

Opportunities exist for you to explore a wide variety of interesting areas. Questions and answers often begin taking on new meanings. This is the time when many of you start bridging the gap between childhood and adulthood. We are proud to have you be a part of MMS. You are a unique individual, created with special talents and abilities. The staff members of MMS want to be a part of your future. The challenge is yours.



If you have a question or problem, always feel free to discuss it with us. Have a good year!

Mr. Mark Chapin, Principal

Mr. Brian Buck, Assistant Principal

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SCHOOL DISTRICT OF RIVER FALLS
Building/Department Telephone Numbers
(all numbers use area code 715)

District Administration Offices.....	425-1800
Buildings and Grounds.....	425-1806
Bus Garage.....	425-1808
Food Service.....	425-1839
High School.....	425-1830
Meyer Middle School.....	425-1820
Greenwood Elementary School.....	425-1810
Westside Elementary School.....	425-1815
Rocky Branch Elementary School.....	425-1819
River Falls Public Montessori Elementary.....	425-7645

MEYER MIDDLE SCHOOL MISSION STATEMENT

At Meyer Middle School, it is our mission to offer a compassionate and nurturing environment for all students and to foster their emotional, social, intellectual and physical needs through a variety of academic offerings, research-based instructional methods, and rigorous curricula.

We strive to promote positive lifelong learning opportunities, model and develop social responsibility, meet each individual learner's needs, and communicate positively between home and school.

*Decisions made as individuals, teams, houses, or as an entire staff should be in support of our mission.

DISTRICT MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that...

- Each person is unique and the resulting diversity enriches our community.
- All people have equal value.
- Engagement in lifelong learning is essential to a productive and meaningful life.
- The pursuit of excellence is worth the effort.
- Every person has a right to a safe environment.
- The family is the primary influence in the development of the individual.
- Our staff is valued, respected, and essential for the success of our schools.
- Proactively and creatively managing change is critical in order to thrive.
- Integrity, healthy relationships, and effective communication are necessary for strong communities.
- A commitment to service is a vital part of citizenship.
- People are responsible for their own choices.
- A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
- It is our responsibility to be good stewards of all resources for present and future generations.

HANDBOOK OVERVIEW

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your student(s) has questions about any of the material in the handbook, please contact the principal or assistant principals.

PARENTAL CONNECTION

When students leave elementary school and transition into middle school, they sometimes feel this time is an independent stage of “young adulthood.” While their parents may have volunteered many hours at the elementary level, students can feel that it is “uncool” to have their parents around the halls of MMS. However, at MMS, we enjoy having parents around the building. We view parents as valuable connections and partners in education.

Parents can volunteer by contacting Tara Albores, Volunteer Coordinator: tara.albores@rfsd.k12.wi.us (715) 425-1819 ext 3131. You may also connect with your child’s House Team Leader or school administration (715) 425-1820.

Some examples of opportunities for parents to volunteer at Meyer Middle School include Veteran’s Day Program, field trips, Service Learning activities, Activity Afternoons, mock interviews, and first aid testing.

MESSAGES/ITEMS FROM HOME

To limit interruptions to the classroom learning environment we will limit calls to the classrooms for messages and delivering forgotten items from home. It is the student’s responsibility to check the office if they are expecting items to be delivered during the day. Please be assured that prearranged interruptions like doctor and dentist appointments will still be honored. Texting your students during the school day is not allowed.

VISITORS

Visitors will only be approved by the administration if it is deemed appropriate and educational. For safety purposes all visitors are to enter through the Main Office, sign in and wear a school-issued badge, communicate their purpose for visiting with the Main Office staff, and upon leaving sign out and return the badge.

OUR RIGHTS

- The right to an education – teachers should be free to teach and students free to learn without being interrupted.
- The right to develop one's personality (so long as it doesn't interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical and mental abuse, such as name-calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, friendship group, age, culture, handicap, financial status, clothing or classroom performance.
- Freedom from being harassed in the classroom and hallways and the right to be treated respectfully and safely.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.
- These rights apply to all persons, students and staff at Meyer Middle School for the entire school day including transportation to and from school and all school-sponsored activities.

DAILY SCHEDULE

All students are to report for Teacher Advisory (TA) by 7:45 AM each day. Lunch is served by grade level three times during the day: 8th (10:25 am to 10:55 am) 6th (11:12 am to 11:42 am) 7th 11:59 am to 12:29 pm).

The Meyer Middle School operates on a seven-period day, starting after Teacher Advisory (TA). Each house offers a modified, flexible schedule at various parts of the year to enhance student learning and address students' educational needs. Descriptions of each grade's schedule are listed on the Meyer Middle School website. Dismissal is at 2:50 each day.

Class Rotations - Students will attend all classes on Mondays. Students will follow a modified block schedule for the remainder of the week following a Tuesday/Thursday or Wednesday/Friday rotation for their core classes.

Class Length- Core classes (LA, Social Studies, Science, Math) are blocked for 88 minutes per day every other day. Allied Arts classes (Art, Music, P.E., Spanish, Gateway to Technology, Careers, and Health) and Reading/Literature are scheduled for 44 minutes. All classes on Mondays are 44 minutes in length.

Arrival and Vacating Building- Please note that students should remain outdoors until the 7:15 bell unless it is raining or too cold to wait outdoors. Please do not arrive too early. Wait in the front lobby. Likewise, students are asked to leave the building by 3:00 PM, due to supervisory concerns.

EMERGENCY SCHOOL CLOSING PROCEDURES

The administration of the School District of River Falls follows these procedures in the event River Falls area schools are forced to delay starting times, dismiss early, or cancel. If weather conditions or other circumstances develop that alter the normal school schedule, Campus Messenger parent notification system will be activated and the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations: WCCO (830 AM)
WDMO (95.7 FM)
WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM)
KWNG (105.9 FM)
iHeart Media: 880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM;
98.7FM; 100.7FM; 106.7FM

Television stations: WCCO (Channel 4)
KSTP (Channels 5, 45, and KSAX-TV-channel 42)
FOX (Channels 9, 25, 29 and 48)
KARE (Channel 11)
WEAU (Channel 13)

Websites: wcco.com
kstp.com
myFOX9.com
kare11.com
moose106.com
b95radio.com
rock921.com
z100radio.com
987thebrew.com
wmeq.com

Please do not contact these stations or the schools directly as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of a school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

REUNIFICATION PLAN IN CASE OF EMERGENCY

Student/Parent Reunification

Circumstances may occur at the school that requires 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 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 can't 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 Cards 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 in unauthorized locations. Parents are asked to then go to the Reunification "Check-In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check-in, identification and custody rights are confirmed. The card is separated and the bottom half is given back to the parent. From the "Check-In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it 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.

SCHOOL RELATED ACTIVITIES

Many positive activities happen during the school year such as assemblies, programs, Activity Afternoons, dances, cook-outs, field trips, clubs, and after school activities. To participate in these activities, it is strongly suggested that students must be in attendance for the entire day unless there is a pre-excused absence. Students must also be in good academic and behavioral standing to participate in any school-related activity.

ACTIVITY AFTERNOON

Students will be allowed to participate in Activity Afternoon if they meet the following criteria:

- Students that are currently at 80% or higher in their classes can go to Activity Afternoon even if they have missing assignments.
- Students that are currently not at 80% or higher in their classes, but have all their work completed and no missing assignments can also go to Activity Afternoon.
- Students that are held back from Activity Afternoon, for missing work, can attend the second half of Activity Afternoon if they are working hard and behaving with character. The decision if the student should attend will be left up to the discretion of the supervisor.
- Late work turned in one day before Activity Afternoon.
- Students at step 2 or lower on the discipline step system will be eligible for all of Activity Afternoon.
- Students at step 3 on the discipline step system will be eligible for half of Activity Afternoon.

CO-CURRICULAR

- 7th and 8th Grade: BOYS: Football – Cross Country – Basketball – Wrestling – Track
- GIRLS: Volleyball – Cross Country – Basketball – Gymnastics – Track
- 6th Grade: BOYS: Wrestling GIRLS: Gymnastics
- BOTH BOYS AND GIRLS: Vocal and Instrumental Solos and Ensembles – Jazz Band
- All 6th, 7th, & 8th Graders: Student Council, School Musical, Band and Choir, Forensics, Math Masters, Yearbook, Anime Club, Magic Club, Art Club, Bully Prevention Agents (BPA), Gentlemen and Scholars, Lego League, Teens as Teachers, Ski Club, Chess Club, Speed and Strength, Running Club, Powerlifting

A student must be in school attending classes during the entire day to participate in a school co-curricular activity. (See Attendance Guidelines).

STUDENT OF THE MONTH

Students from each house will be selected for Students of the Month at each grade level. Allied Arts teachers will assist house teachers in making the selections. The students receive certificates of recognition, pose for pictures posted in school, and provide reasons why they were selected. Stories on their accomplishments are published in the River Falls Journal.

The following criteria will be used for the selection:

- A student whose effort and attitude in the house has been consistently positive,
- Has shown marked improvement in performance,
- Has shown excellent achievement, and/or
- Has written or created an outstanding or unique project

GRADING GUIDELINES

Purpose of Grading/Assessment

The purpose of grading/assessment at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths, and deficits are achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements,

and aid the teacher in modifying curriculum, instruction, and assessment to make it more effective. The district curriculum sets educational expectations for all students within scope and sequence across grade levels, using national and state standards as a guide.

Grading Scale

Letter grades are used for identifying bands of student achievement as follows:

A – Outstanding	D – Below Average
B – Above Average	F – Failure
C – Average	

Plus and minus signs may be used with the letters to indicate a position within that band – GPA (grade point average) included:

A	(93-100%)	4.0
A-	(90-92)	3.7
B+	(87-89)	3.3
B	(83-86)	3.0
B-	(80-82)	2.7
C+	(77-79)	2.3
C	(73-76)	2.0
C-	(70-72)	1.7
D+	(67-69)	1.3
D	(63-66)	1.0
D-	(60-62)	0.7
F	(0-59)	0.0

Important Definitions

Purpose of Grading: To formally communicate student learning and knowledge.

Formative Assessments (15% of Final Grade): In-process formal and informal processes used to gather evidence for the purpose of improved learning. Examples could include exit tickets, quizzes, verbal whip around, journals, brief writing prompts.

Summative Assessments (85% of Final Grade): Assessments used in which students demonstrate their acquired knowledge. Commonly, summative assessments are administered at the conclusion of the unit of study

Assignments: A task given to students to independently practice a skill, set of skills, or concept.

Grade Formation

- Report academic achievement of student
- Student performance compared to learning targets and essential questions with clear descriptions of achievement expectations.
- Use individual achievement for summative assessments (no group grades).
- Extra credit is not offered
- 85% summative assessments
- 15% formative assessments and assignments

Late Work

- Students are expected to complete daily work (assignments) on time for full credit.
- Students will have an opportunity to complete summative assessment two weeks past the end of a unit of study for full credit.
- Assign a zero as a placeholder for late work.
- Utilize in-classroom behavioral interventions to address late work.

- Use the Academic Success Action Plan (ASAP) program to ensure summative completion and remedy habitual late work

Summative Retakes

- Students scoring below 70% on a summative assessment are required to retake.
- The highest score a student can receive on a retake is 70%. Students scoring above 70% on a summative will not have an opportunity to retake the assessment.
- Standards-based grading; students will reassess if receive a mark of “Does Not Meet”
- Refer the student for ASAP if reassessment hasn’t occurred one week after unit.
- Student receives the last score attained when completing retakes (do not average).
- Provide a minimum of one re-teaching opportunity before the retake.
- Apply behavioral consequences for academic dishonesty – reassess to determine the level of achievement

Assignments

- Rationale: to practice and reinforce prior learning
- Differentiated for ability
- Purposeful and linked to learning targets
- Used to reinforce positive academic habits

Academic Integrity

Honesty is a highly valued character trait in the River Falls School District. Students are responsible for maintaining an environment in which they are held, in which they hold each other accountable for becoming ethical users of information and ideas. When a student cheats, he/she is being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an obligation for all students at Meyer Middle School and in the River Falls Virtual/e-School.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. There are generally six (6) areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to:

1. Committing plagiarism (see information below)
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview)
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases)
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person’s name to an attendance roster or grade check)
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student)
6. Assisting other students in any of these acts (allowing a person to use your notes on a test)

Plagiarism is taking credit, whether deliberate or not, for another person’s or source’s (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be “common knowledge” i.e., factual information that is considered in the “public domain” because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do his/her work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students in the River Falls School District are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by: Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format and ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator should investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences should be assigned based on the protocol below.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator should meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator should communicate with the parent(s)/guardian(s) in person or through a phone call or virtual meeting to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. should determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for any credit for that activity/assignment/assessment. .
4. Administration (VES Admin Liaison) will meet with the student to reinforce academic integrity and expectations for learning.
5. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

VIDEO SURVEILLANCE

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The video surveillance intends to reduce disciplinary problems and protect school property.

POLICE INTERVIEWS

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview if and when appropriate.

SCHOOL LOCKERS

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. Students are to care for their locker to prevent damage. Students are to report any locker issues to the main office.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law 40

enforcement, or a designated school employee. Reasons for routine checks include, but are not limited to; locker condition, tidiness, suspicion of concealing alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items, which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules and the student will potentially face expulsion proceedings. Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to the school and leaving them in the locker. Students are encouraged to keep their lockers locked. Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others his/her combination. See Board Policy 446.1.

TRANSPORTATION

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Cameras are present on RFSD buses as an added measure of safety. Parents are requested to explain the importance of proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal of bus privileges.

Student Responsibilities for Bussing

1. Students occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct while using a school bus.
3. To stay off the traveled roadway at all times while waiting for a bus.
4. To wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. To leave the bus only at the consent of the driver.
6. To enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. To cross the traveled highway in the following manner, if necessary, after leaving the bus:
 - Make certain the bus has come to a complete stop.
 - When unloading, go to the front of the bus, within sight of the driver, and wait for the driver to signal for crossing.
 - Upon a signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
 - Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside the bus at all times.
9. Immediately report bus damage to the driver.
10. Help keep the bus clean, sanitary, and orderly.

Students are allowed to exit only at their designated drop-off point. Upon being dismissed at the end of the school day, students are to board the bus only at the middle school. Unless permission is given, riding the elementary bus is not an option for Middle School Students. **A parent/guardian note is required by the driver or bus garage (425-1808) to go home with another student or ride with that student to a different location.**

SCHOOL COUNSELING DEPARTMENT

Counseling services are available to every student in the school. These services include assistance with personal problems, friendship concerns, educational planning, interpretation of test scores, career information, tips for studying, group counseling, help with family, school and/or social concerns, or any questions the student may feel they want to discuss with the counselor.

Students wishing to visit a school counselor should contact one of them directly to arrange an appointment. This can be done before school or between classes. The counseling center is in Room 218. Parents are urged to contact a counselor regarding any concern at 425-1820. The counseling secretary will help arrange all appointments.

LIBRARY MEDIA CENTER

Hours: The library media center will be open from 7:20 a.m. to 3:00 p.m. daily. The 7:20 – 7:40 period will be a period in which students may study, read, or relax before school in a quiet manner. The library media center is closed during TA time. The library also provides computers for students to work on class projects.

Checking Materials Out:

All materials may be checked out of the library for a varying length of time.

- Books – two weeks
- Old Magazines – one week
- Reserve & Reference Materials – overnight

Fines are not assessed for overdue materials. If, however, a book or magazine is lost, the student will be expected to pay for lost materials.

Student Conduct in the Library Media Center: Students wishing to use the library media center during study hall must report to study hall first, then sign the appropriate slip for the area you wish to go to. You will be dismissed from the study hall by the study hall supervisor at that time. These areas have limited seating; therefore, some students may not be able to sign in. Students coming to the library media center or computer lab from an individual classroom should have a pass signed by the teacher of that class.

Students may lose library media center or computer lab privileges for displaying disrespect toward students or staff, defacing materials/equipment, or taking materials without first checking them out. The librarian will determine the length of time that a student may not use the library media center, materials, or applications lab.

SCHOOL RESOURCE OFFICER

The School District of River Falls and the River Falls Police Department jointly provide the services of a School Resource Officer for the schools in our district. The Goal of the School Resource Officer is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed. At Meyer Middle School, the School Resource Officer is a resource speaker for many other student and parent events.

SUBSTITUTE TEACHERS

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for that day. The substitute teacher assumes all the responsibility of the regular teacher as well as the authority in the classroom. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day productive and enjoyable.

ATTENDANCE GUIDELINES

Attendance Philosophy

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

School Attendance Officer

The principal or his/her designee will serve as the school attendance officer.

Attendance Definitions/Consequences

Tardy- this means a student who is late to school or late between periods, but less than 15 minutes late. Students that have three tardies *per quarter* will be placed on step 2 of the discipline step system. Each additional grouping of three tardies will result in the next step on the discipline step system.

Truancy- over 15 minutes late to school or class, no credit for assignments missed. Students that have two truancies *per semester* will be placed on step 2 of the discipline step system. Each additional grouping of two truancies will result in the next step on the discipline step system.

Unexcused Absence- this means any absence of more than 15 minutes or all of the one (1) or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student. Unexcused absence also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

Habitual truant- means a student who is absent from school without an acceptable excuse for part of or all of five (5) days on which school is held during a semester.

Students who are “habitually truant” will be referred to River Falls Municipal Court and/or Human Services in the county where they claim residency concerning subsequent offenses.

Illness

Students will be allowed four (4) parent excused illness days per semester.

A doctor’s note may be needed once a student exceeds the four-day limit. Failure to provide a doctor’s note may result in truancy.

It is strongly recommended that if you go to a doctor, at any time, to request a note from the doctor and bring it back to school with you upon your return from an illness.

Illness at School

If a student becomes ill while at school, a call will be made to a parent, guardian or emergency contact from the nurse’s office or attendance desk. The parent must speak with someone from the attendance or nurse’s office before leaving the building grounds. An illness day, excused by a parent during the school day, will count towards the four (4) allowable parent-excused illness days for the semester.

Student Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student’s parent(s) or guardian(s). Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

All excused absences require a parent/guardian or legal custodian to provide written/verbal verification, which is to be submitted to the school attendance officer in advance or prior to the re-admittance to school. The school attendance officer has final authority in determining if an absence is excusable.

The school attendance officer may approve a legal excuse for any student for the following reasons:

- Evidence that the student is not in a proper physical or mental condition to attend a school or an educational program. If the student exceeds four (4) illness days in any semester, the district will request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days
- An illness in the immediate family that requires the absence of the student because of family responsibilities
- Medical, dental, chiropractic, optometric, or other valid professional appointments
- A death in the immediate family
- Religious holidays
- A court appearance or other legal procedure upon submission of proof

- Quarantine as imposed by a public health official
- Attendance at special events of educational value as approved in advance by the school attendance officer
- Approved school activities during class time
- Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer

Pre-Arranged Absences

Under Wisconsin State Statute §118.15(c), students are allowed to be absent up to ten (10) times per school year for any reason. However, each of these absences must be excused prior to the student leaving. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence will be classified as unexcused. The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact the procedure was not followed. These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval. Students are required to fill out a pre-absence form for any full day of school they will be absent. Pre-absence forms can be obtained in the front office.

Unexcused Absences

Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above, as determined by the attendance officer, shall be considered *unexcused*.

According to state statute §118.16 (c), all students with an *unexcused* absence will be permitted to make up an examination missed during an absence. However, during such occasions, credit **will not** be given for daily classwork missed.

The administration is also authorized by the board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Student Passes/Definitions

Permit to Leave the Building- No student is to leave the school building/grounds before dismissal time without first securing permission from the office. Students should bring a dated note signed from their parent/guardian stating where the student is to go and the time the student is to leave and return. Parents are asked to use discretion for the reasons students leave the building during school. Students are not to leave school grounds after they arrive at the middle school in the morning unless a permit to leave has been issued.

Corridor Pass- Students are not allowed in the halls during class time without a pass indicating their destination. Students should use the passes in their assignment books.

Lunch Passes- Students desiring to go home for lunch are to present a note from their parents/guardians to the school secretary to get a lunch pass for the year. Students are not to leave the school grounds during the noon hour unless they have a lunch pass or a permit to leave the building. ***Students may not accompany other excused students or other parents to lunch. Students are not allowed to go downtown for lunch.***

Tardy Passes- Students who arrive after school has begun must report to the office before going to class. Tardies will be excused if the tardy was the result of circumstances beyond the student's control. Oversleeping or missing the bus will not be excused.

Extra-Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school activity. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the attendance officer.

Suspended Students

Students suspended from school by a building administrator for disciplinary reasons are regarded neither excused or unexcused and should be recorded as suspended from school versus absent from school. Such students must be allowed to make-up all class assignments, quizzes, examinations, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate or attend any after school activities.

HEALTH SERVICES

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived by medical/health, religion or personal conviction reasons - waivers are available in the Health Service and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Those students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may result in a fine or possible exclusion from school. Please contact your practitioner or Health Services for required immunizations.

Illness/Injury

- Students who become ill or injured during the school day should report to the Health Aide.
- If a student is sent home due to illness or injury the Health Service must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Service if their child needs accommodations during the school day due to crutches, casts, etc.

Medication

- If your child will be taking daily and/or as needed medication at school a Medication Request Form needs to be completed – forms are available in the Health Service and on the district website.
- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed may be administered in the Health Service.
- Students should NOT be carrying medication on their person or in their locker. In a few cases, prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service.
- All prescription and non-prescription medications should be brought into the Health Service by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Service when he/she arrives at school. The parent/guardian shall then call the Health Service and inform them of the medication coming to school with the child.
- Please check the expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.
- The Health Service is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service before medication(s) will be administered.

- It is recommended that students with asthma keep an inhaler at school.
- The Health Service has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.
- A history of severe allergic reaction can be life-threatening. Please inform the Health Service with this information and appropriate medication.

Is my child well enough to go to school

Many students and parents are frequently concerned about when students should stay home or attend school.

Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.

The following information is intended to help with this decision:

- If a student has had a fever of 100 degrees or more, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever-reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with the family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website.

STUDENT BEHAVIOR AT MEYER MIDDLE SCHOOL

Purpose

To ensure the proper learning atmosphere, a student's rights must be balanced with their responsibility for good citizenship. This student conduct code is intended to create an educational climate conducive to learning, to instill responsible and considerate behavior, and to ensure the safety of students and all other persons concerned.

Policies and Procedures

The development of responsible behavior and self-discipline occurs at two levels in the school setting. The first begins in the classroom where the student spends the majority of their time. The teacher is responsible for gaining the respect and cooperation of the students to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly. The second phase of school discipline involves the areas outside of the classroom such as hallways, lunchroom, and outside the school building. The Assistant Principal sets the tone for acceptable behavior throughout the school setting. This must be done with a carefully developed set of rules and administered fairly.

Classroom Expectations

The adult(s) leading learning in the classroom will establish expectations; however, these guidelines generally apply in all classes:

- act respectfully towards self and others
- demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time
- demonstrate cooperation through active participation and support of others during learning activities
- show respect to property, equipment, and facilities
- maintain a positive attitude towards learning
- demonstrate compassion towards others
- maintain academic integrity

Explanation of the Step System Discipline

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to the principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline records of the student. In order to incorporate these two factors, a progression of consequences called the step system has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral, the student will be advanced up the step system at least one step depending upon the severity of the offense.

The Step System

- Step 1:** Referral to the principal for conference, incident filed, possible parent notification.
- Step 2:** Principal conference, assign one detention, parent notification by phone or email.
- Step 3:** Assign two detentions; notify parents by phone or e-mail.
- Step 4:** One day in-school suspension.
- Step 5:** Two days in-school suspension, parent conference to complete a behavioral contract.
- Step 6:** 1-3 days out of school suspension.
- Step 7:** 3 days out of school suspension, parent conference for re-admittance.
- Step 8:** 3 days out of school suspension and all succeeding violations will be treated with a step 7. Parent conference required for pre-expulsion contract.
- Step 9:** Five day out of school suspension pending pre-expulsion hearing before the school superintendent.

Good Conduct Clause

A student may work his way down the step system by demonstrating good behavior. Each period of 15 days without a referral will result in the reduction of one step. Successful completion of a behavioral contract will also result in the student being placed on a lower step.

Severe Infraction Clause

Examples of severe infractions are: These examples may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense.

- Fighting, threats, or harassing students or school personnel
- Insubordination or defiance of authority. Disregard of reasonable requests, directions or commands by school personnel
- Disruptions that interfere with the learning process
- Vandalism or theft
- Use or possessing disruptive or explosive devices, weapons or any paraphernalia associated with these items. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute
- Involvement in an activity that may threaten the safety of others
- Tobacco use or possession (including vapes or e-cigarettes) anywhere in the building or on the grounds or at a school-sponsored event on or off school grounds. Police referral will accompany this
- Alcohol or drug use or possession on school grounds or at a school-sponsored event. Police referral will accompany this, School Board Policy
- Any act that is covered under the disorderly conduct statute, 947.01 Wisconsin State Statute, Violations of the Severe Clause may result in:
 - Automatic step 4 or beyond in discipline
 - Parent notification
 - Police notification when appropriate

Disciplinary Consequences Defined

Extended Day- After school or lunch recess time spent with the house teacher.

Detention- Detention will be held after school on Tuesday and Thursday from 2:55 p.m. to 3:30 p.m. Students must arrive on time, have work to keep occupied, and adhere to detention room rules. Failure to follow these requirements will result in additional detention days and/or possible school suspension. Students on detention are responsible for their own transportation from school and must promptly leave the building at 3:35 p.m.

Modified Learning Center/In-School Suspension- An in-school suspension room has been established to deal with students having problems adjusting to school rules and routines. The length of time assigned depends on the infraction and can be from 1 to 3 days.

Out of School Suspension- This penalty involves the loss of school attendance privileges for a limited period of time (usually up to 5 days). In all cases of out of school suspension, parents will be notified. For suspensions of two or more days, a parent/guardian, student, and principal/designee conference may take place before the student can be readmitted. If the re-admittance conference is not held, or the student does not return to school by the designated re-admittance date, the student's absence(s) will be recorded as truancy.

Expulsion- To be expelled from school means that a student is removed from school for an extended period of time (up to the date of a student's 21st birthday). This penalty can be invoked for actions threatening the health or safety of others, possession of a weapon of any kind, destruction of property, use, possession or sale of drugs or other substances, or repeated refusal or neglect to obey rules. The Board of Education approval is required for a student to be expelled from school.

Restorative Justice and Practices- As an alternative to the consequences outlined above, administration may supplement or substitute restorative justice. These procedures focus on problem-solving, repairing the harm, and rebuilding relationships. They may include but are not limited to, mediation techniques, community service, apologies to victims, repairing damages, school counselor interventions. The use of these procedures will be with the approval of administration, counselor(s) and/or appropriate staff. The application of disciplinary consequences will follow Due Process as outlined in the Legal Protection of Student Rights section of this handbook.

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DRESS AND GROOMING

Neatness, safety, cleanliness, and appropriateness are the standards of dress and grooming. State health regulations must also be followed. Students will be required to remove or change inappropriate clothing and may be sent home to change into appropriate school attire during the academic school day or at any after school or weekend event. The following will not be allowed, as deemed by the principal or designee(s):

- symbols or printing that promotes drugs or alcohol
- sexually suggestive pictures, words, images, or slogans
- clothing that is revealing in nature
 - low-cut tops, short shorts or skirts, halter tops or shirts with straps less than 1 inch wide, low pants, exposure of undergarments, bare feet, shirts that show the midriff
 - Maintain modesty at all times, excessively form-fitting, shorts, pants, or skirts are not allowed. If shorts or skirts need to be pulled down throughout the day when the student is moving, sitting/standing up, walking, then the shorts or skirts are too short and do not meet the dress code length requirements. The appropriate skirt or short length is mid-thigh.
- clothing that is considered threatening or is designed to promote fear or intimidation in others
- clothing that marginalizes any group of people
- headwear of any type, unless deemed appropriate and necessary for religious reasons, that may conceal identity or communication devices except on days approved by school administrators
- outside apparel such as coats, jackets, gloves, etc.
- any other objects or apparel deemed unsafe or disruptive to the school climate

Your TA teacher will be monitoring the appropriateness of your attire first thing in the morning. A referral to the office may be warranted if we do not have your full cooperation in remedying the situation.

See Board Policy 443.1

BOOK BAGS

Book bags, backpacks, duffel bags, purses, and briefcases will not be allowed in any classroom or study area during school hours (7:45 am to 2:50 pm). Students are expected to cooperate by storing personal items in his/her locker(s) during the school day.

ELECTRONIC DEVICES STUDENT RULES

- All cell phones must be in your school locker during school hours from 7:45 am to 2:50 pm
- Texting, messaging, and emailing are not allowed during the school day unless you are permitted by your teacher (7:45 am to 2:50 pm)
- You are not allowed to play games from the time you enter the building until 3:00 pm
- Headphones cannot be worn in the hallways
- All electronic device screens are off in the hallways
- No devices in the locker room or the restrooms
- Students are not allowed to take pictures of any kind unless permitted by your teacher
- Only school-issued electronic devices are allowed during school hours of 7:45 am to 2:50 pm

ITEMS NOT APPROPRIATE FOR SCHOOL

The following items are not allowed in our school:

- Look-alike drugs
- Lookalike weapons
- Skateboards
- Rollerblades
- Any other items deemed inappropriate by the principal/assistant principal will be dealt with accordingly.
- Squirt guns
- Laser light pens
- Chains
- Knives of any kind

State and Federal laws prohibit firecrackers and other incendiary devices, firearms, knives, pepper spray, or any other weapons on school grounds or at school activities off school grounds. Inappropriate items will be confiscated and may be returned only to parents or not returned at all.

LUNCHROOM

Lunchroom rules

All students eating lunch at school are expected to be responsible, cooperative, respectful, and follow the lunchroom rules.

- Use indoor voices
- Control your behavior
- Respect classmates' and adults' feelings
- Keep your hands to yourself
- Respect others' property
- Don't throw food
- Clean off tables/discard trash
- Sit quietly until dismissed
- No soft drinks, energy drinks, or coffee products

Returning Trays

- Deposit milk cartons in trash containers
- Deposit silverware in the pan outside the window
- Deposit lunch trays on the counter inside the window

Lunch Recess

- Be polite
- Be helpful
- Cooperate with supervisors and other students

- Be quiet when passing in hallways going outside and coming back in
- Only eat in the cafeteria, unless you have a pass from a teacher
- Wear appropriate clothing for outdoor recess

When the temperature and/or wind-chill are below zero, students will remain inside for recess.

Buying Lunch/Milk

The price of lunch is free for all students. Additional meals are \$2.95. Milk is \$0.50. A la carte and additional lunch items are extra, and the cost will be billed to your account. There may be changes to the price of a la carte items; when those changes occur, you will be notified via email or other school correspondence. Money for lunches & milk can be deposited into family accounts by the following procedures:

- Dropping money off in the Meyer Middle School Office
- Sending money to River Falls Food Service, River Falls High School, 818 Cemetery Road, River Falls, WI, 54022

Please indicate the family name and the names of the students using the account with the payment.

Recycling

Meyer Middle School takes pride in its efforts to improve the environment of the school and the community. Recycling is a major concern for both teachers and students. Students are encouraged to be aware of the proper way to discard paper, glass, and aluminum containers used in the lunchroom as well as in classrooms.

HARASSMENT/BULLYING

Legal Definition of Bullying

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment.

The following are examples of behavior that can constitute bullying/harassment: name-calling, racial or cultural hate speech, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Students who feel that they are being bullied or harassed, or that their rights, according to the legal statutes written above, have been denied, should report the situation(s) to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion.

The harassment/bullying policy for the School District of River Falls is on the district website. It is quite a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post.

Student Friendly Definitions

- Bullying is a pattern of repeated aggressive behavior with negative intent, directed from one child to another where there is a power imbalance. Dr. Dan Olweus, Norway
- **Peer Cruelty** - making fun of others' mistakes or flaws
- **Bullying** - repeated peer cruelty directed at a student others won't defend

Harassment / Bullying Reporting Procedure

- Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or student services director.
- Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.

- The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

Online Anonymous Reporting Procedure

Go to the School District of River Falls web page, <https://www.rfsd.k12.wi.us/>. Under the **Quick Links** heading click the **TIP-LINE SCHOOL SAFETY** link. You will be directed to fill out an anonymous form.

NOTICE

New Title IX Regulations require that the district must 'prominently' display the contact information for the Title IX Coordinator and the district's nondiscrimination policy on its website and in each handbook or catalog it makes available to the persons entitled to be notified (i.e. students, families, and employees).

- To meet the Title IX website notice obligations, the following website was created: [Title IX Notice](#).
- In addition, the following statement should be included in any handbook or catalog. This amendment should be made as soon as possible.
 - As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.
 - Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.
 - Title IX Coordinator-Student (i.e. when the complainant is a student)

Jackie Steinhoff, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
jackie.steinhoff@rfsd.k12.wi.us
 - Title IX Coordinator-Staff (i.e. when the complainant is an employee)

David Bell, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
david.bell@rfsd.k12.wi.us

STUDENT TECHNOLOGY DEVICES

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st-century learning skills. All students and their parent or guardian, who are issued devices, are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology.

Goals for Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content-rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing tools to craft support specific curricular areas.

General Overview of the Information in this Agreement

Student use of technology devices fall under the guidelines of the District's Internet Safety and Acceptable Use (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activity, and documents stored on the devices are the property of the School District of River Falls and are subject to regular review and monitoring. Students will be given a device, case, and a cord for charging the battery on the device. Students may download personal content (apps, music, etc) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Students should:

- Report loss or theft immediately.
- Remember that the technology device is for educational purposes.
- Follow the School District of River Falls Acceptable Use Policy at all times.

Students should not:

- Modify the device in any way other than instructed by an administrator.
- Exchange devices with another student.
- Allow other students to retain or remove the device from their presence. The device is issued to one student and one student only. No exceptions.
- Apply any permanent marks, decorations, or modifications to the device.
- Clear or disable browsing history.

Please see link for full details of River Falls School District Device Usage Agreement:
<https://sites.google.com/a/rfsd.k12.wi.us/rfsd-digital-transformation-family-orientation/>

Consequences for Violation of the Policy:

First Offense – a warning will be issued

Second Offense – student's device will be taken away until the end of the day

Third Offense - student's device will be taken away until the end of the day, a parent/guardian will be required to pick up the device from the office

Fourth Offense - The student's device will be taken away until the end of the day, a parent/guardian will be required to pick up the device from the office. Students will lose BYOD privileges – length to be determined by the principal.

TECHNOLOGY DEVICE DAMAGE FEE

The Board of Education has decided to discontinue the Student Device Insurance Plan. Effective the 2019-2020 school year, any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule. Internet Safety and Acceptable Use)

USE OR POSSESSION OF DRUGS, ALCOHOL, AND TOBACCO ON SCHOOL PROPERTY

Use of or Possession of Drugs, Alcohol or Tobacco on school property and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a Principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug-related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. "vapor", smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times.

STUDENTS IN SUBSTANCE ABUSE TREATMENT

Meyer Middle School recognized that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances and/or with someone using them can be a major reason for a student's lack of personal, academic and behavioral success. The counselors, administration and staff attempt to work with parents and students to assist with substance abuse related problems. Please contact the school counselors or administrators if there are concerns. Support services available include counseling and guidance groups, information, education, and referral assistance. The school will work with students who seek treatment in a variety of ways. Students who seek treatment which removes them from the school setting will receive support in cooperation with the treatment facility for academic work. The school staff will also cooperate with available students, extending make-up, and the services of the Student Support Team.

LEGAL PROTECTION OF STUDENT RIGHTS

- A. Equal Educational Opportunity-** The River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical handicap in its education programs or activities. Federal law and school district policy prohibits discrimination in employment on the basis of age, race, color, national origin, religion, sex, or handicap.
- B. Freedom From Harassment-** All students in the River Falls School District are protected by school district policy from harassment of any type. If you feel you are a victim of harassment of sexual, physical, verbal, psychological, racial, religious, handicap harassment, or any other reason, contact your principal or the district's Title IX Coordinator, Dr. Elaine Baumann.
- C. Student Grievance Process for Rights Violations-** Students who feel their rights have been violated may file a written statement with the assistant principal within three school days of the date of the occurrence. Students may report harassment of orientation, age or disability. An investigation will follow and appropriate action will be taken. If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order: The Principal, the Superintendent, the Board of Education.
- D. Due Process Measures-**
 - 1. Notification of school rule(s) violated
 - 2. A fair hearing of infraction of school rules
 - 3. Written notification of reasons for disciplinary action, suspensions, and expulsions
 - 4. Appeal to a higher administrative authority as follows: Principal, Superintendent, Board of Education, State Superintendent, the judicial system.
- E. Students are expected to cooperate in school investigations. Students have the right to silence; however, they accept the responsibility of earning a negative consequence for impeding an investigation.**

- F. All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc).

STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN

THE SCHOOL DISTRICT OF RIVER FALLS

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) "progress records" which include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records; and, (2) "behavioral records" which include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.
4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

<u>CATEGORIES OF DIRECTORY DATA</u>	GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH "X")		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

NOTICE TO PARENTS INVOLVING DATA COLLECTION

The District will provide reasonable notice to parents of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information. Notification will also be provided specific to any student survey containing information related to one or more of the following items: political affiliations or beliefs of the student or the student's parent; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom student have close family relationships; legally recognized privileged or analogous relationship such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program. Finally, notification will be provided prior to any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance, 2) administered by the school and scheduled by the school in advance, and 3) no necessary to protect the immediate health and safety of the student or other students.

STUDENT PRIVACY

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance and will be able to opt their child out of the activity or survey if they choose.

ANIMALS IN SCHOOLS

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of students, staff, and animals are considered first and foremost. Live animals may be brought into the classroom as part of a written curriculum with the approval of the building principal and providing the provisions of Policy 383.2 are met. Adherence to guidelines must be followed with respect to having animals present in the school building.

Renaissance Academy

River Falls, Wisconsin

2021-2022 Student Handbook

Staff

Ms. Taryl Graetz, Assistant Principal	taryl.graetz@rfsd.k12.wi.us
Mr. Chris Silver, Program Coordinator	chris.silver@rfsd.k12.wi.us
Ms. Jill Dexheimer, Administrative Assistant	jill.dexheimer@rfsd.k12.wi.us
Ms. Tessa Ender, Teacher	tessa.ender@rfsd.k12.wi.us
Ms. Peggy Gantt, Teacher	peggy.gantt@rfsd.k12.wi.us
Ms. Jenny Jerry, Teacher	jenny.jerry@rfsd.k12.wi.us
Mr. Kyle Stapleton, Teacher	kyle.stapleton@rfsd.k12.wi.us
Ms. Peggy Webb (Skogen), Teacher	peggy.skogen@rfsd.k12.wi.us
Ms. Jenny Shelstad, Paraprofessional	jennifer.shelstad@rfsd.k12.wi.us
Ms. Jacqueline Graham, Social Worker	jacqueline.graham@rfsd.k12.wi.us

Renaissance Academy Phone Number: 715-425-7687
Renaissance Coordinator Phone Number: 715-425-7687 Ext. 2224
Renaissance Academy Fax Number: 715-425-0794

Welcome

The Renaissance Academy is an innovative, charter school that offers programs to meet the needs of a wide range of learners. Our speciality lies in the area of individualized learning with social and emotional support. The Renaissance Academy partners with the River Falls High School to offer students a larger variety of courses, electives, sports, activities, and clubs. We also offer dual credit courses in cooperation with local technical colleges. We ensure that all students have a firm grasp of core academics and skills necessary to achieve post-secondary life goals. Students at the Renaissance Academy are expected to demonstrate independent learning skills and embrace the concept of lifelong learning. An evening program is offered for students interested in credit recovery.

Mission Statement:

The Renaissance Academy is designed to be a supportive environment to meet the needs of students who have not had success in a traditional high school. Students become self-advocates for their education while recognizing their strengths and weaknesses.

Renaissance Academy - We Welcome ALL Students!:

We believe we are helping prepare our students to interact in society in positive ways. The goal of the Renaissance Academy is to foster respect for oneself and respect for all other persons of every religion, race, gender, age, ethnic origin, socioeconomic status, sexual-orientation, lifestyle, and ability.

District Philosophy of Education:

- The Board of Education and staff of the School District of River Falls believe that our responsibility to each student is to provide a diverse educational program that prepares our students for the demands of the future.
- The River Falls curriculum is designed to cultivate each student's capacity for intellectual, physical, emotional, and social development as well as foster an appreciation and acceptance of every human being and cultural difference.
- We believe it is our responsibility to provide our students with the tools needed to meet and solve problems by applying knowledge, integrating learning, and utilizing technology as well as developing self-direction and discipline.
- It is also believed that the family, community, and spiritual organizations share the educational process. The involvement of the entire community is necessary in order to provide opportunities for each individual to achieve his/her full potential.
- The Board supports the professional growth of all staff in order to maintain a high quality educational environment and educational program

Board of Education Philosophy:

The River Falls School district does not discriminate against pupils on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional, learning disability or handicap in its education programs or activities. Federal law prohibits discrimination in education or employment on the basis of age, race, color, national origin, sex or handicap.

The School District of River Falls is dedicated to providing an educational environment that presents students with opportunities to reach their potential and explore new horizons by following the adopted philosophy of education.

The Board of Education of the School District of River Falls, Wisconsin, believes:

1. Each person is unique and the resulting diversity enriches our community.
2. All people have equal value.
3. Engagement in lifelong learning is essential to a productive and meaningful life.
4. The pursuit of excellence is worth the effort.
5. Every person has a right to a safe environment.
6. The family is the primary influence in the development of the individual.
7. Our staff is valued, respected and essential for the success of our schools.
8. Proactively and creatively managing change is critical in order to thrive.
9. Integrity, healthy relationships, and effective communication are necessary for strong communities.
10. A commitment to service is a vital part of citizenship.
11. People are responsible for their own choices.
12. A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
13. It is our responsibility to be good stewards of all resources for present and future generations.

Registration:

Students wishing to attend Renaissance Academy must have been accepted into the School District of River Falls. New students are accepted at the beginning of each term. Students from other districts may follow the Open Enrollment policies, State of Wisconsin statute 66.03 (2c) procedures or pay private tuition fees. Application forms are available in the Guidance Department at the High School, Central Office, Renaissance Academy or online through the Wisconsin Department of Public Instruction.

All students who apply to Renaissance Academy will participate in an entrance interview and, if a student decides to return to River Falls High School, an exit interview.

Eighteen Year-Olds or Emancipated Students:

An essential component of the Renaissance Academy program is the partnership between home and school. It is our belief that our students benefit enormously when significant adults work together to promote their education. For this reason, eighteen year olds and emancipated students will be required

to follow the same rules and regulations as other students, including having all necessary papers signed by a parent or guardian.

Visitor Policy:

All persons other than students and staff are considered visitors. All visitors must show a picture ID before entering the building. Upon entering, visitors must check in with the **front office staff**.

School Attendance Hours:

The school day runs from 8:30 am – 3:25 pm, Monday through Thursday and 8:30 - 2:30 pm on Fridays. Friday attendance is required for all students with the exception of:

- Seniors and Juniors that are enrolled in the Friday Work Release program and can document that they have worked at least 15 hour during the previous week.
- Seniors and Juniors that are participating in the Friday Work Release program.
 - Students must provide the administrative assistant with electronic or paper pay stubs as documentation or the student will be marked truant.
 - Students who are exempt from the Friday schedule must be passing all of their classes with a grade of C or above. This includes classes taken at the high school. have the opportunity to earn.
 - Please see the main office for more information.

School Attendance:

In accordance with state law and Pierce, St. Croix County and River Falls Municipal ordinances, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school.

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s).

Any absence not verified by a note or phone call within 24 hours following the absence may be considered unexcused. To report a student absence call the main office at 715-425-7687 or email jill.dexheimer@rfsd.k12.wi.us.

The school has final authority in determining if an absence is excusable.

The school may approve an excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. If the student exceeds beyond four (4) illness days in any semester, the district will **require** the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such

- excuses shall be made in writing, shall state the period of time for which it is valid, shall include the reason for the extended absence, and shall not exceed 30 days.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
 3. Medical, dental, chiropractic, optometry, or other valid professional appointments.
 4. A death in the immediate family.
 5. Religious holidays.
 6. A court appearance or other legal procedure upon submission of proof.
 7. Quarantine as imposed by a public health official.
 8. Attendance at special events of educational value as approved in advance by the school.
 9. Approved school activities during class time.

Truancy and Student Absences:

If a student is absent more than 15 minutes a day, without an acceptable excuse, s/he will be marked truant. A phone call will be placed or an email sent to locate the student if they have not come to school.

In order for appropriate supervision to occur during school hours, it is important for students to remain in our designated area in the building except at lunch time, when accompanied by a staff member, or given specific permission to leave. Leaving the classroom without permission is considered a truancy. Leaving the school building will result in a loss of attendance hours.

Truancy is a national problem for our youth, and can have debilitating consequences in the future. A high school education is now considered the bare minimum for obtaining a job that pays a living wage. Many jobs require training after the high school diploma is achieved.

In order to adequately prepare each child for his/her future, it is essential that s/he attend school as close to 100% as possible. If there are health or family issues that interfere with this, then we urge families to please let us know so that we can be of assistance to you. We understand that social and/or emotional problems are barriers to learning and we want to work with you to help solve these problems.

The secondary schools in River Falls have decided to develop a uniform attendance policy so that you can become comfortable with the system and its consequences.

Students under the age of 18 need to follow the attendance policy outlined above until the end of the semester in which they turn 18. Any who do not do so are considered truant. Anyone who is truant **5** times in a **semester** is considered a habitual truant. Habitual truancy is defined by state law as, "A pupil who is absent from school without an acceptable excuse under W.S.A. 118.15 and 118.16 (4) for part or all of five days or more on which school is held during a semester."

The City of River Falls adopted a truancy ordinance in August, 2002. Under this ordinance every case of habitual truancy will go to court. The pupil will be ordered to attend school and will, at the very least, be levied a fine and may lose his/her driving privileges for no less than 90 days. Other penalties and fines may also be applied to the student and/or his/her parents. Citations will be issued every time a student has **5 truancy events**, and a fine will be charged in Municipal Court.

Parents may call in their student absent due to illness for **up to 4 days** a semester before a doctor's note will be required in order for the absence to be considered acceptable. Any absences after this time, without a doctor's note, will be considered truant. Filing truancy is a time-consuming activity and

frequent absences are disrespectful of class members, who often have to sacrifice time they would like to spend with one of the teachers while the teacher is making up skills with the truant student.

Parents may also call their students in “parent excused.” This can be used for vacations, car trouble, tardiness due to oversleeping, etc. “Parent Excused” absences can be used **up to 10 times** per school year.

Students must report to their designated classrooms. If a student leaves the classroom without permission, the student will be marked as truant for that period. This includes incidents where the student leaves the classroom and **is in another area of school property** without permission from the instructor.

For this reason, the Renaissance Coordinator will file truancy petitions as needed during a school year. However, the third petition will usually result in the student being returned to their main high school campus.

Tardy Policy:

Students who display chronic tardy behavior, particularly when arriving late to school before first block and returning from lunch will be required to:

- Serve a detention after school
- Over 15 minutes late = TRUANCY and detention
- Students may lose open lunch privileges if they display chronic tardiness
- If the student is absent from detention, it will be considered a truancy.

Policy for Leaving School Early:

If a student needs to leave school early for any reason, a parent/guardian note or phone call is required. Students will need to obtain an early dismissal slip from the front office staff or coordinator. This slip must be given to the instructor whose class you are leaving, otherwise you will not be permitted to leave. If you do leave without permission this absence will be marked as truant. Students will be expected to make up missed hours on through after school detention.

Distance Learning Attendance:

To be considered present for Distance Learning classes, students must do the following:

- Attendance during all synchronous Zoom classes. Each student will receive a schedule that lists Zoom class times.
- Meet measurable progress in virtual classes during the week. Progress will be assessed by instructors at the end of each week.

Lunch:

Freshman and sophomore students will have closed campus lunch. Lunch can be ordered via a Google Form or students can bring their own lunch.

Juniors and Seniors have open campus lunch and may leave unless:

- they have more than five trancies

- the student has an abeyance agreement that prohibits open campus lunch
- the student has abused the privilege through excessive tardies, trancies, or other inappropriate behavior.

Illness at School:

A parent/guardian/legal custodian will be contacted by the school if a student becomes ill while at school. An illness day excused by a parent during the school day will count towards the four (4) allowable parent-excused illness days for the semester. After 4 parent-excused illness days, a medical note from a clinic or physician will be required.

Leaving School for a Professional Appointment:

Permission to leave school shall be issued for professional appointments with doctors, dentists, social services, court appearances, etc. Students are requested to make their appointments during non-school hours or around the lunch hour if possible. Verification that the student has met the appointment is required and can come in the form of a card, note, prescription or any other proof that the student was at the appointment, written on official business letterhead from the place of appointment. Students leaving the building must check out at the Main Office. Students meeting the aforementioned conditions will be considered excused for the time of their appointment only. Failure to sign out, as well as leaving school without permission, will be recorded as truancy.

Fridays:

All students will be required to attend school on Fridays. Friday school runs from 8:30 am - 2:25 pm. A bus will transport students to the high school after school to ride buses home. Juniors and Seniors that are employed more than 15 hours a week (as proven by a pay stub), will NOT be required to attend school on Fridays. Juniors and Seniors interested in the Friday Work Release program should obtain more information at the main office.

Parent Night and Parent-Teacher Conferences:

We have noted a high correlation between the success of students in our program and parents who attend and take an active role in their students' education. To facilitate the partnership between school and home, a Back to School Night and Senior Recognition Night have been scheduled in September and May.

TWO Parent-Teacher conferences per school year will be required. At this time we have conferences scheduled in 2021-22 - October, December, February and April. Students and parents are more than welcome to come to conferences that they are not required to attend.

Students and parents that cannot attend Parent-Teacher conferences will need to schedule a make up conference with the coordinator within **TWO** weeks or the attendance policy will be applied.

According to our charter these are mandatory evenings for students AND parents/guardians only. **Students will be considered truant if they do not show up, as these hours are part of the official calendar.** At least one parent or legal guardian must attend these evening events unless the Renaissance Coordinator pre-approves the adult substitution (an adult substitution is defined as someone 25 years or

older) **at least one day prior to the event date.** Students involved in extracurricular activities for credit must attend Parent Night unless in competition (i.e. games, meets, matches).

Zero Hour:

As a way to recover credits, Renaissance students have the ability to take Block 1 classes at River Falls High School. Students who are interested in this option need to speak with the coordinator prior to the term. Students opting to take a zero hour class will report directly to the high school for block 1 and will be shuttled to the Renaissance for the remainder of the school day.

Snow Days and Late Starts/Early Closings:

Renaissance Academy will follow the school district policies and schedules. There will be no school on snow days and, if there is a two-hour late start for the River Falls schools, there will be a two-hour late start for Renaissance Academy.

Fire Drills:

State fire regulations require that fire drills be held once a month. Upon hearing the fire bell or receiving instructions from Renaissance Academy staff, students will leave the building and assemble at the far south edge of the parking lot on the south side of the school building.

Tornado Alerts:

In the event of a tornado, students will assemble the paint booth in the shop and restrooms away from windows.

Student Lunch Prices for 2021/22

First meals will continue to be free for students.

Milk \$.50

Any additional meal pricing will be as listed below:

ES Breakfast \$1.55

ES Lunch \$2.65

MS Breakfast \$2.95

MS Lunch \$2.95

HS Breakfast \$2.95

HS Lunch \$2.95

Student Transportation/Parking:

School bus transportation from home to the Renaissance Academy will be offered in the AM and PM. Students or parents/guardians will be asked to fill out a transportation request form to notify the bus garage of their transportation needs. Busing will not be provided for non-school activities or off campus classes.

Students may also elect to transport themselves to school. Ample parking is available on the south side of the building. This is the student parking area. Cars need to be parked within parking spots and not in the spots near the building. Students are requested to keep noises, such as stereo systems, down while driving to the Renaissance Academy building and drive in a safe and respectful manner.

School Accident Insurance:

The School district does not provide any type of health or group accident insurance for injuries incurred by a child at school. Generally, the school makes accident insurance available to parents through a private insurance carrier. School officials do not promote any private insurance company.

Academics:

Character education has always been an essential foundation of our program. We seek to help students develop into responsible citizens who are engaged within the community and the world. Renaissance embeds the district's character traits through the following:

- Individualized staff mentoring of student growth and goals
- Curriculum
 - Online classes
 - Hybrid classes
- Apprenticeship
 - This is a career exposure, work experience, and mentoring program that is designed to supplement, not supplant the workforce.
- Service Learning
 - Community Stewardship through presentations, volunteer work, and donations
- Extra-curricular Activities
 - Mini student conferences and workshops on specific character traits
 - Educational Field trips such as Wolf Ridge, the Model United Nations, Career Fairs, and Restorative Justice
- Community feedback and participation
 - Apprenticeships
 - Partnerships with the community & district programs.

Grading System:

It is our belief that our students are, or have the potential to be, highly competent academically. We also believe that it is important for students to do well on their daily work so that they can maximize their learning. As a result, all daily work must be completed at an 80% level of competency within 2 weeks of the end of the quarter. Work not meeting this criterion is to be re-done until it does reach the criterion.

A	93 – 100%
B	85 – 92%
C	75 – 84%
D	67 – 74%
F	Failure
P	This grade is recognized for credit, but is not included in the GPA.

INC Incomplete – This grade will be selected for work not completed by the end date of a Term. Students will have the **two week** period after this date to complete the work for an earned grade, which will be recorded on the transcript and report card. If work is not completed by this date, the student will not be eligible to earn credit for the course attempted.

An Academic Career Plan {ACP} will be established for the students letting them know how much work has to be completed in order to earn the desired number of credits. It is important to keep up with assignments on a weekly basis. Friday classes are focused on review and makeup for the week.

Report Cards:

Grades and attendance records can be found by logging into Infinite Campus. For more information on how to set up an account or re-activate your account, please contact the main office at the Renaissance Academy.

Honor Roll:

A Honor Roll:	GPA of 3.7 and above
B+ Honor Roll:	GPA of 3.3 to 3.69
B Honor Roll:	GPA of 3.0 to 3.29

Typically, four classes are taken each quarter and yield a total of 2 credits. Students who are credit deficient may choose to take additional classes.

Students graduating from Renaissance Academy Day Program will receive a River Falls School District diploma, noting our students have the same requirements as all River Falls graduates.

Students must have completed a minimum of 27.5 credits in order to participate in the graduation ceremony held at the River Falls High School. Students who only have 27.5 credits will not receive a signed diploma until they have completed the final 0.5 credit.

Taking Classes Outside of Renaissance Academy:

All credits completed by students before entering Renaissance Academy and certified by a River Falls School District official will be accepted.

There are several opportunities for students to take classes outside of Renaissance Academy. Students may take classes on the high school campus, University of WI-River Falls, Chippewa Valley Technical College, or other approved educational institutions with special permission. If students are interested in taking classes at UWRF or Chippewa Valley Technical College, they should apply for the Start College Now Program which is coordinated through the high school Career Services Department. However, no additional credits from any source will be accepted without prior written consent from the Renaissance Coordinator.

Start College Now:

The Start College Now program allows Renaissance or RFHS high school juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college or one of the state's participating private nonprofit institutions of higher education. Successful completion of approved courses will count toward high school graduation as well as for college credit.

- The school district pays tuition and fees for a college course if the School Board determines the course qualifies for high school credit, is not comparable to a course already offered in the school district, and the student has successfully exhausted all course offerings in the designated area of study. A technical college course can be comparable under some circumstances.
- If the School Board approves the course, the student can receive both high school and college credit upon successful completion of the course.
- Students must follow regular sign-out/sign-in procedures at the Renaissance Academy when attending a post-secondary institution part-time.
- Transportation is the parent/guardian/student responsibility.
- Contact the RFHS Career Services office for procedure and information.
- The district shall seek reimbursement from students and/or parents/guardians for payment of the tuition and fees paid by the district on the student's behalf if a Youth Options course is not completed or failed. Failure to reimburse the district as requested shall result in the student not being eligible for any further participation in this program.

**DEADLINE FOR START COLLEGE NOW: October 1, 2020 for Spring of 2021 and
March 1, 2021 for Fall of 2021**

Driver's Education:

Driver's Education is not a course approved for high school credit. Driver's Education must be taken outside of Renaissance school hours at the student's expense. NOTE: Renaissance students will not be granted permission to leave to take driver's education at a time during our mandatory attendance from 8:30 to 3:40. Students are encouraged to take Driver's Education during the summer and schedule their drive times after 3:40 PM.

General School Information:

Athletics and Clubs:

All athletic activities and clubs offered on the main high school campus are available to students attending Renaissance Academy. Participation will require an adjustment in a student's schedule. Permission to leave to pursue these activities must be secured from the Renaissance Coordinator before signing up for the activity. Renaissance Academy is not responsible for transporting the student to or from these activities. Students involved in extracurricular activities for credit must attend every Parent Night unless in competition (i.e. games, meets, matches). Hours missed must be made up.

Conduct at Athletic Events/Performances:

Everyone should observe the accepted rules of good sportsmanship and conduct. We want and expect exemplary conduct from our students, adult fans, players and cheerleaders. At concerts or performances of other school groups, or by visiting groups, it is expected that behavior will be appropriate for the occasion.

We believe the fundamentals of good sportsmanship are:

- Show respect for the opponent at all times. The opponent should be treated as a guest.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job to the best of their ability
- Know, understand and appreciate the rules of the contest
- Maintain self-control at all times
- Recognize and appreciate skill in performance regardless of which team the player is on
- Good sportsmanship is the Golden Rule in action

Local Field Trip Permission:

The handbook acknowledgement form is a general permission slip for **all local field trips** for Renaissance Academy students during the school year. These trips will be part of a class activity and might include walking or being transported in personal vehicles by the Academy staff, parents or by school bus to local sites in the River Falls area. In certain situations with school coordinator pre-approval students may be allowed to drive locally. **By signing this handbook, it grants permission to allow the student to leave campus to walk to study sites within the city limits, under**

either the direct or indirect supervision of the teaching staff. Students who are enrolled in the apprenticeship program are granted permission to drive themselves to their job site.

Any field trips beyond the River Falls area will require additional permission. Please feel free to contact Renaissance Academy if you have any questions about a specific local field trip.

Activity Fees:

Students will be required to pay for field trips as they occur and certain classes that use consumable materials through a fee that is collected each semester. Families that are unable to afford these charges should contact the Renaissance Coordinator.

Photo Release:

Renaissance Academy frequently highlights student accomplishments through general media sources, such as newsletters, social media and newspapers. **By signing this handbook it grants general permission slip to release photos and student names.**

School Lockers:

School lockers are the property of the school system and are provided for the convenience of students. Lockers must be used for the purpose intended (such as school supplies, outdoor garments). Students are not to share a locker with another student(s) nor give others his/her combination.

The school retains the right to conduct both announced and unannounced locker inspections/searches. Among the reasons are routine checks for locker condition and tidiness as well as suspicion of concealing alcohol, controlled substances and materials of a disruptive nature, stolen property, weapons, or other items which pose a threat to health and safety.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to school and leaving them in the locker. Lockers must be emptied and cleaned at the end of the school year. Materials left in the lockers will be discarded or donated.

Telephone Calls, Electronic Devices & Other Technology:

Students are not allowed to receive or make telephone calls during class, which includes text messaging. Parents may contact the Renaissance Academy office and leave a message for the student. Cell phones must be placed on silent and in a pocket or locker. Cell phones must not be left on a table or desk. The school is NOT responsible for theft. Don't expect to use the phone during all of passing time and immediately ask to use the restroom during class time.

Students who violate the cell phone policy will:

- be given a verbal warning
- after one verbal warning, the students will be asked to place their phone in an envelope. Students will close the clasp envelope until the end of the block. Students will keep the envelope with them.
- If the student refused to put the phone in the envelope, they will be asked to bring the phone to the front office where it will remain until a parent picks up the phone at the end of the day.

Electronic Device Acceptability:

An exemption to this policy may be allowed for the use or possession of such a device if the Renaissance Coordinator determines that the device is to be used for a medical, educational, vocational or other legitimate use and permission is granted in writing.

Source: School Board Policy 443.5

Downloading Music or Video:

Students are not allowed to download music from a website or CD onto a hard drive or their server space, unless approved for project work within a specific course. These files are often very large and slow down the function of the system for other users. Repeated violations will result in a loss of computer privileges.

Social Media & Networking sites:

While Renaissance Academy respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the Academy's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

Renaissance Academy does not actively monitor students' use of social media and networking sites outside of school hours. **Students are not allowed to use school issued technology to access social media or networking sites for non-academic purposes.** However, inappropriate activities that become public and/or are brought to the attention of Renaissance staff will be handled on a case by case basis. Information posted online through the use of cellphone, computer, or other electronic devices that damages the school's reputation, its employees, its students, families and community can be grounds for disciplinary action. The Renaissance Academy and the School District of River Falls takes electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of **bullying & harassment, threats, and/or criminal activities.**

Students experiencing bullying & harassment via online social media & networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed.

In closing, students are responsible for ethical and educational use of the technology resources of the River Falls School District. Students will recognize that their reputation in cyberspace is nothing to take lightly as one's digital footprint can last a lifetime.

Dress Code:

Renaissance Academy receives visitors on a regular basis, and students leave campus on a regular basis. It is very important that students present themselves as the respectful people that they are at all times. In order to help achieve this goal, a dress code was adopted on 7-4-2008.

Neatness, safety, cleanliness, and appropriateness are the standards of dress and grooming. State health regulations must also be followed. Students will be required to remove or change inappropriate

clothing, and may be sent home to change into appropriate school attire. The following will not be allowed:

- symbols or printing that promote or imply drugs and/or alcohol
- sexually suggestive pictures, words, images or slogans
- clothing that causes an undue distraction or is revealing in nature (low cut tops, short shorts or skirts, low pants, exposure of undergarments)
- clothing or accessories that are considered threatening or designed to promote fear or intimidation in others
- outside apparel worn indoors such as coats, jackets, gloves, etc.
- purses, backpacks and other accessories for personal storage
- any other objects or apparel deemed unsafe or disruptive to the school climate
- wearing sunglasses

Work Permits:

If a student is under the age of 18, most employers are required to have a work permit on file. The forms are available from the River Falls High School only.

You will need to provide:

- A certified copy of your birth certificate
- Your social security card
- A letter from your employer stating address, phone number, type of work and hours
- A signed parental note permitting you to work
- \$10 fee paid at RFHS

Administering Medication to Students:

Medication should be administered to students at home rather than at school whenever possible. The Renaissance Coordinator or Renaissance Secretary may administer medication to students under established conditions.

Before medications can be administered to a student, a written consent must be received from the student's physician or parent. All medications must be in their original container. They will be kept in a locked drawer. **Students are not allowed to carry any medicine on themselves during school hours (this includes any kind of medicine, prescribed or over the counter).**

Any student with a current directive from a doctor to take medication that affects his/her behavior during the school day, must agree to take that medication regularly. A dose of this medication must be left at school so that, if the student forgets to take his/her medication, it can be taken as soon as the omission is noted.

Student Services:

Students wishing to consult with a school district counselor or social worker should see the Renaissance Coordinator. They will be more than happy to set up an appointment before school or during the school day.

Drug, Alcohol, Substance Use/Abuse Services:

Renaissance Academy staff, counselors, social worker and the AODA Coordinator are anxious to work with parents and students to assist with substance abuse related problems. Please feel free to contact any of these individuals if there are any concerns. A variety of support services are available.

Students in Chemical Treatment Programs:

The Renaissance Coordinator will meet with parents and the student before the student leaves for treatment. In some cases, work is provided for the student to complete during the treatment program. At other times, work assigned as part of the treatment program can be counted toward credit.

Upon return from the treatment program, Renaissance Academy staff will be available to meet with parents, students, and/or treatment counselors to ensure a positive transition back into the school environment.

Discipline Procedures:

It is our belief that students who choose to attend Renaissance Academy do so because they appreciate the additional efforts made to further their education. Students will be expected to show their appreciation by doing their best and being respectful of themselves and others. It is understood that this is not always easy. The demands of the program are high and we spend a lot of time together each day. However, staff members are always available to ensure that Renaissance Academy is a good place for all students.

Every student has the right to:

- equal educational opportunity
- freedom of inquiry and expression
- freedom of due process
- freedom of association
- freedom from discrimination based on age, sex, race, color, creed, sexual orientation or disability
- peaceful assembly and petition
- privacy

In the unlikely event that a student demonstrates behavior that is not consistent with the well being of all, the following repercussions may result:

- individual conference to review Renaissance Academy placement
- parent-student-teacher conference to review Renaissance Academy placement
- police liaison officer-student-teacher conference
- referral to the *restorative justice program
- referral to social worker or probation officer
- removal from the premises by law enforcement
- suspension from school
- return to the high school program
- expulsion from the River Falls School District

Restorative Justice:

Restorative practice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible.

The Little Book of Restorative Justice, p. 37

Any time a student is being recommended for suspension or expulsion, restorative practice will be considered. The part that restorative practice will play will be determined by the administration of the building in which the student is receiving his/her education. Permission to explore restorative practice must be received by the parent of the student under consideration or the student him/herself if over 18 years of age. Each case will be considered individually. Some situations would benefit from this intervention; others would not. Information will be shared with St. Croix Valley Restorative Services personnel on a need to know basis. Confidentiality is a key element

Student Grievance Process for Rights Violations:

Students who feel their rights have been violated may file a written statement with the Renaissance Coordinator or High School Principal within three school days of the occurrence. Forms may be requested from one of these two people.

If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order:

- Renaissance Coordinator
- High School Principal
- Board of Education

Due Process:

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for disciplinary action, return to the high school, suspension or expulsion
- Appeal to higher administrative authority as follows:
 - High School Principal
 - Superintendent
 - Board of Education
 - The Court System

Incidents that May Result in Suspension or Expulsion:

Specific offenses that will result in a student being expelled from the school district, suspended from school, or returned to the main high school campus:

Expulsion:

To be expelled from the River Falls School District means a student is removed for a specified time period, which could last until his/her twenty-first birthday.

Suspension or expulsion may be the consequence, but not limited to the following behaviors (these are governed and defined by Wisconsin state statute):

- **Noncompliance with the school rules** related to: disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc.
- **Assault and Battery** - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- **Vandalism** - Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor.
- **Slander/Libel** - The statutes prohibit intentionally defaming another (including through electronic/social media), whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule or disgrace in their line of work.
- **Disorderly Conduct** - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct.
- **Obscenity** - A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawing or writings (may apply to cell phone or internet use) in school is guilty of a felony by Wisconsin state statutes.
- **Theft** - “The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same” is theft and larceny, punishable by law. Parents, school personnel, social services personnel and law enforcement officials may be involved as necessary in cases of theft.
- **False Fire Alarm** - Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- **Harassment** - All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- **Bomb Threat** - as defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related in the threat or had prior knowledge of the threat and made little or no attempt to inform authorities.
- **Explosives and other dangerous devices** - No student is to bring into the school or any part of the campus: firearms, incendiary devices (matches, lighters, etc.), explosives (including firecrackers), knives, other weapons or “facsimile firearms.” Facsimile firearm means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*
- **Use of or Possession of Drugs, Alcohol or Tobacco** on school property, **including the student parking lot**, and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a Principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to and

including expulsion on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. “vapor”, smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times. The school administration retains the right to search student lockers, backpack, cars and students if there is a reasonable suspicion.

Notes about Specific Suspension/Expulsion Issues:

1. Harassment:

Students should report harassment, bullying or discrimination based on sex, race, religion, sexual orientation, age or disability as well as the other rights listed above to the Renaissance Coordinator or High School Principal. All students of the School District of River Falls are protected from harassment of any type including bullying, as determined by the River Falls School Board Policy 411.2.

If you feel you are a victim of bullying, sexual, physical, verbal, psychological, racial, religious, age or disability and/or sexual orientation harassment, contact the Renaissance Coordinator or High School Principal. An investigation will follow and appropriate action will be taken.

Harassment Complaint Procedures

Step 1. The individual believing that he/she is being harassed should report the harassment to the Renaissance Coordinator, or High School Principal either verbally and/or in writing. Parents/guardians of a student who believes the student is being harassed can verbally and/or in writing report harassment on behalf of their child. Any written report of harassment received must be signed. If the parents/guardians have not been notified of a report of harassment made by a student, the person in possession of this information will immediately notify them. Any individual being harassed is to report the specific nature of the harassing conduct/behavior the individual is experiencing, the times and dates of the harassing behavior/conduct, name(s) of the person(s) doing the alleged harassing, name(s) of any witnesses, and what strategies were used to try and stop the harassment, if any. To the extent possible, all complaints of harassment will be handled in a confidential manner. The administration shall investigate the harassment thoroughly, by notifying the person who has been accused of harassment of the nature of the harassment complaint, permit the accused person to respond to the harassment allegations and make arrangements for a private meeting to discuss the harassment complaint with the individual being harassed, and interview witnesses. The purpose of this step is to resolve the complaint with all concerned parties within a reasonable period of time after receipt of notice of the harassment complaint. High School Principal will issue a written decision to the complainant within three school days of the receipt of the complaint.

Step II. If the party(ies) involved in the harassment issue is (are not satisfied with the resolution of the harassment complaint in Step 1, the individual being harassed may refer the matter to High School Principal. The appeal should be made to High School Principal in writing within five days following the receipt of the written reply from her in Step 1. Principal will review the report from Step 1, and arrange a private meeting with the parties to discuss the harassment matter. High School Principal will determine what action should be taken and provide a written response to the parties within 10 school days of receiving the complaint.

Step III. If the parties involved in the harassment issue are not satisfied with the decision of High School Principal in Step II, above, the individual being harassed may appeal the matter in writing to

the Board. The appeal shall state the specific reason for disagreement with the response provided. The appeal to the Board should be filed with the Board in a reasonable period of time. The School Board shall arrange a private meeting for the purpose of hearing the appeal. The Board will make its decision in writing within 15 school days after the hearing and copies of the written decision shall be mailed to both the complainant and High School Principal.

Step IV. If the harassment complaint is not resolved to the satisfaction of the complainant, it may be appealed to the appropriate government agency. This may include, but is not limited to, the following: State Superintendent of Public Instruction, U.S. Office of Civil Rights and/or Equal Employment Opportunity Commission, Equal Rights Division of the Wisconsin Department of Workforce Development.

Source: School Board Policy 411.1

2. Tobacco:

The Academy campus (building and grounds) is our school. Any student under the age of 18 found smoking on or around this campus will be referred to the River Falls Police Department for a citation and possible fine. Any person over the age of 18 found smoking on or around campus will be referred to the River Falls Police Department for smoking on public school property which is illegal. Parents/guardians will be notified. Repeated offenses will be interpreted to mean that the student does not wish to abide by the rules of Renaissance Academy and that student will be returned to the main high school campus. **3. Alcohol:**

Any student found in the possession of alcohol will be referred to the River Falls Police Department and will receive a fine. Parents/guardians and social worker/probation officer (where applicable) will be notified. Possession of alcohol on the school campus will result in a student being suspended or expelled, according to the guidelines set forth by the Board of Education.

4. Drugs:

The most important goal of Renaissance Academy is to provide a safe, caring environment in which all students and staff members can grow and learn. During the 1999 – 2000 school year Renaissance School Site Council adopted a resolution endorsing this mission that was then accepted by the entire student, staff and parent body. Being in a fairly isolated setting, without the resources of larger buildings, it was felt that additional measures should be set in place to ensure the safety of all.

If, at any time, a member of staff is led to believe that a student may be under the influence or in possession of drugs or drug paraphernalia, contact will be made with the River Falls Police Department. The police department may choose to send an officer or a canine unit to investigate. Possession of drugs or drug paraphernalia will result in a student being suspended or expelled, according to the guidelines set forth by the Board of Education. The incident will be reported to parents, school district AODA (Alcohol or Other Drug Abuse) coordinator and social worker/probation officer (if applicable).

Members of the River Falls Police Department are considered our partners in education. They are regular visitors to our program. They will, of course, act upon any suspected drug or alcohol usage they may see.

Student and Parent Conduct:

Students are expected to conduct themselves in a manner that is appropriate. In order to achieve the shared responsibility for the maintenance of good behavior...

Parents Should:

- Ensure the daily attendance of their student and explain absences or tardies
- Regularly communicate with school concerning their student's conduct and progress
- Attend all mandatory Parent Night sessions or send an adult replacement
- Assist their student in being healthy, rested, and well groomed for school
- Maintain up to date home, work and emergency contact numbers at the school

Students Should:

- Attend all classes daily and be on time
- Be respectful to all individuals and property
- Complete all daily work and follow classroom guidelines
- Attend all mandatory Parent Night sessions with a parent or adult chaperone
- Be well rested, healthy, and well groomed for school
- Seek change in an orderly and approved manner

School District of River Falls



River Falls eSchool Parent/Student Handbook 2021-22 School Year

852 E. Division St
River Falls, WI 54871

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap.

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INTRODUCTION

Welcome to the River Falls eSchool. We are excited to have you join our full-time virtual school! This handbook has been developed to give you a better understanding and a general overview of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community. You are responsible for knowing and adhering to what is stated in this handbook.

We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, engaging in proper online etiquette, and realizing the consequences of your actions. Your purposeful engagement on a daily basis is critical and can lead to amazing experiences.

On behalf of the entire faculty and staff, we trust you will make it a great school year by challenging yourself to be your best as a unique individual who was created with special talents and abilities. We are proud to have you as a valuable member of RFSD and adding to our outstanding Wildcat legacy.

DISTRICT MISSION STATEMENT AND PHILOSOPHY OF EDUCATION

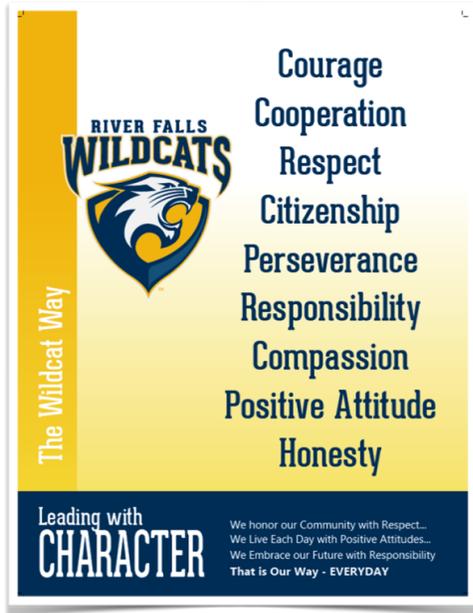
The School District of River Falls, an innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that:

- Each person is unique and the resulting diversity enriches our community.
- All people have equal value.
- Engagement in lifelong learning is essential to a productive and meaningful life.
- The pursuit of excellence is worth the effort.
- Every person has a right to a safe environment.
- The family is the primary influence in the development of the individual.
- Our staff is valued, respected, and essential for the success of our schools.
- Proactively and creatively managing change is critical in order to thrive.
- Integrity, healthy relationships, and effective communication are necessary for strong communities.
- A commitment to service is a vital part of citizenship.
- People are responsible for their own choices.
- A global perspective and cultural understanding are necessary to effectively participate in

an interconnected world.

- It is our responsibility to be good stewards of all resources for present and future generations.



School Staff:

Program AdministratorJennifer Peterson, Director of Academic Services
Program Coordinator.....Erin Cramer
K-5 Program InstructorErin Kost
6-8 Program Instructor Erin Cramer
Program Secretary.....Lesley Schradle

Staff Hours:

Monday - Friday 8:00 a.m. - 4:00 p.m.

School Year Calendar & Information

The River Falls eSchool will follow the School District of River Falls School Year Calendar. This includes all holidays, inservice days and inclement weather dates.

River Falls School District 2021-22 School Year Calendar ([LINK](#))
Important Dates 2020-21 ([LINK](#))

Online Resources

[RFSD eSchool website](#)
[River Falls eSchool K-8 Family Portal website](#)

Platform and Course Delivery

The River Falls eSchool will be using the Wisconsin Virtual School (WVS) online platform and course content during the 2021-22 school year. All coursework will be assigned to students by their eSchool teacher.

Synchronous Meeting Requirements

Students enrolled in the River Falls eSchool will be provided with blended learning opportunities during the school year. Students will be required to complete the online curriculum assigned to them as well as attend all synchronous learning sessions. These sessions may include morning/advisory meetings, grade level meetings and a weekly individual conference with their teacher throughout the week. The instructor will communicate required meeting times with students and learning coaches.

Commitment to Instructional Time (On and Offline):

Students learning in a home environment are expected to work the following hours across 177 days of instruction as required by state law. Wisconsin Statute 121.006(2)(a) requires the following instructional time:

Grade K	437 hours per year	3-4 hours per day
Grades 1-6	1050 hours per year	4-5 hours per day
Grades 7-12	1137 hours per year	5-7 hours per day

This instructional time includes time spent in online courses, on homework, participating in physical fitness activities, field studies, etc. The school year consists of 177 days which includes conferences as well as days of instruction.

Teachers and staff will make diligent efforts to maintain contact and attempt to communicate with any student that is showing a lack of participation. River Falls eSchool staff will notify all stakeholders if there is a lack of participation.

PROGRAM ENROLLMENT, TRANSFER, AND WITHDRAWAL

Enrollment applications for students and families are available on the RFSD webpage; Schools; eSchool for your convenience. Families interested in enrolling must complete an application form and family contract.

<https://www.rfsd.k12.wi.us/schools/virtual/registration-information.cfm>

Any person who wishes to transfer either in or out of the River Falls eSchool must meet with the Program Administrator or Coordinator and Program Instructor to determine the appropriate time of transition. Students in grades K-8 will only be allowed to transfer at the semester break.

Any students wishing to withdraw from the River Falls eSchool must contact the Program Coordinator in writing to document their request. A semester transition plan will be created and communicated to families and the receiving home school.

STUDENT SERVICES

Course(s) Changes (Grades 6-8 ONLY)

In order to change a course, students must submit a written request to the program coordinator within three weeks of enrollment in the course. A course change is not official until it has been approved by the program coordinator. This written request must include the following:

- Student Name
- Reason for request
- The course(s) the student wishes to drop

Once the program coordinator has approved the course change request, parents and students will receive written confirmation of that change. Students must continue to work in all courses until the change has been confirmed. Students wishing to withdraw from ALL of their classes must follow the procedures set forth in the withdrawal policy.

Course Extensions

Course extension requests must be completed and received by the River Falls eSchool Program Coordinator seven (7) calendar days prior to the end of an academic term.

Grading Scale (Grades/Percentages) for Grades 6-8

Purpose of Grading/Assessment

The purpose of grading/assessment at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths, and deficits are achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements, and aid the teacher in modifying curriculum, instruction, and assessment to make it more effective. The district curriculum sets educational expectations for all students within scope and sequence across grade levels, using national and state standards as a guide.

Grading Scale

Letter grades are used for identifying bands of student achievement as follows:

A – Outstanding

C – Average

B – Above Average

D – Below Average

F – Failure

Plus and minus signs may be used with the letters to indicate a position within that band – included:

A	(93-100%)
A-	(90-92)
B+	(87-89)
B	(83-86)
B-	(80-82)
C+	(77-79)
C	(73-76)
C-	(70-72)
D	(63-66)
D-	(60-62)
F	(0-59)

Grade Formation

- Academic achievement of student
- Student performance compared to learning targets and essential questions with clear descriptions of achievement expectations.
- Formative and Summative assessments will be compiled into the cumulative grade.

Late Work

- Students are expected to complete required daily work for full credit.
- Students will have an opportunity to complete summative assessment two weeks past the end of a unit of study for full credit.
- Assign a zero as a placeholder for late work.
- Utilize behavioral interventions to address late work.

Assignments

- Rationale: to practice and reinforce prior learning
- Differentiated for ability
- Purposeful and linked to learning targets
- Used to reinforce positive academic habit

Grading Procedures for Grades K-5

Purpose of Grading

The purpose of grading in the River Falls eSchool is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths and deficits is achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements, and aid the teacher in modifying

curriculum and instruction to make it more effective. The district curriculum sets educational expectations for all students within a scope and sequence across grade levels, using national and state standards as a guide.

Report Cards

Your child will receive a report card showing her/his progress in school. Report cards will be sent home at the end of each semester. Parents are encouraged to maintain close contact with the school, attend Parent-Teacher Conferences, and to request an additional conference when they feel a need. There is an elementary parent information brochure on the eSchool website.

Grades K-5 report cards will be standards-based. Students will be scored using a 4, 3, 2, or 1 based on their Academic Standards learned during the school year. Please see the below description regarding assigned student scores.

EXCEEDS EXPECTATIONS (4): - In addition to exhibiting level 3 performance, in-depth inferences & applications go beyond what was taught in class. The student is ahead and will likely master the standard prior to the end of the year.

MEETS EXPECTATIONS (3) - Indicates that there are no major errors or omissions regarding any of the information or processes (simple or complex) that were explicitly taught. The student is on track to master the standard by the end of the year.

APPROACHING EXPECTATIONS(2): - No major or omissions regarding the simpler details or processes but major errors or omissions regarding the more complex ideas or processes. Based on what has been taught and assessed, the student is moving quickly toward becoming proficient, and should be expected to meet standard with additional time and/or support.

AREA OF CONCERN: (1) - Only partial knowledge of some of the simpler details or processes or no understanding or skill demonstrated. Student has not consistently shown required evidence of learning. Based on what has been taught and assessed, the student has not demonstrated that s/he is on track to master the standard by the end of the year.

STUDENT RESPONSIBILITIES

Attendance Policy

PURPOSE - The purpose of this policy is to define student attendance and to provide structure for the procedures regarding student attendance, truancy, and enrollment. Because of the nature of being a virtual school, the definition of student attendance is not based entirely on seat time in a physical location but rather on the student logging in to their online platform and working in their classes on a daily basis with the intent of making progress towards completion of the class.

It is also based on student participation of all teacher-scheduled individual or small group meetings. This policy also recognizes that student attendance and course completion are a joint responsibility to be shared by the students and their parents or guardians.

The River Falls eSchool recognizes that the responsibility for student attendance belongs to the students and their parents/guardians in a partnership for overall communication and learning.

The different responsibilities are as follows:

1) Students' Responsibilities:

- a. Attend scheduled collaborative meetings with their teacher.
- b. Demonstrate adequate daily progress in each online course for every school day on the school calendar.
- c. Communicate questions, computer problems, and school struggles with their teacher.
- d. Attend all required in-person testing days at the specified locations. Testing dates and locations are determined by the school and will be made available to students and parents prior to the testing window.

2) Parents/Guardians' (Learning Coach) Responsibilities:

- a. Ensure that the student is making adequate academic progress on a regular basis, as determined by the teacher.
- b. Provide the student with access to the necessary tools for student success.
- c. Work cooperatively with the school and the student to solve any attendance problems that may arise and take an active role in supporting the student in course completion.

3) The River Falls eSchool Responsibilities:

- a. Monitor attendance, maintain accurate attendance records, and apply attendance policies uniformly.
- b. Provide reports to parents and students concerning progress and inform students and parents/guardians of any attendance issues.
- c. Work cooperatively with students and their parents/guardians to resolve any attendance problems that may arise.

Definitions:

Absence - The failure of a student to attend and participate in school virtually the eSchool's identified and scheduled meetings as well as the failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are required to make up all work and continue toward successful completion of coursework in order to receive credit in accordance with the policy which governs the granting of credits. Students can avoid having absences (whether excused or unexcused) tracked by logging in daily and by making progress in

their assigned coursework. When students anticipate future excused absences, they should work ahead in the weeks prior to the future excused absence in order to stay on track. When students encounter an unforeseen absence, they will need to make up that work time within three school days of each absence, following an excused or unexcused absence.

Attendance - Attendance is not solely based on a student's physical attendance in any one location at any given time, with the exception of required in-person testing. Attendance at River Falls eSchool is based on logging in daily and making progress in all of their courses. Active participation may include, but is not limited to students interacting with daily content, conversation and having their cameras turned on.

Excused Absence - All excused absences are determined by the school administrator. The burden of proof for a student being excused from school is placed on the parent/guardian of the student in writing to the school secretary and administrator. Determination of the excused nature of the absence is determined by administrator's discretion. Please note: students may access and attend school virtually from their home 24 hours a day seven days a week. Excused absences should be few, far between, and due to extreme circumstances. The very nature of an online school allows students to maintain attendance while circumstances would ordinarily prevent them from attending school. Students who maintain their adequate work completion percentages on a weekly basis will not be required to provide documentation except in the case of a pre-approved absence (family vacation, etc.).

The following reasons are examples which are recognized by the school as legitimate:

- a) **Parent/doctor verified illness**: an absence verified by a parent/guardian or doctor, in writing within three days of the absence. The excuse must specify the health condition and why it prevents attendance at the online school. Should the illness prevent them from attending school virtually from their home, a doctor's note is required to verify the severity of the illness and the length of time anticipated that the student would not be able to work online.
- b) **Family emergencies**: an absence resulting from a serious illness, injury, or death of an immediate family member.
- c) **School directed activities**: absences for field trips, athletic trips, music trips, or other school activities planned by the school.
- d) **Prearranged family vacations**: an exceptional circumstance which requires families to take a vacation during the school year. A pre-approved absence must be submitted by email from the legal guardian/parent to the school administration 14 days in advance and be approved by the school prior to the absence in order for the absence to be excused. Work should be completed in advance of the absence in preparation for the absence. (See note about Pre-Arranged Absences under Wisconsin State Statute §118.15(c)).

- e) Court appearances: an absence by a student who has been court-ordered to appear and the absence has been previously arranged by the parent/guardian with the school. Proof of court order and of actual appearance is required to verify this type of absence.
- f) Computer problems: an absence by a student whose computer access is not working. This problem must be resolved within 24 hours. A maximum of 1 day can be excused for this reason; please refer to the student contract signed at enrollment concerning alternate forms of computer access for students.
- g) Exceptional circumstances: any other circumstances where permission may be granted at the discretion of the Program Administrator.

Note: In almost all cases, online work and adequate progress toward course completion are expected.

Pre-Arranged Absence - Under Wisconsin State Statute §118.15(c), students are allowed to be absent up to ten (10) times per school year for any reason. However, each of these absences must be excused prior to the student leaving. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence may be classified as unexcused. The role of parents is paramount in this process to ensure that your child is not needlessly penalized due to the fact the procedure was not followed. These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval.

Unexcused Absence - An unexcused absence will be designated for reasons that are not recognized by the school authorities as legitimate. Unexcused absences are tracked for truancy and enrollment purposes. After any unexcused absence occurs, students are expected to return to the successful completion of coursework in order to avoid truancy consequences and/or losing their enrollment in the charter school.

The following are examples of unacceptable reasons for absence:

- a) Overslept; alarm did not work
- b) Shopping
- c) Required to perform duties at home (i.e. babysitting, cleaning, or caring for a relative) that interfere with student's ability to complete schoolwork
- d) Family vacation (not pre-approved); Visiting
- e) Work
- f) No email or call from the parent/guardian verifying the absence
- g) Computer issues of more than one 24 hour period
- h) Personal (no reason given)
- i) Other absences as determined on a case by case basis
- j) Missing required state testing

Extended Absences - An absence of more than five consecutive school days. Students who accrue more than five consecutive absences must provide documentation for the absences to be considered excused absences. Students who are unable to provide this documentation are subject to attendance and truancy policies. Students who accrue ten consecutive absences will be warned that they are jeopardizing their enrollment in the charter school. Students who accrue fifteen consecutive unexcused absences will be dropped from the enrollment of the charter school, and, thereafter, would need to complete the enrollment application in order to be admitted back into school. No credit is earned in the time the student is not enrolled.

A student absent for an extended period of time due to illness is eligible for a leave of absence. Parents should contact the principal to make these arrangements. If a student has suffered an extended long term illness and required work has not been completed, the student may request an extension by completing the extension request form seven days prior to the end of the term. The principal has the authority to grant or to deny the extension based on individual student circumstances. The online school's curriculum is available 24 hours a day/seven days a week from any computer.

Truancy - Truancy does not apply to students 18 years old or older. Students under the age of 18 are truant if they do not generate attendance every day of school, which is defined by students logging into their courses and making progress daily.

“Habitual truant” means a student who is absent from school without an acceptable excuse for part of or all of five (5) days on which school is held during a semester.

Students who are “habitually truant” will be referred to River Falls Municipal Court and/or Human Services in the county which they claim residency concerning subsequent offenses.

Attendance and Extracurricular Participation

A student must be in school attending classes during the entire day in order to participate in a school activity. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the attendance officer.

State Mandated Testing

All students enrolled full-time in the River Falls eSchool are required to participate in the Wisconsin State Mandated Assessments. Parents/students are responsible for transportation to and from testing facilities annually. Failure to participate in these tests will result in an unexcused absence. Detailed schedules for the student testing window will be updated as they

are made available. Please note that specific locations and dates for all assessments will be communicated via email to families.

Character Education

The River Falls School District supports character education, which includes and complements a broad range of educational approaches such as whole child education, service learning, social-emotional learning, and civic education. All share a commitment to helping young people become responsible, caring, and contributing citizens. To maximize growth opportunities across the district, we use common language to teach about character. This common language comes in the form of nine character traits, which are taught monthly at all RFSD schools.

September: Respect

October: Responsibility

November: Citizenship

December: Compassion

January: Cooperation

February: Perseverance

March: Positive Attitude

April: Honesty

May: Courage

To build upon our success in promoting character among our students, we need partnerships for parents. Feel free to use the nine character traits at home as you see fit.

Student Discipline

The goal of student discipline is to stop inappropriate behavior, explain what is appropriate, and help the student take responsibility for their behavior. Student discipline is approached through a continuum (punishment, consequence, solutions, and restoration). Although it is our goal to take a restorative approach as much as possible, our student discipline model uses all approaches when necessary. The following are examples, but not limited to, actions related to the different approaches:

Restoration: Recognizes the purpose behind the misbehavior, addresses the needs of all people affected by the misbehavior, and works collaboratively to put right the harm and improve the future. (i.e. The student understands how their behavior and action affected all involved in the incident from all perspectives. The student, teacher, and all involved in the incident work together to better support each other in the future.)

Solutions: Looks at the misbehavior as a problem to be solved (i.e. Discovering the “why” behind the behavior)

Consequence: Action taken that is connected to the misbehavior (i.e. Making amends for the wrongdoing)

Punishment: Action taken that is not connected to the misbehavior. (i.e. loss of privileges and activities).

Academic Integrity

Honesty is a highly valued character trait in the River Falls eSchool. Students are responsible for maintaining an environment in which they are held and in which they hold each other accountable for becoming ethical users of information and ideas. When a student cheats, they are being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regards to information and information technology. Academic integrity is an *obligation* for **all students** in the River Falls eSchool.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. There are generally six (6) areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to:

1. *Committing plagiarism* (see information below)
2. *Submitting falsified or invented work/information* instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview)
3. *Using unauthorized tools or materials in any academic work* (using notes, programmable calculators, or other electronic devices on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases)
4. *Misusing or falsifying academic documents* (altering a transcript or report card; signing another person's name to an attendance roster or grade check)
5. *Purposefully damaging or hindering the work of others* (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student)
6. *Assisting other students in any of these acts* (allowing a person to use your notes on a test)

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

Cooperative Learning/Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do his/her work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students in the River Falls eSchool are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology by: Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format and ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or the program coordinator should investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences should be assigned based on the protocol below.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator should meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator should communicate with the parent(s)/guardian(s) in person or through a phone call or virtual meeting to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. should determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.

The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for **any credit** for that activity/assignment/assessment. .

4. The River Falls eSchool Program Administrator or Coordinator will meet with the student to reinforce academic integrity and expectations for learning.
5. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

HARASSMENT/BULLYING

Legal Definition of Bullying

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment.

The following are examples of behavior that can constitute bullying/harassment: name-calling, racial or cultural hate speech, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Students who feel that they are being bullied or harassed, or that their rights, according to the legal statutes written above, have been denied, should report the situation(s) to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion.

The harassment/bullying policy for the School District of River Falls is on the district website. It is quite a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post.

Student Friendly Definitions

- Bullying is a pattern of repeated aggressive behavior with negative intent, directed from one child to another where there is a power imbalance. Dr. Dan Olweus, Norway
- **Peer Cruelty** - making fun of others' mistakes or flaws
- **Bullying** - repeated peer cruelty directed at a student others won't defend

Harassment / Bullying Reporting Procedure

- Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or student services director.
- Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.

- Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

Online Anonymous Reporting Procedure

Go to the School District of River Falls web page, <https://www.rfsd.k12.wi.us/>. Under the **Quick Links** heading click the **TIP-LINE SCHOOL SAFETY** link. You will be directed to fill out an anonymous form.

NOTICE

New Title IX Regulations require that the district must 'prominently' display the contact information for the Title IX Coordinator and the district's nondiscrimination policy on its website and in each handbook or catalog it makes available to the persons entitled to be notified (i.e. students, families, and employees).

- To meet the Title IX website notice obligations, the following website was created: [Title IX Notice](#).
- In addition, the following statement should be included in any handbook or catalog. This amendment should be made as soon as possible.
 - As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.
 - Any questions regarding Title IX compliance may be directed to the District’s Title IX Coordinators.
 - Title IX Coordinator-Student (i.e. when the complainant is a student)
Jackie Steinhoff, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
jackie.steinhoff@rfsd.k12.wi.us
 - Title IX Coordinator-Staff (i.e. when the complainant is an employee)

David Bell, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800

TECHNOLOGY

School District of River Falls – Student Technology Devices

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices may be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology, as well as protect the safety of our students online.

Goals for Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, and content rich media.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own education by establishing access to educational resources and providing tools to amplify student voice in learning.

General Expectation for Student Use of District Provided Technology

Student use of the technology devices fall under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activity and files stored on the devices are the property of the School District of River Falls and are subject to regular review and monitoring. Students will be given a device and a cord for charging the battery on the device. Students may download personal content (apps, music, etc) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of River Falls.
- Students are responsible for their ethical and educational use of the technology resources of the School District of River Falls.
- Students will recognize that their reputation in cyberspace is nothing to take lightly. One's **digital footprint** can last a lifetime.
- Access to the School District of River Falls technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).

- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not go into unapproved social media sites or chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

Netiquette

Netiquette is etiquette, or appropriate behavior and manners on the internet. When using the Internet, there are widely accepted rules and behaviors to follow. At times being online can feel “pretend” because you cannot see the person you are communicating with. It is important to make a positive impression, and to maintain that behavior as an online student. How you interact and behave online is seen by both instructors and students. Students must remember they are dealing with “real” people online and they should use the same manners they would use in a traditional school setting. Below are some general netiquette guidelines to follow:

- Remember the person on the other end of the computer. Students are responsible for good behavior while logged into the e-school learning platform, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Do not threaten or disrespect an instructor, administrator, or peer. These actions not only violate River Falls eSchool policies, but may violate penal laws in the United States. (f.s. 847.001 Obscene Literature; Profanity).
- Think before you send or submit. It is illegal to create harmful computer viruses. This violates the privacy of others. Never transmit or publish any information or content that you think will be harmful. This violates school policy and also violates penal laws in the United States. (f.s. 815 Computer-Related Crimes). Never publish any information, software, or content that violates the rights of others.
- Be respectful. Never view files that were not intended for your use. Post discussion board threads that are a reflection of your understanding of the topic at hand in a respectful and intellectual manner. Write in complete sentences with proper grammar. Remember that writing in all CAPS reflects a yelling tone and is both disrespectful and inappropriate in online communication. Instead, use italics when you are making a particularly important point.

- The internet is not private. While the River Falls eSchool works to ensure data privacy, email must not always be considered private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. The information that you put on the internet, whether in school or outside of school (e.g. social networking), exists forever.
- Many websites and pages are copyrighted. Do not violate the terms and conditions of any website you access. Always cite the works of others that you use in discussions, conversations, and the course work you submit.
- Do not give out personal information to non-River Falls eSchool staff. For example, you should not share the following outside of school: Your full name, home phone number, home address, email address.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code (943.70 Computer Crimes) may result in criminal prosecution or disciplinary action by the District.

Care and Maintenance

- Students are responsible for the general care of the technology device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the Media Center as soon as possible so that they can be taken care of properly. ***Do not take district owned devices to an outside computer service for any type of repairs or maintenance.***
- Do not get your device wet or leave your device in extreme heat or cold temperatures.
- Store your device in a backpack compartment that is separate from other objects.
- Never transport your device with the power cord plugged in.
- Use caution when storing your device in your locker and avoid storing your device in a vehicle.
- Devices must remain free of any writing, drawing, or stickers with the exception of the identification label provided by the School District of River Falls.

TECHNOLOGY DEVICE DAMAGE FEE

The Board of Education has decided to discontinue the Student Device Insurance Plan. Effective the 2019-2020 school year, any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

Consequences

The student in whose name a system account and/or a technology device is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the district's Internet Safety and Acceptable Use (Board Policy 363.2), will result in disciplinary action. The district cooperates fully with local, state and/or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

Damage/Repair Fees

Damages and repairs will be dealt with on a case by case basis as per the student handbook school district property usage policies. Fines may be levied if need be with prices never to exceed the full cost of the device and/or case.

Technical Support

- Technical support will be provided by the district IT team and is accessible via the school media center and/or the [link](#) found on the eSchool website.



RIVER FALLS HIGH SCHOOL

818 Cemetery Road, River Falls, WI 54022 P: 715.425.1830 F: 715.426.6513

PRINCIPAL
MR. KIT LUEDTKE

ASST. PRINCIPAL
MRS. TARYL GRAETZ

ASST. PRINCIPAL
MRS. LISA GOIHL

ACTIVITIES DIRECTOR
MR. ROLLIE HALL

Summary of RFHS Student Handbook Changes for 2021-2022 School Year *(NOTE: All changes are highlighted in gray in the actual working document as well.)*

Cover Page

Updated the school year

Pages 2-4: Table of Contents

Updated accordingly

Page 5: Contact Information

Changed out Rollie Hall for David Crail as Activities Director

Page 6: School Calendar

Updated according to district website dates that apply to RFHS

Page 6: Daily Bell Schedule

Updated slightly to reflect minor changes

Page 9: Graduation Requirement

Updated to reflect changes in graduation requirements (28 credits, elective credits)

Page 10: Bullying section (top of page)

Added "assistant principal" so it reads "...or the building principal/assistant principal."

Page 11: Visitors

Added wording to include visitors' need to show their driver's license or state issued identification for our visitor management system

Page 13: Appointments...Illness...Absences

Minor wording and punctuation changes

Page 15: Homework Requests and Personal Bags

Clarifying wording added



RIVER FALLS HIGH SCHOOL

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MRS. TARYL GRAETZ

ASST. PRINCIPAL
MRS. LISA GOIHL

ACTIVITIES DIRECTOR
MR. ROLLIE HALL

Page 16: Dress and Grooming

Notation made that this section will be updated once it has been approved

Page 17: WIN (What I Need)

Title updated to WIN

Page 23: Textbooks, Electronic Devices, and Supplies

Line added: (NOTE: Students who need financial assistance to purchase supplies are encouraged to speak to their teacher or administration.)

Page 24: Good Conduct Clause

Change made: ~~A behavioral intervention plan may be put in place, and successful completion could also result in the student being placed on a lower step.~~ A behavioral support plan to work toward an established behavior goal may be put in place, and successful completion could also result in the student being placed on a lower step.

Page 28: Work Permits

Age changed from 18 to 16

Page 29: Academic Lettering and School Attendance

Athletic Office updated to Activities Office

Page 31: Tutoring

This section was removed

Page 33: Athletics

Diving added to fall Swimming/Diving sport

Page 33: Activities Guidelines

Added statement: These may all be done via the registration process.

Page 34: Conduct...School Events

Added: Inappropriate behavior that results in a fan being removed from a game will have the added consequence of missing the next game as well (new WIAA regulation).

River Falls High School

2021-2022

Student Handbook

818 Cemetery Rd.
River Falls, WI
54022
715-425-1830

<http://www.rfsd.k12.wi.us/river-falls-high-school>

River Falls High School Mission Statement

River Falls High School is a community of learners moving forward to create critical thinkers and honorable citizens in a changing complex world.

Name _____

Focus Teacher _____



No person may be denied admission to any public school or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, ancestry, sexual orientation, race, religion, national origin, creed, pregnancy, marital or parental status, physical, mental, emotional, or learning disability. 102

WELCOME ALL WILDCATS!

Welcome to the Wildcat family at River Falls High School. We are excited for you to join the outstanding tradition that was started decades ago and make us proud to be called Wildcats today. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding and a general overview of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community. You are responsible for knowing and adhering to what is stated in this handbook.

While at RFHS, you will have many opportunities to develop character and academic strengths in determining your path after high school. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions. Your purposeful engagement on a daily basis is critical and can lead to amazing experiences through your high school journey.

On behalf of the entire faculty and staff, we trust you will make it a great school year by challenging yourself to be your best as a unique individual who was created with special talents and abilities. We are proud to have you as a valuable member of RFHS and adding to our outstanding Wildcat legacy.

~ RFHS Administration



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CONTACT INFORMATION AND CALENDAR

High School Office 715-425-1830 x 3700
Attendance 715-425-1830 x 3701
High School Fax 715-426-6513

School Counseling Office 715-425-1830 x 3717
Counseling Office Fax 715-426-6513

Activities Office 715-425-1830 x3710
Activities Fax 715-425-0784

Renaissance Academy 715-425-7687 x2224
Renaissance Fax 715-425-0794

River Falls High School Administration

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Mr. David Crail, Activities Director 715-425-1830 x3709
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Central Office Administration

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Jackie Steinhoff, Special Education 715-425-1800 x1115
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Board of Education

Mr. Robert (Bob) Casey robert.casey@rfsd.k12.wi.us
Ms. Amy Halvorson amy.halvorson@rfsd.k12.wi.us
Ms. Cindy Holbrook cindy.holbrook@rfsd.k12.wi.us
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Mr. Todd Schultz todd.schultz@rfsd.k12.wi.us

Dr. Mike Thompson mike.thompson@rfsd.k12.wi.us
 Dr. Alan J. Tuchtenhagen alan.tuchtenhagen@rfsd.k12.wi.us

School Calendar 2021-2022

August 26 Freshman/New Student Orientation, Parent Night Open House (5-8 pm)
 September 1 First day of school
 September 6 Labor Day, No School
 September 27 Parent-Teacher Conferences (4:30-7 pm)
 October 11 No School: Teacher In-Service
October 29 End of First Term

November 1 No School: Teacher In-Service
 November 24-26 Thanksgiving Break
 December 6 Parent-Teacher Conferences (4:30-7 pm)
 December 23-January 2 Winter Break
January 14 End of Second Term

January 17 No School: Martin Luther King Jr. Day; Teacher In-Service
 January 24 College Fair and Course Registration Night
 February 11 No School: Vacation
 February 14 No School: Teacher In-Service; Parent-Teacher Conferences (4:30-7 pm)
 March 14-18 No School: Spring Break
April 2 End of Third Term

April 1 No School: Teacher In-Service
 May 2 Parent-Teacher Conferences (4:30-7 pm)
 May 30 No School: Memorial Day
June 3 Last Student Day: End of Fourth Term
June 5 Graduation Day

Daily Bell Schedule

Block 1 7:35-9:00
 Snack & Passing 9:00-9:15
 Block 2 9:15-10:40
 Passing 10:40-10:46
 WIN** 10:46-11:16
 Passing 11:16-11:22
 Block 3* 11:22-1:18
 Lunch 1 11:22-11:52
 Lunch 2 12:05-12:35
 Lunch 3 12:47-1:17
 Passing 1:17-1:25
 Block 4* 1:25-2:50

**Blocks 3 & 4 will rotate every other day on an A/B class schedule.
 **WIN stands for What I Need*

DISTRICT POLICIES AND PROCEDURES

DISTRICT MISSION STATEMENT and PHILOSOPHY OF EDUCATION

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that...

- Each person is unique and the resulting diversity enriches our community.
- All people have equal value.
- Engagement in lifelong learning is essential to a productive and meaningful life.
- The pursuit of excellence is worth the effort.
- Every person has a right to a safe environment.
- The family is the primary influence in the development of the individual.
- Our staff is valued, respected, and essential for the success of our schools.
- Proactively and creatively managing change is critical in order to thrive.
- Integrity, healthy relationships, and effective communication are necessary for strong communities.
- A commitment to service is a vital part of citizenship.
- People are responsible for their own choices.
- A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
- It is our responsibility to be good stewards of all resources for present and future generations.

Emergency Preparedness

Fire, evacuation, and severe weather drills are held regularly to prepare students and staff for emergencies. Safety routes and drill procedures are posted. Instructions for special situations will be announced. Student cooperation during drills is expected in order to ensure a safe and orderly response to a situation that might arise.

Emergency School Closing Procedures

The administration of the School District of River Falls follows these procedures in the event River Falls area schools are forced to delay starting times, dismiss early, or cancel. If weather conditions or other circumstances develop that alter the normal school schedule, Campus Messenger parent notification system will be activated and the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations: WCCO (830 AM)
WDMO (95.7 FM)
WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM)
KWNG (105.9 FM)
iHeart Media: 880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM;
98.7FM; 100.7FM; 106.7FM

Television stations: WCCO (Channel 4)
KSTP (Channels 5, 45, and KSAX-TV-channel 42)
FOX (Channels 9, 25, 29 and 48)
KARE (Channel 11)
WEAU (Channel 13)

Websites: wcco.com
kstp.com
myFOX9.com
kare11.com
moose106.com
b95radio.com
rock921.com
z100radio.com
987thebrew.com
wmeq.com

Please do not contact these stations or the schools directly as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of school closing or early dismissal, all extra-curricular activities will also be cancelled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be cancelled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook, but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal right between any students or parent and the district. If you or your student(s) has questions about any of the material in the handbook, please contact the principal or assistant principals.

Enrollment, Withdrawal, Transfer

Any person who wishes to enroll in, withdraw, or transfer from River Falls High School must meet with the principal/designee and complete the required forms for record updating/transferring. Students who are not 18 years of age must be accompanied by a parent/guardian. A parent/guardian should sign the student out of RFHS in order for records to be transferred. Fees should be paid and school district resources returned before records are transferred to another institution. See Board Policy 420.

Graduation Requirements

In general, a total of 28 credits must be earned for a student to graduate from River Falls High School including the following:

- 4 credits of Language Arts, including Speech
- 3.5 credits of Social Science, including Geography
- 3 credits of Science
- 3 credits of Math
- 1.5 credits of Physical Education
- .5 credit of Health
- .5 credit of Intro to Economics or Personal Finance
- 12.5 credits of electives
 - 1 Term class = 0.5 credit
 - Semester class = 1.0 credit
 - A/B class = 0.5 credits per semester

See Board Policy 345.6 and 345.61

Harassment or Bullying

Under the Wisconsin Pupil Nondiscrimination Law, "Pupil harassment" means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment.

The following are examples of behavior that can constitute bullying or harassment: physical or mental abuse; or discriminatory remarks that are offensive to the recipient, cause the recipient discomfort, anger, or humiliation, or interfere with the recipient's academic or work performance. Some specific examples of bullying and/or harassment may include, but are not limited to, the following (in person, in writing, or online):

- name-calling or other actions that are targeted on a protected class,
- racial or cultural hate speech,
- making threats,
- spreading rumors,
- telling offensive jokes,
- teasing,
- initiation/hazing gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Consequences for any/all offenses may vary, depending on the context, frequency, severity, and/or perceived intent, of each situation.

Students who feel that they are being bullied or harassed and that their rights have been denied should report the situation(s) to a staff member or the building principal/assistant principal. Those students who harass or bully others may be subject to disciplinary measures that include, but are not limited to the following: detention, suspension, or expulsion. For further information regarding Harassment or Bullying reporting procedures, see Board Policy 411.1 and 411.2.

Open Enrollment

Students in kindergarten through grade 12 may attend any public school in the state, as permitted by either law or board policy. Applications must be submitted to the non-resident's school during the Open Enrollment window. Forms are available at the District Central Office (715-425-1800) and on the River Falls School District website. See Board Policy 423.

Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials have the responsibility to cooperate with police when communication with a student is required. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview, if and when appropriate.

Reunification Parent Guide (Updated 5.10.19)

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 a crisis occurring 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 can't 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.

What if the Student Drove to School? There may be instances where a student may not be allowed to remove a vehicle from the parking lot. In this case, parents are advised to recover the student. In some circumstances, high school students may be released on their own.

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 Cards

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 in unauthorized locations. Parents are asked to then go to the Reunification “Check In” area and form lines based on the first letter of their students last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card 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.

Student Grievance Process for Rights Violations

Students who feel their rights under this handbook have been violated may file a written statement with the principal, or designee, within three school days of the date of the alleged violation. If another policy applies to the grievance, the grievance will be processed under that policy. If a grievance cannot be resolved to the student’s satisfaction, the student may appeal to district personnel in the following order: (1) principal, and (2) superintendent.

Visitors

Visitors will only be approved by administration if it is deemed appropriate and educational in nature. For safety purposes, all visitors are to enter through the Main Office, provide their driver’s license or other state issued identification card to run through our visitor management system, sign in, wear a school-issued badge, communicate their purpose for visiting with Main Office staff, and, upon leaving, sign out and return the badge.

Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the

opportunity to view survey questions in advance, and will be able to opt their child out of the activity or survey if they choose.

STUDENT GUIDELINES

Student Responsibilities

- respect for self
- respect for staff
- respect for personal property
- respect for privacy
- respect for other students
- respect for learning
- respect for the building and its contents

Attendance Philosophy and Procedures

In accordance with Wisconsin State Statute §118.15, Pierce/St. Croix County and River Falls municipal ordinances, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school. Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large. The principal or his/her designee will serve as the school attendance officer. The provisions of this administrative procedure are applicable to all students enrolled in the district, including those identified as children with disabilities and those who have reached the age of majority. See Board Policy 431.

School Attendance Officer

The principal or his/her designee will serve as the school attendance officer.

Student Absences and Excuses

The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian(s). Any absence not verified by a note or phone call within 24 hours following the absence may be considered unexcused. All excused absences require a parent/guardian or legal custodian to provide written/verbal verification, which may be required to be submitted to the school attendance officer in advance or prior to the re-admittance to school. The school attendance officer has final authority in determining if an absence is excusable.

The school attendance officer may approve a legal excuse for any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. If the student exceeds four (4) illness days in any semester, the district will require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days;
2. An illness in the immediate family that requires the absence of the student because of family duties;
3. Medical, dental, chiropractic, optometric, or other valid professional appointments;
4. A death in the immediate family;
5. Religious holidays;
6. A court appearance or other legal procedure upon submission of proof;
7. Quarantine as imposed by a public health official;
8. Attendance at special events of educational value as approved in advance by the school attendance officer;

9. Approved school activities during class time;
10. Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer.

Professional Appointments

Permission to leave school shall be issued for professional appointments with doctors, dentists, social services, court appearances, etc. Students are requested to make their appointments during non-school hours or during the lunch period, if possible. Verification that the student has kept the appointment is required and can come in the form of a medical pass from the front office with a signature from the appointment, a card, note, prescription, or any other proof that the student was at the appointment which is written on the official business letterhead from the place of appointment.

Students leaving the building are responsible to sign out in the Main Office and sign in when they return to school. Students meeting the aforementioned conditions will be excused during the time of their appointment only. Failure to sign out or in at the main office, as well as leaving school without permission, may be recorded as unexcused. Failure to follow the above procedures may result in disciplinary action.

Illness at School

If a student becomes ill while at school, the student is to check in to the Health Office. A call may be made to a parent, guardian, or emergency contact from the Health Office or Main Office. In such cases, the parent may need to speak with school personnel prior to the student leaving the building grounds. An illness day (partial or full), excused during the school day, will count toward the four (4) allowable parent-excused illness dates for the semester. If the student exceeds four (4) illness days in any semester, the district will require the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student that shall state the period of time not to exceed 30 days.

Pre-Arranged Absences

Under Wisconsin State Statute §118.15(3)(c), students are allowed to be absent up to ten (10) times per school year for any reason. Each of these absences should be excused prior to the student leaving. Students should complete the pre-arranged absence form (available in the main office) with their teachers and create a plan for the completion of the missed school work prior to their absence. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence may be classified as unexcused. **It is the parents' responsibility to follow this procedure to ensure that their child is not penalized with unnecessary consequences.** These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval prior to the date of the absence.

Unexcused Absences

Students who are absent from school with the consent of their parent/guardian, but whose absence does not fall under approved reasons as determined by the attendance officer, may be considered *unexcused*.

According to Wisconsin Statute §118.16 (c), all students with an *unexcused* absence will be permitted to make up an examination missed during an absence. Per School Board Policy 431, opportunities will be provided for students to make up assignments within a reasonable amount of time as determined by school staff.

Administration is also authorized by the River Falls School Board to establish a building procedure to improve the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. **All detentions must be**

completed as a requirement for participation in graduation ceremonies.

Request for Program or Curricular Modification

Any student's parent/guardian, or the student if the parent/guardian is notified, may request in writing, the District to provide the student with program or curricular modifications. A request for a program or curriculum modification(s) shall be considered by the District under the following circumstances:

1. The student is temporarily not in proper physical or mental condition to attend a school program.
2. The parent or guardian has obtained a written statement of the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician's assistant, nurse practitioner, certified advanced practice nurse practitioner, or Christian Science practitioner living and residing in Wisconsin and who is listed in the Christian Science Journal, as sufficient proof of physical or mental condition of the student.
3. This written statement, as indicated above, is a Statement from Medical Professional to Consider Homebound Instruction, is to be included in the administrative procedure and shall indicate the time period for which it is valid, not to exceed 30 calendar days.
4. A team consisting of the parent/guardian and school personnel knowledgeable about the student, shall review the physical or mental condition statement and make a determination regarding the need for homebound study. These program or curricular modifications may include, but are not limited to nonsectarian correspondence courses or other courses of study approved by the District or nonsectarian tutoring provided by the District.
5. The team shall review the need for program or curricular modifications at least every 30 calendar days as needed.

If the District denies the request for program or curriculum modifications, the parent may appeal the denial using the Complaint Procedure outlined in Practice Statement-Equality of Educational Opportunity, Pupil Non Discrimination/Anti-Harassment.

Suspended Students

Students suspended from school by a building administrator for violations of this student handbook are regarded neither excused nor unexcused and should be recorded as suspended from school versus absent from school. Such students must be allowed to make up all class assignments, assessments, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate or attend any after-school activities.

Attendance Definitions

Unexcused Absence means any absence of more than 15 minutes up to all of the one (1) or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student. *Unexcused absence* also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

Habitual Truant means a student who is absent from school without an acceptable excuse for part or all of five (5) days on which school is held during a semester. Students who are habitually truant may be referred to River Falls Municipal Court and/or Human Services in the county which they claim residency concerning subsequent offenses.

Extra Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school

sponsored activity, an event that evening, or the following weekend day, which include but are not limited to dances, sporting events, concerts, etc. Furthermore, if the student has been considered habitually truant within the current school year, consequences may include nonparticipation. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the administration or the designated attendance officer.

A student who will miss part or all of a school day due to an extracurricular event, and is aware in advance of that date(s), is responsible to communicate with his/her teaching staff in advance, complete required coursework for the date(s) to be missed, and be prepared to complete any scheduled assessments, projects, or assignments on the day of their return, unless otherwise determined in advance with individual teachers.

Coursework Makeup Guidelines

Students are responsible for getting all missed coursework when they are absent for any reason and are responsible for completing all of the missed work. Students will be allowed to complete all coursework missed and are generally responsible for completion with the allotted time listed:

- 1 day absent = 1 day to make up work
- 2 days absent = 2 days to make up work
- 3 days absent = 3 days to make up work
- More than 3 days absent = one week to make up work.

Long-term illness or accidents/injuries that keep students from attending school are exceptions to this rule and will be addressed on an individual basis. Teachers will determine the appropriate timeline and coursework, then the teacher will communicate this to the student and/or parents.

Homework Requests

Following an absence of one or two days, upon returning to school, the student should speak directly to his/her teachers about missed coursework and make arrangements to make up the work at that time. For absences in excess of two or more days, please contact the High School Main Office at (715) 425-1830 and a request for coursework with teachers will be made. Please allow one full school day (24 hours) from the time of request to prepare and collect coursework. Much of the coursework may be available through the teacher's online Schoology page.

Tardiness

If a student is late to class, he/she is tardy. Detention may be the consequence for tardiness.

- | | |
|----------------|--|
| 0 - 4 minutes | Go directly to class; Unexcused Tardy, as marked by his/her teacher |
| 5 - 14 minutes | Stop at the Main Office; Unexcused Tardy, as marked by Main Office staff; 30-minute detention assigned by building administrator |
| 15+ minutes | Unexcused Absence; Truancy; 60-minute detention assigned by building administrator |

Tardiness Consequences

Students are responsible for reporting to class on time. The 1st and 2nd unexcused tardies to class will result in consequences as determined by the teacher. The 3rd unexcused tardy results in a detention with the teacher. Four or more unexcused tardies in a class will result in a 30 minute detention assigned by a building principal due to insubordination by the student.

Personal Bags and Other Items

Book bags, backpacks, duffel bags, purses, fanny packs, satchels, other type bags, and blankets will not be allowed in any classroom/study area during school hours (7:35 am-2:50 pm). Students are expected to cooperate by storing personal items in the locker(s) during the school day or by simply **not** bringing these items to school.

School Provided Transportation Regulations

Students are expected to act respectfully and follow school rules while riding on school transportation. Drivers are instructed to report infractions to the Bus Garage. Such reports will be dealt with as if the incident had occurred on school grounds and may involve school administrators. Cameras are present on RFSD buses as an added measure of safety.

Classroom Expectations

The adult(s) leading learning in the classroom will establish expectations; however, these guidelines generally apply in all classes:

- act respectfully towards self and others
- demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time
- demonstrate cooperation through active participation and support of others during learning activities
- show respect to property, equipment, and facilities
- maintain a positive attitude towards learning
- demonstrate compassion towards others
- maintain academic integrity; see page 19 for the definition of *academic integrity*

Closed Campus

River Falls High School maintains a closed campus for the safety of our students. This includes the three lunch periods. Leaving campus during the school day must be requested by a parent/guardian and authorized by a building administrator or designee prior to departure. Students are to enter and leave the school building through the Main Office during school hours (7:35 am to 2:50 pm) and are to sign only themselves out at the time of their departure (not earlier) and are to sign in when they return, if they are to return to school the same day. Students who choose not to cooperate and leave campus without proper authorization are subject to disciplinary action.

Dress and Grooming ****Will be updated once the new language is approved.****

Neatness, safety, cleanliness, and appropriateness are the standards of dress and grooming. State health regulations must also be followed. Students will be required to remove or change inappropriate clothing and may be sent home to change into appropriate school attire during the academic school day or at any after school or weekend event. The following will not be allowed, as deemed by the principal or designated adult(s):

- symbols or printing that promotes drugs or alcohol
- sexually suggestive pictures, words, images, or slogans
- clothing that is revealing in nature—low-cut tops, short shorts or skirts, halter tops or shirts with straps less than 1 inch wide, low pants, exposure of undergarments, bare feet, or any garment that exposes the midriff or the back
- clothing that is considered threatening or is designed to promote fear or intimidation in others
- clothing that marginalizes any group of people
- headwear of any type, unless deemed appropriate and necessary for religious reasons, that may conceal identity or communication devices except on days approved by school administrators
- outside apparel such as coats, jackets, gloves, etc.
- blankets of any kind
- any other objects or apparel deemed unsafe or disruptive to the school climate

See Board Policy 443.1

Early Graduation

The River Falls School Board believes that it is advisable for students to complete a sixteen-term high school sequence for graduation. Recognizing, however, that unusual circumstances may arise and that some students

and their parents/guardians may wish to pursue alternative educational paths, students may be allowed to graduate from high school following their 14th or 15th term of high school.

The following procedures are established for the purpose of consideration for early graduation.

1. The student and his/her parent(s)/guardian(s) must make a written request to the building principal or program coordinator at least one term prior to the anticipated early graduation describing the student's plan for immediately following early graduation, if granted (e.g., pursue alternative educational paths). Requests filed less than one term before the anticipated early graduation date may be considered, but only due to unusual circumstances.
2. A screening committee made up of the building principal and a counselor or program coordinator shall review the request.
3. A conference including the student, his/her parent(s)/guardian(s), a counselor or program coordinator, and the building principal may be held to discuss and react to the proposed plan. School personnel may accept, reject, or modify the plan presented by the student and his/her parent(s)/guardian(s). If the plan is approved, the building principal shall forward the plan to the Superintendent for review and action. No student may graduate early without permission of the Superintendent.
4. A student must meet all graduation requirements and will not be eligible for early graduation prior to the completion of the 14th term. Required courses shall not be waived. Students requesting early graduation after the 14th term of high school will be expected to pursue post-secondary education; evidence of acceptance and/or anticipated enrollment must be presented. Students requesting early graduation after the 15th term of high school must show extenuating and/or familial circumstances for leaving school early.
5. A student who graduates early shall not be eligible to participate in any interscholastic or Wisconsin Interscholastic Athletic Association-sponsored activity, as appropriate. A student who graduates early shall be eligible to participate in graduation exercises. Students who graduate early may participate in other school related activities at the Principal's or Activity Director's discretion.

See Board Policy 345.61

Electronic Devices

Students are to demonstrate respect and responsibility by refraining at all times from using cell phones, other electronic communication, audio, video and gaming devices during instructional time unless authorized by the teacher. Electronic devices (included but not limited to cell phones, iPods, iPads, etc.) not necessary during instructional times should remain stored in student lockers.

Devices present or in use during instructional hours for non-educational purposes will be handed to school personnel by the student and returned after an appropriate consequence is served. This may include being returned at the end of the period, the end of the school day, after detention, or after meeting with a parent/guardian. Subsequent offenses may require one hour of detention, and a parent/guardian conference with the electronic device being turned over only to the parent or guardian. The school will not be responsible for lost or stolen items. See Board Policy 363.5, 443.5.

WIN--What I Need (previously Focus)

This period is designed to ensure that every student has a consistent daily connection with an adult. Students are assigned to the same advisor for four years. The advisor will serve as a student advocate.

- There will be no travel during WIN on Monday or Friday, and no travel to other classrooms on Mondays;
- Students should monitor their academic progress and report to other classrooms for academic purposes;
- Attendance will be taken daily, and all regular attendance rules apply;
- Students should bring reading materials or school coursework materials with them each day;
- Students may not bring food or beverages (except for water) to classrooms;
- Expectations listed under "Classroom Expectations" in this handbook will also be applied during WIN.

Gifts and Messages

- Flowers, balloons, and other gifts should not be delivered to students during the instructional day.
- Parents are asked to keep messages to a minimum and call before 10:30 am so that messages can be delivered during WIN, thus avoiding classroom disruption. Every effort should be made to make arrangements before or after school with your student.
- Students should check in the office if they are expecting something from their parents.

Litter Responsibility

Students are expected to take pride in RFHS by not littering. Trash receptacles are located near each door for the students' convenience. Students should take great care to throw away only the disposable items in the commons area during lunches and breaks. Food purchased at school during the morning snack break or at lunch should be consumed in the commons and is not allowed in the locker bays or classroom areas.

Medication Guidelines

To ensure the health and safety for all students and staff, we expect cooperation with all medication related issues. If your child will be taking daily and/or as needed medication at school, a Medication Request Form needs to be completed – forms are available in the Health Office and on the district website.

- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed, must be administered in the Health Office.
- Students should not have medication on their person or in their locker. In a few cases, prescription medications may be carried by the student and self-administered only with written parent and written practitioner permission on file in the Health Office.
- All prescription and non-prescription medications should be brought into the Health Office by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, with the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Office when he/she arrives at school. The parent/guardian shall call the Health Office and inform them of the medication coming to school with the child.
- Please check expiration dates of medication before bringing it to school. The Health Office staff cannot administer expired medication and/or medication that is not in its original manufacturer's package.
- The Health Office is **unable** to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Office before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler in the Health Office at school.
- The Health Office has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.
- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform the Health Office and provide/supply appropriate medical documentation and prescription or emergency medication(s).

See Board Policy 453.1, 453.4, and 453.61

Students violating medication procedures and/or dispensing their medicines to others will be subject to disciplinary action (re: Expulsion /Use or Possession of Drugs pp. 24) from the school district as well as law enforcement.

Academic Integrity

Honesty is a highly valued character trait at River Falls High School. Students are responsible for maintaining an environment in which they are held and in which they hold each other accountable for becoming ethical users of information and ideas. When a student cheats, he/she is being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an *obligation* for **all students** at RFHS.

Definitions: Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. Below, there are generally six (6) areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to the following:

1. Committing plagiarism (see information below)
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview)
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices) on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases)
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check; forging a hallway pass)
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student)
6. Assisting other students in any of these acts (allowing a person to use your notes on a test)

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete his/her assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do his/her work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students at RFHS are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology. Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format and ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator should investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences should be assigned based on the protocol below.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator should meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator should communicate with the parent(s)/guardian(s) in person or through a phone call to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. should determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for **any credit** for that activity/assignment/assessment.
4. Administration will meet with the student to reinforce academic integrity and expectations for learning.
5. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

Schedule Changes

Please note that every effort is made to honor student course requests. It is imperative that students choose courses thoughtfully during the registration process as they will be expected to follow their given schedules. After the school year begins, students **must** meet with their school counselor to request a schedule change. Counselors and school administrators determine the rationale of schedule changes and reserve the right to approve or deny any requests.

Except as set forth in this subsection, all schedule changes must be made before the start of the term. Schedule change forms are available in the School Counseling Office. **ALL** schedule change requests require a parent/guardian signature.

Schedule changes will be made for the following reasons:

- A. An error has been made on your schedule.
- B. A change is needed to meet a graduation requirement.

School administrators and counselors will determine the academic rationale of requests and if they warrant change. We will not honor schedule changes based on requesting a specific teacher for a class, time of day for a class, or change in format from A/B day to regular block, except for special, unavoidable circumstances.

School Events

School events are considered an extension of the classroom, so the expectations are the same, and school discipline extends to the behavior of our students at both home or away activities. Students who are absent, unexcused, or suspended (in or out of school) may **not** participate **nor** practice in school sponsored co-curricular events that day. Travel to/from school events out of the River Falls School District by participants can only be by school transportation unless approved by the coach, advisor, and/or administration.

Search, Seizure, and Surveillance

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. As part of that responsibility, and as permitted by law, school authorities may search school property such as lockers used by students or the person on the property, including vehicles of a student. See Board Policy 446.1.

School Lockers

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. Students are to care for their lockers to prevent damage. Students are to report any locker issues to the main office.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school employee. Reasons for routine checks include, but are not limited to, locker condition; tidiness; suspicion of concealing items such as alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules, and the student will potentially face expulsion proceedings. Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to school and leaving them in the locker. Students are also encouraged to keep their lockers locked. (Any issues with the lock should be reported by the student to the main office.) Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others his/her combination. See Board Policy 446.1.

Use of Dogs

The River Falls School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices, such as bombs, on school property. Such dogs may be used under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the principal, designee, or pursuant to a court order or warrant.
- B. Law enforcement officers must handle the dog or certified organizations specially trained to safely and competently handle the dog.
- C. The Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices represents the dog.

The principal or designee shall be responsible for the prompt recording of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The principal or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the principal or designee, the law enforcement officers in accordance with the legal standards applicable to law enforcement officers shall conduct the search.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not lawfully be possessed by the owner shall be destroyed.

Video Surveillance

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs,

storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems, and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The intent of the video surveillance is to reduce disciplinary problems and protect school property. Video recordings do not include an audio component.

Social Functions

Social functions held at the high school are a part of the school's co-curricular activities. The following guidelines are used for school events:

- School functions are supervised by chaperones (teachers, administrators, and/or parents).
- School social functions end at midnight on Friday and Saturday, and 10:30 PM on school nights. Exceptions to this rule must be cleared through the principal or designee.
- Only River Falls High School or Renaissance Charter Academy students and their guests, age 20 or younger, are eligible to attend school social events. Each guest must have a guest pass, which may be secured from the RFHS Activities Office. Exceptions to this rule must be cleared through the principal or designee. Middle school students are not invited to high school dances/social events.
- Students and guests are expected to stay in the building while at a social function. Anyone leaving without permission will not be readmitted.
- Acceptable school conduct is expected at all social events. Guests will be expected to adhere to the RFHS rules that apply to our students.

Student and Parent Conduct

Students are expected to conduct themselves in a manner that is appropriate and respectful. In order to achieve the shared responsibility for the maintenance of good behavior, adhere to the following items:

Parents should:

- Regularly communicate with the school concerning their child's conduct and progress;
- Utilize online resources, such as Infinite Campus and Schoology, to monitor student progress;
- Ensure the daily attendance of their child, follow the attendance laws and procedures outlined previously in this handbook, and promptly report and explain absences or tardies to the attendance secretary;
- Provide the resources for the child to complete school assignments;
- Assist their child in being healthy, well-groomed, and clean;
- Discuss report cards and assignments with their child;
- Maintain up-to-date home, work, and emergency telephone numbers at the school.

Students should:

- Be responsible and attend all classes daily and on time;
- Be prepared to come to class with appropriate working materials;
- Be positive and refrain from profane or inflammatory statements;
- Cooperate and respect all individuals and property;
- Conduct themselves in a safe and reasonable manner;
- Be well-groomed and clean;
- Be responsible for their school coursework;
- Abide by the behavioral and academic expectations set forth by the school and classroom teachers

See Board Policy 443.

Student Vehicle Registration and Parking

The School District permits students to bring cars and cycles to school if the following requirements are met:

- Vehicles are registered and display the parking hanger. The cost of the parking hanger is \$40 (or \$10 per

term to be determined by administration). Hangers are to be displayed on the rearview mirror. The owner of the permit hanger may not sell or transfer the permit hanger to any other person. Both parties may lose parking privileges in such cases.

- Students park in assigned areas (East student parking lot). If the parking lot is full, students are expected to legally park on city side streets. Parking spots are on a first come, first served basis.
- Safe driving regulations are followed.
- No loitering in the parking lot or in vehicles at any time.
- Non-compliance may result in the following: loss of parking privileges or assignment of fines on a progressive basis, or towing of the vehicle from the parking lot (at owner's expense).
- If a parking permit is lost, the owner may apply for a new one at a replacement fee of **\$40.00**.
- Vehicles on school property may be searched by administration at any time.

Textbooks, Electronic Devices, and Supplies

Textbooks and electronic devices, which are furnished by the School District of River Falls, are to be taken care of appropriately. Students are urged to exercise care in using them so that they do not become soiled or damaged. Charges will be made for lost or damaged school-owned items. Students who withdraw from RFHS are required to turn in their textbooks and/or school-owned electronic devices before leaving.

Supplies are furnished at no cost to the students in most classes, except Technology Education, Agriculture, Family Consumer Sciences (FCS), Physical Education, and Art classes that are involved with projects requiring materials for purchase at cost. In other classes, the students are encouraged to buy materials related to the course of study, although these items will not be mandatory, i.e. a graphing calculator for math courses. (NOTE: Students who need financial assistance to purchase supplies are encouraged to speak to their teacher or administration.)

Technology Device Student User Agreement

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology.

Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Technology devices will be distributed within the first two weeks of each school year. Parents/Guardians and students must sign and return the Student User Agreement before the device can be issued. The user agreement can be found at www.rfsd.k12.wi.us >Parents>Technology Resources, or use this link [K-12 Device User Agreement](#).

Technology Device Damage Fee

The Board of Education has decided to discontinue the Student Device Insurance Plan. Effective the 2019-2020 school year, any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

STUDENT DISCIPLINE AND CONSEQUENCES

The Step System Discipline Plan

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to a principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called the step system may be implemented based on the discretion of the building administrator. A student who is referred for violating a rule contained within this code may receive the consequences that correspond to the entry-level step for that offense. With each successive referral, the student may be advanced up the step system at least one step depending upon the severity of the offense. See Board Policy 447.

The Step System

Step 1: Referral to principal or designee for conference, incident filed, parent notification if deemed necessary.

Step 2: Principal or designee conference, assign one detention, parent notification if deemed necessary.

Step 3: Assign two detentions; parent notification by phone or email.

Step 4: One-day in-school suspension.

Step 5: Two days in-school suspension, parent conference.

Step 6: One to three days out-of-school suspension.

Step 7: Three days out-of-school suspension, parent conference for re-admittance.

Step 8: Three days out-of-school suspension and all succeeding violations may be treated with a Step 7. Parent conference required for pre-expulsion contract.

Step 9: Five-days out-of-school suspension pending pre-expulsion hearing before the district administrator or designee

Good Conduct Clause

A student may work his/her way down the step system by demonstrating good behavior. Each period of 15 days without a referral may result in the reduction of one step. A behavioral intervention plan may be put in place, and successful completion could also result in the student being placed on a lower step. A behavioral support plan to work toward an established behavior goal may be put in place, and successful completion could also result in the student being placed on a lower step.

Severe Infraction Clause

These examples of severe infractions may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense:

1. Fighting, threats, or harassing students or school personnel;
2. Insubordination or defiance of authority; disregard of reasonable requests, directions, or commands by school personnel;
3. Disruptions that interfere with the learning process;
4. Vandalism or theft;
5. Using or possessing disruptive or explosive devices, weapons, or any paraphernalia associated with these items. Any student with a gun at school illegally may be expelled for no less than one year per Wisconsin statute. Police referral may occur.
6. Involvement in an activity that may threaten the safety of others;
7. Tobacco use or possession (including vapes or e-cigarettes) anywhere in the building, on the grounds, or at a school-sponsored event on or off school grounds. Police referral may occur.
8. Alcohol or drug use and/or possession on school grounds or at a school-sponsored event. Police referral may occur.
9. Any act that is covered under the disorderly conduct statute.
10. Academic misconduct, including but not limited to plagiarism and cheating.

Truancy Infraction Clause

Attendance violations such as unexcused absences and trancies should not be placed in the Step System. Students who are found to be truant may serve one hour of after-school service for each infraction and may also be referred to municipal or county court when appropriate.

Suspension / Expulsion

To be expelled from the River Falls School District means a student is removed for a specified time period, which could last until his/her twenty-first birthday.

For the health and safety of students and staff, suspension or expulsion may be the consequence for certain behaviors, which include, but are not limited to, the following:

- ***Noncompliance with the school rules:*** Actions related to disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc. fall into this category.
- ***Assault and Battery:*** A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- ***Vandalism:*** Any student who intentionally causes damage to the school building and/or school property is guilty of a misdemeanor.
- ***Slander/Libel:*** The statutes prohibit intentionally defaming another, whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule, or disgrace in their line of work.
- ***Disorderly Conduct:*** Students who engage in violent, abusive, indecent, profane, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance, is guilty of disorderly conduct.
- ***Obscenity:*** A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings (may apply to cell phone or internet use) in school, is guilty of a felony by Wisconsin state statutes.
- ***Theft:*** “The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same” is theft and larceny, punishable by law. Parents, school personnel, social services personnel, and law enforcement officials may be involved as necessary in cases of theft.
- ***False Fire Alarm:*** Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- ***Harassment:*** All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- ***Threat:*** As defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related to the threat or had prior knowledge of the threat and made little or no attempt to inform authorities. The contents of electronic devices involved in a potential threat are subject to search when appropriate, including text messages, photographs, videos, or other forms of social media when they impact school safety.
- ***Explosives and other dangerous devices:*** No student is to bring into the school or any part of the campus any of the following: firearms, incendiary devices (matches, lighters, etc.) explosives (including firecrackers), knives, mace, pepper spray, other weapons, or “facsimile firearms.” (Facsimile firearm means any replica, toy, starter pistol, or other object that bears a reasonable resemblance to, or that reasonably can be perceived to be, an actual firearm.) This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*
- ***Use of or Possession of Drugs, Alcohol or Tobacco*** on school property and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a

conference with the student and a principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to, and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. vape, smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times.

Student Due Process for Suspensions / Expulsions

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for suspensions and expulsions
- Appeal to higher administrative authority applicable, which may include the following:
 1. Principal
 2. District Administrator
 3. Board of Education
 4. Wisconsin Department of Public Instruction per Wisconsin State Statute §120.13(1)(c)3

Suspension

This penalty involves the loss of school attendance privileges for a limited period of time from 1 to 5 days per infraction. In all cases of out-of-school suspension, parents will be notified via phone call or meeting. For suspension of 2 or more days, a re-entry meeting with the parent/guardian, student, teacher (if appropriate), and a principal designee may be required before readmittance. Students suspended may earn credit for the work they have missed; however, it must be completed in a timely manner, and it must satisfy the teacher's requirements for that coursework. It is the student's responsibility to contact teachers after they return. If requested, an appeal process to administrative authority is as follows: principal, then district administrator.

STUDENT RESOURCES

Drug, Alcohol, Substance Use / Abuse Services

RFHS recognizes that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances can affect a student's personal, academic, and behavioral success. School counselors, school psychologists, the district social worker, and building administrators attempt to work with parents and students to assist with substance abuse-related problems. Please contact the school psychologist or a school counselor if there are concerns. Support services available include counseling information and education and referral assistance. See Board Policy 456.

School Counseling Services

School Counseling services are provided for all students. School Counselors are assigned to the student by Focus. Students and parents are encouraged to check the Counseling Department tab on the River Falls High School website for updates on services provided and scholarship information. Official transcripts are available online at www.Parchment.com for \$4.58.

Health Services

Communicable Disease

The Health Office works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website. See Board Policy 453.3.

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived for medical/health, religion, or personal conviction reasons--waivers are available in the Health Office and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Students who do not have the required immunizations and/or a properly completed waiver on file with the Health Office may incur a fine or possible exclusion from school.

Please contact your practitioner or the Health Office for required immunizations.

Illness/Injury at School

- Students who become ill or injured during the school day should report to the Health Office.
- If a student is sent home due to illness or injury, the Health Office/Main Office must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- Parent(s)/guardian(s) should inform the Health Office if their child needs accommodations during the school day due to crutches, casts, etc.

Is my child well enough to go to school?

Many students and parents are frequently concerned about when students should stay home or attend school. *Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.*

The following information is intended to help with this decision:

- If a student has had a fever of 100.4 degrees or more, the student should stay home for a minimum of 24 hours after temperature returns to normal without fever reducing medication.
- If a student has vomited or has had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with a family practitioner before sending the student to school. The Health Office may request a doctor's note from parents.

Library Media Center and Computer Labs

The Library Media Center (LMC) is used to access print materials, to access electronic resources for research and leisure reading, for large-group assessments, for learning activities, and/or as a quiet area of study. Students are to sign in when they arrive and when they depart from the library, unless they are there with a class. The LMC availability will be posted at school. Most items can be checked out for 2 weeks. Students are responsible for all materials checked out in their name. Overdue reminders are issued, and students must pay for lost or damaged items. On travel days, students may use the LMC during Focus and daily during lunch and passing times. At the end of the school year, all students must pay for borrowed materials that are not returned. Students must have a signed *Acceptable Use Policy* on file to access computer resources. Deliberate attempts to access files or information that a user is not authorized to access are prohibited. Consequences for failure to

follow the policy include loss of computer access. RFHS students are issued an email account to be used for academic purposes. Misuse of email accounts (bulk emails, harassment, etc.) can result in a suspended account. Students should use computers for school use only, supervised by a staff member.

Work Permits

If a student is under the age of 16, he/she must have a work permit on file. The following information is necessary:

- Proof of age: Birth certificate, baptismal certificate, driver's license or state issued ID (copies not accepted)
- Employer's written intent to hire, including job duties to be performed, and the hours and time of day, employer's telephone number and address.
- Parent/guardian written consent (the employer's written statement may be countersigned), minor's address and age.
- Social security card (copies not accepted)
- \$10.00 permit fee (the minor pays for the permit, and the employer must reimburse the minor no later than the first paycheck)
- The minor must be present to sign the work permit.

ACADEMIC INFORMATION

Academic and Career Planning

Academic & Career Planning (ACP) is a student driven, adult supported process in which a student creates and cultivates his/her own unique information-based visions for post-secondary success. It is a planning process which includes self exploration and career exploration. Through this planning process, a student develops a concrete plan that identifies academic and career goals and how the student's goals will be achieved. Each year, specific activities in Xello will be completed at each grade level.

The Wisconsin Department of Public Instruction in the PI26 legislation requires public school districts to provide ACP services to all students in grades 6-12.

All students at RFHS have a Xello account. Students' login information has been tied to their high school Gmail accounts. If they are logged into their high school Gmail accounts, they can access Xello from our high school webpage under "Students." The link is <https://www.rfsd.k12.wi.us/students/>

Career Clusters and Pathways

Career Clusters are broad occupational groupings based on a set of common knowledge and skills required for a group of careers. The 16 Career Clusters are Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communication; Business Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; Science, Technology, Engineering & Mathematics (STEM); and Transportation, Distribution & Logistics.

Career Pathways are a sub-grouping of careers used as an organization tool for curriculum design and instruction. Each pathway highlights a specific part of each cluster. The River Falls High School Academic & Career Planning depicts the Career Clusters into six broad pathways and is shown in a pathways wheel. These are the broadest level of career options. Each pathway is broken down into more specific information that allows students and families to explore each on a deeper level. Career Clusters and Pathways information can be found in the Academic & Career Planning Guide at

https://www.flipsnack.com/ACPCOURSEGUIDE2021/guide_acp_rfhs_2021_final-19qoa88hp8.html

Course Registration

An informational meeting will be held in January or February for parents and students regarding registering for classes for the 2021-2022 school year. Students have the opportunity to work on course selection materials during the school day in Focus during Registration Week. Students are encouraged to discuss course selections with their parents. A parent/guardian signature is required before course requests may be submitted.

Grading Scale (Grades/Percentages)

A	93 -100	A-	90 - 92		
B+	87 - 89	B	83 - 86		
B-	80 - 82	C+	77 - 79		
C	73 - 76	C-	70 - 72		
D+	67 - 69	D	60 - 66	F	0 - 59

P Recognized for credit, but not included in the GPA. Prior permission from the Principal is required to allow a "P" grade.

F Failure = 59% or below

W Withdrawal

I Incomplete: given for class work which is not completed because of a long-term absence due to illness or emergency. Arrangements for completion of a course must be made with the teacher. Incompletes must be made up within one week of the end of the grading period or the grade will be changed to an "F." If more time is needed due to unusual circumstances, approval of the principal is required.

Plus and minus signs may be used with letters A, B, C and D to indicate a position within that grade band.

Exception: no A+ grades are awarded. (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0). See Board Policy 345.1 and 345.11.

Academic Lettering and School Attendance

To be eligible for academic lettering, a student must have no unexcused absences during the school year and have not been suspended in or out of school during the school year.

A student must be a full time student in the school year he/she wishes to qualify and must be passing 20 hours (four classes, five days per week) of instruction at all times during the school year. Contact the RFHS Activities Office with questions.

Academic Awards

Academic Letters are awarded based on the following criteria:

- Maintain a 4.0 grade point average through the conclusion of the freshman year.
- Maintain a 3.85 grade point average through the conclusion of the sophomore year.
- Maintain a 3.75 grade point average through the conclusion of the junior and senior year.
- All incomplete grades must be resolved

Laude System

The River Falls Laude System will become effective with the graduating Class of 2021, meaning there will no longer be a valedictorian and salutatorian after the Class of 2020. The purpose of our laude system is to encourage and recognize high school graduates for their completion of challenging coursework and preparation for future success. There are three levels of recognition (with a set range of points available to accrue):

- Summa Cum Laude: *Highest Honor*
- Magna Cum Laude: *Great Honor*

- Cum Laude: *Honor*

A student's score is computed by multiplying cumulative GPA by the number of points earned from specifically identified laude courses successfully completed by a student. Our school profile, as well as our laude system, will help inform colleges in gaining a more holistic perspective of our students.

*Contact your student's school counselor for more information or visit the following link: [RF Laude System](#).

Grades

Seniors need to request a final transcript to be sent to their college of choice via www.parchment.com. Grades are available online at <https://wicloud.infinitecampus.org/campus/portal/riverfalls.jsp>. Username and password are available through the High School Main Office.

Graduation Ceremony Participation

- Students graduating must have completed a minimum of 27.5 credits.
- Honor cords/High Honor cords are awarded to seniors whose overall GPA is at least 3.300/3.700 after 3rd term, respectively.
- Students who have 27.5 credits or fewer may not receive a signed diploma until completion of .5 credits or more to meet the 28-credit graduation requirement.
- Students not in attendance for more than 85% of their academic year due to habitual truancy may not be eligible to participate in graduation ceremonies and/or the senior class party. See Board Policy 345.62.

DEADLINE: All graduating seniors should meet all requirements by Memorial Day to participate in graduation. This includes, but is not limited to, the following: fines, fees, detention time, food account balance, return of library items, school-owned electronic devices, textbooks, and physical education locks.

Renaissance Charter Academy

The Renaissance Charter Academy is an extension of River Falls High School. The program is designed for students whose needs would be met more positively in an alternate setting with smaller class sizes and a focus on each student's specific needs for their graduation plan. The program is held at 1107 South Wasson Lane, River Falls, and includes opportunities for integrated studies, independent studies, and mentoring experiences. The diploma received is a School District of River Falls diploma. Applications are available in the High School Main Office, Renaissance Charter Academy, or from a RFHS School Counselor. The coordinator of the Renaissance Charter Academy can be reached at 715-425-7687, ext. 2224.

Basic Skills Diploma

Seniors who are more than four credits deficient may apply for the Basic Skills Diploma program offered by the River Falls Renaissance Charter Academy. This is a night school program with specific credit requirements. Contact your school counselor for information.

Academic Assistance

Homebound Instruction

Homebound instruction may be provided for students who are kept out of school for ten consecutive school days due to illness or injury. Verification by a physician is required. Contact your student's school counselor for information about homebound instruction.

Tutoring

Students may receive extra academic help by contacting their teachers or school counselors. Teachers are available before and after school by appointment. Tutors may also be available for students needing help with

~~math, science, social sciences, or language arts. Schedules for tutors, if available, will be posted. Peer tutoring may also be available during Focus. Contact your school counselor or teacher for more information.~~

Capstone Learning Opportunities

Students have a variety of Capstone learning opportunities available to help each student personalize their learning. Detailed information about the following options can be found in the Academic & Career Planning Guide linked at: <https://drive.google.com/file/d/1uIc17hasgyjzYaH9UpGXYtv5eqaPFsQN/view>

Capstone Learning Opportunities include:

- Advanced Standing articulated courses
- Advanced Placement courses
- Career Technical Education (CTE) Capstone
- Dual Academic Credit Program (with UW-River Falls)
- Dual Credit High School Academies
- Early College Credit Program
- Industry Certifications
- Start College Now
- Transcribed Credit courses
- Work and Career Based Learning

Career and Technical Education Notice

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, religion, national origin, sex, sexual orientation, disability, etc).

Alternative Opportunities to Earn High School Credit

Hybrid Courses

Hybrid courses are offered on a limited basis. Hybrid course content is delivered 60-80% online, and students work independently for the online portion of the class.

Independent Study, Service Credit, or Office Help

Juniors and seniors may apply for Independent Study, Service Credit, or Office Help. Students may take a maximum of two courses per year or two credits during the course of their high school career. In the case of an independent study, an established curriculum must be in place, and teachers will expect students to complete the coursework somewhat independently. Students must have successfully exhausted all appropriate course offerings in the designated area. Requests must be approved by the principal and scheduled in advance of the term in which the course is to be taken. If approved, the course is added to the student's schedule. Forms are available in the Counseling Office. See Board Policy 343.3.

Wisconsin Virtual School

Students have an opportunity to take online enrichment courses not offered at RFHS. Students may meet with their school counselor if interested. Course descriptions may be found in the resource appendix of the Course Planning Guide and online at www.wisconsinvirtualschool.org. Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete WVS classes.

Wisconsin Higher Education Board (HEAB) Scholarships for Seniors

Wisconsin Academic Excellence Scholarship

Eligibility for the Wisconsin State Scholarship is first based on grade point average (GPA) for grades 9-12. To be eligible, a student must be in attendance at RFHS for six terms – four terms of the junior year and the first two terms of the senior year. The scholarship is granted to the top two students who meet established criteria and plan to attend a Wisconsin university. The number of scholarships that can be awarded is determined by total enrollment of the high school. See Board Policy 461

Wisconsin Technical Excellence Scholarship

The School District of River Falls shall annually designate certain scholars for purposes of the Wisconsin Technical Excellence Higher Education Scholarship Program. These scholars shall be designated on the basis of their level of proficiency in career and technical education (CTE) subjects, and who enroll, on a full-time basis, in a technical college. The scholars shall be seniors who have met the criteria outlined below. The scholars shall be named in accordance with timelines required by law and in accordance with established board policy.

To be eligible, students must be enrolled in the district full-time for six consecutive terms prior to the awarding of the scholarship (i.e., four terms of their junior year and the first two terms of their senior year). To attain senior standing, a student must meet the requirements outlined in board policy. The committee shall apply the following criteria in noted order: to be eligible for the Wisconsin Technical Excellence Scholarship, students must exhibit interest in and have a career plan related to a technical field, and must meet a minimum of three (3) of the outlined criteria for graduation:

1. Have completed at least three (3) high school CTE courses in the student's identified career pathway. The student may be enrolled in the third course at the time of the nomination.
2. Have participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
3. Have completed a minimum of one course in a transcribed credit program.
4. Have successfully participated in a Skills Standards Program or Certification offered by the Wisconsin Department of Public Instruction.
5. Have completed or in progress to complete an industry-recognized certification program approved under WI Stats. 115.367 (2).
6. Have participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, etc.
7. Have completed an identified Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.

Students meeting the identified initial criteria will be ranked based on the following point system reflective of coursework and technical education experience.

1. Two points will be awarded to a student for each credit earned in high school CTE courses. (For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination will be counted toward the number of credits the student has earned.)
2. One point will be awarded to a student for each year of activity in a Career and Technical Student Organization in Wisconsin (CTSO). Note: For activity in multiple CTOS, one point will be awarded for each year of participation in each CTSO.
3. An additional one point will be earned for each of the following activities:
 - o participation in an approved Youth Apprenticeship Program,
 - o completion of a Skills Standards Certification, and
 - o completion of an industry-recognized certification program.
4. If students are tied with total points, the first tiebreaker will be that students with equal points will be ranked by their GPA in CTE courses.
5. The second tiebreaker will be that students will be ranked by their overall composite GPA.
6. The third tiebreaker will be that students with the highest composite score on the ACT by December 31 shall be designated as the recipient or alternate.

7. Should there remain any further tied students, a representative committee of high school faculty members shall select the recipient or alternate based on the number of additional CTE criteria met as well as student leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, district-approved activity.

See Board Policy 462

In the event a student qualifies for both the Academic Excellence and Technical Excellence scholarships, the student shall identify which award he/she intends to accept.

ACTIVITIES INFORMATION

Activities Participation Guidelines

It is highly encouraged for students to participate in school clubs and social organizations. Participation in such clubs fosters growth in the areas of responsibility, leadership, and accountability. However, no student may serve as president or vice-president in more than one club or organization in any given year. In addition, students are limited to serving in an officer capacity in no more than two organizations a year.

This guideline is in place to ensure that all students serving in a leadership position have the ability to dedicate and manage their responsibilities of being a leader or officer for their club or organization. It should be noted that students are still encouraged to participate and serve in as many clubs and organizations as they see fit.

Athletics

River Falls High School is a member of the Big Rivers Conference in the sports listed below.

Fall **Girls:** Cross Country, Golf, Swimming/Diving, Tennis, Volleyball

Boys: Cross Country, Football, Soccer

Winter **Girls:** Basketball, Gymnastics, Hockey

Boys: Basketball, Hockey, Swimming/Diving, Wrestling

Spring **Girls:** Soccer, Softball, Track

Boys: Baseball, Golf, Tennis, Track

Activities Guidelines

As a member of the Wisconsin Interscholastic Athletic Association (WIAA), student athletes are governed by the general rules and specific rules of our school Activities Handbook/Code. The [Activities Handbook/Code](#) deals with conduct and academic requirements for the athlete. All students participating in athletics must submit the following forms prior to participating in any athletics: a current physical (good for two years), or an alternate physical form (for the alternate year); the Activities Handbook/Code signed by the student and parent one time for the entire high school career; an Impact (Concussion) test every other year (scheduled through the Activities Office); and pay the activity fee. **These may all be done via the registration process.**

Students must be in school for the entire school day of a practice, performance, or competition. This is true for all after-school activities. The principal or designee must approve exceptions. Should a student be absent all day on a Friday due to illness, that student shall be permitted to participate in an activity on the following Saturday or Sunday if the student feels physically fit, has the recommendation of parents/doctor, and the approval of building administration.

Club Offerings & Guidelines

Students participating in clubs or activities are subject to the rules and guidelines listed in the Activities Handbook/Code. The [Activities Handbook/Code](#), available in the Activities Office or online, is to be signed by both the student and a parent or guardian. All paperwork, along with required fees, is due into the Activities

Office before the student can participate in the club or activity.

Activities at RFHS include Art Club, Biology Club, Cheerleading, Chemistry Club, Connecting All Together Socially (C.A.T.S.), Community Club, Dance Team, Drama Club, Fishing Club, Future Business Leaders of America (FBLA), Fellowship of Christian Athletes (FCA), Fishing Club, Future Farmers of America (FFA), Forensics, Gay-Straight Alliance (GSA), Game Club, International Club, Mock Trial, Musical, National Honor Society (NHS), Pep Club, Ping Pong Club, Powerlifting, Robotics, Rock Climbing Club, Ski Club, Students Offering Support (SOS), Strive, Student Council, Trap Shooting, Yearbook. Students who have a common interest, secure an advisor, write a constitution, and have the club authorized by the principal or designee may form new clubs.

Conduct at Athletic Events and Other School Events

Every individual in attendance at a school-sponsored event should observe the accepted rules of good sportsmanship and conduct. Exemplary conduct is expected from our students, adult fans, players, cheering squads, coaches, and staff. Inappropriate behavior that results in a fan being removed from a game will have the added consequence of missing the next game as well (new WIAA regulation).

The fundamentals of good sportsmanship include the following:

- Show respect for the opponent at all times. The opponent should be treated as a guest.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job to the best of their abilities.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance of all teams playing.
- At concerts or performances of other school groups, or by visiting groups, it is expected that behavior will be appropriate for the occasion. Students asked to leave a contest due to misbehavior will not be allowed access to any other for one calendar week. (minimum one contest)

Music

Music groups that are both curricular and co-curricular (involving after-school time):

Choir: Concert Choir, Symphonic Choir, Chamber Choir

Band: Concert Band, Symphonic Band, Wind Symphony, Marching Band

Music groups that are extra-curricular:

Choir: Costumed Carolers, Solo/Ensemble, Musical

Band: Jazz Band, Pep Band, Solo/Ensemble

National Honor Society

The National Honor Society (NHS) Chapter of River Falls is a duly chartered and affiliated chapter of this prestigious national organization. Students are able to apply to become a recruit for NHS within the first two weeks of each semester starting the spring semester of their freshman year to the spring semester of their junior year. Recruits will work toward earning points through demonstrating the four pillars of NHS: scholarship, leadership, service, and character. Membership into the NHS will be open for recruits during the first month of their senior year. Recruits will be selected to be members by an anonymous faculty council. The council reviews applications of candidates with a GPA of 3.5 or better and 100 or more points that were earned through demonstrating their leadership, character, and service requirements for the River Falls NHS Chapter. Faculty input is also sought on leadership and character.

Spectator Buses

Spectator busing is provided when there is strong student interest. At least 30 students must sign up to ride a bus

by 9:00 AM on the game day before a bus will be ordered. The cost of the bus is determined by the length of the trip and thus may vary from game to game. Students who ride spectator buses must return from the game or event on the bus unless a parent makes arrangements with the chaperone/advisor to transport a student home. The principal or designee and the bus chaperone/advisor must be aware of this arrangement before the game/event. The parent must present him/herself to the chaperone when picking up their son/daughter. Failure to adhere to this procedure will result in denial of this privilege in the future.

Student Council

The Student Council is the only all-school student/advisory group in the school that serves various purposes. For example, develop plans and direct social events, create suggestions and recommendations to school administrators for general school improvement, etc.. It is made up of representatives from all four grades. The Student Council forms a link between the students and the faculty.

Transportation

The school provides transportation, by bus or school car, for all participants to school-sponsored events held away from the school. The participants are required to ride the bus to the event and to return by bus from the event. On occasion, student participants may return from school-sponsored events with their parents (providing parental request has been made, in writing, to the principal or coach/supervisor prior to departing for the event). The parent must be in direct contact with the activity supervisor/coach after the activity for the participant to be excused. Failure to follow this procedure will result in being withheld from competition at the next event.

OTHER INFORMATION

Daily / Weekly Announcements

Daily and weekly announcements will be visible on our school website, through social media, and posted in designated areas of the building. All student announcements posted in the building must be approved and signed by a school administrator or designee prior to posting. Emergency and special announcements will be made only with the approval of a school administrator.

Family Night

Wednesdays have been designated as Family Night by the School District of River Falls pertaining to the scheduling of school-sponsored events. No school events are scheduled after 6:00PM without advance approval of a school administrator.

Food Service Money Collection and Access

The School District participates in the National School Lunch/Breakfast Program and is committed to serving nutritious, high quality, and affordable meals that appeal to teenagers. The school district uses an automated lunch accounting system to record payments and purchases for family accounts. This is a debit system, similar to a checking account. It is expected that a positive balance will be maintained in each food service account at all times. Please go to www.rfsd.k12.wi.us >Parents>School Lunch Program>Food Service Money Collection Procedures, or <https://tinyurl.com/jvuxlh9>, for complete information.

School Accident Insurance

The school district does not provide any type of health or group accident insurance for injuries incurred by a child at school. The school makes accident insurance available to parents through a private insurance carrier. School officials do not promote any private insurance company. See Board Policy 451.

Use of Buildings

School facilities are not to be used without the specific permission of school authorities. School personnel are to be present when the building is open to students. The school day is normally from 7:15 AM to 3:15 PM.

Students in the building beyond those hours are to be supervised by staff. The school is closed on Saturdays and Sundays unless there is a planned activity.

The faculty lunchroom is off limits for students; this rule also applies whether or not school is in session.

Walking track Open to the public from 6-7 AM on weekdays.

Pool Contact RF Parks and Recreation for open swim hours.

Gyms Contact Activities Director for reservations.

REQUIRED NOTICES

Student Records Notice

STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN THE SCHOOL DISTRICT OF RIVER FALLS

The School District of River Falls maintains student records for each student attending school in the district. These records include: (1) “progress records” which include a statement of the courses taken by the student, the student’s grades, the student’s co-curricular activities, the student’s immunization records, and the student’s attendance records; and, (2) “behavioral records” which include tests relating specifically to achievement or measurement of ability, psychological tests, the student’s physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student’s behavior, law enforcement agency records obtained by the district, and any other student records which are not progress records.

The following shall apply in the district:

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review, and obtain copies of the student’s school records upon request in accordance with established procedures. The district shall respond to such requests without unnecessary delay. A copy of the Board’s student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 7 a.m. to 3:30 p.m. during the school year.
- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student’s school records if he/she believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the district’s procedures are available upon request as outlined above.
- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student’s school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A “school official” is a person employed by the district who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff, and police-school liaison

personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or district responsibility.

The district shall transfer a student’s records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

<u>CATEGORIES OF DIRECTORY DATA</u>	GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH “X”)		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian, or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian, or guardian ad litem. To require consent before the district can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian, or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student’s name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The district shall comply with such requests.

Unless access to such information has been restricted by the secondary school student, or the student’s parent(s)/guardian(s) as outlined above, the district shall provide access to secondary school students’ names, addresses, and telephone listings, on request made by military recruiters or institutions of higher education. The district shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Nondiscrimination Notice

SCHOOL DISTRICT OF RIVER FALLS River Falls, Wisconsin 54022

PUBLIC NOTIFICATION OF STUDENT NONDISCRIMINATION POLICY

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

It is the goal of this district to provide students with the knowledge and skills which will empower them to take charge of their lives whether their destination is college, technical training, the military, the world of work, or marriage and family. Programs offered include, but are not limited to, classes in agriculture, art, business education, family and consumer education, foreign languages, health, language arts, math, music, physical education, science, social studies, technology, and alternative credit opportunities such as independent study and Early College Credit Program.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Complaints regarding the interpretation or application of this policy should be referred to the building principal or the District's Equal Opportunity Coordinator. The district encourages informal resolution of complaints under this policy. If the reply to the informal procedures is not acceptable to the complainant, he/she may initiate a formal complaint in accordance with established procedures.

Any questions concerning this policy should be directed to the District's Equal Opportunity and Section 504 Coordinator:

Mrs. Jackie Steinhoff, Director of Special Education, 425-1800 x1115

Equal Education Opportunities

The River Falls School District is committed to providing equal education opportunities for all students in the district. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational, and other programs or activities, shall not be abridged or impaired because of a student's sex, color, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status,

sexual orientation, physical, mental, emotional or learning disability or handicap.

Students who have been identified as having a handicap or disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations in educational services or programs. Students may be considered handicapped or disabled under this policy, even if they are not covered under the district's special education policies and procedures.

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities. Opportunities to make up work missed due to religious holidays will be provided. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the Superintendent or designee and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each building of each school and posted in each building in the district. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks, and other published materials distributed to the public describing school activities and opportunities.

Legal References: Sections 118.13 & 118.15 Wisconsin Statutes, PI 9 and PI 42 of the Wisconsin Administrative Code, Title IX Education Amendments of 1972, Title VI Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991.

In addition, this prohibits student discrimination under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

**School District of River Falls
Acceptable Use Policies**

Policy: Information and Technology

Scope: Students

Effective Date: 08/27/03 – Adopted by Board

Approval: Administration

Policy Statement

The School District of River Falls encourages use and application of technology to enhance students' education by providing the ability to conduct research and to efficiently communicate with faculty and other members of the School District and the community. The technology tools include, but are not limited to: computers, online Library databases, email, and intranet/internet.

Access to various technology tools available at the school district is a privilege extended to current students and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations, and School District policies.

The School District reserves the right to access all information in its technology tools for business purposes. Business purposes may include the day-to-day management of the systems of this or other School District policies, such as sexual harassment, the unauthorized disclosure of confidential information, misuse of School District resources or property, or a violation of law. There is neither privacy nor expectation of privacy associated with a user's School District account. The School District reserves the right to extend, limit, restrict, or deny privileges or access to its technology tools. The School District is not responsible for any materials.

Security

Users are expected to keep passwords confidential and user passwords may be overridden by the School District as necessary for business or administrative reasons. The student to whom the account is assigned is the only person authorized to use the account. Please report any unauthorized use of your account to the Supervisor or Technology Services.

Usage

Accounts will be terminated at the end of the last semester in which the student was enrolled or upon withdrawal from the District.

User access may be suspended or terminated by the School District at any time with or without notice.

Acceptable Uses/Limitations

Examples include, but are not limited to:

- The School District's technology tools are to be used primarily for School District business purposes. Use of any School District system for the benefit of any student or third party is expressly prohibited. Students are permitted to use technology tools in a prudent manner for personal use as long as it does not interfere with the use of technology by other members of the School District Community.
- Users do not own accounts on School District computers, but are granted the privilege of use. The School District may revoke this privilege if School District policies are not followed. Users may not share their accounts with others and must keep account passwords confidential.
- The School District cannot guarantee that messages or files created, stored, received or sent through School District technology systems (including computers, hard drives, disks, etc.) are private or secure. The School district may monitor and record usage to enforce its policies and may use information gained in this way in disciplinary actions against the user.
- Users must adhere strictly to software licensing agreements and copyright laws.

- Only software that has been authorized by the School District may be loaded or used on any School District computer. The Technology Services Department is responsible for loading or removing any software.

Prohibited Conduct

Examples include but are not limited to:

- Sending, storing, or accessing harassing, pornographic, obscene, offensive, or otherwise inappropriate information or material.
- Deliberate attempts to access files or information that the user is not authorized to access.
- Downloading music or videos due to the impact on system performance.
- Unauthorized attempts to view and/or use another person's accounts, computer files, programs, or data.
- Use of School District resources for any commercial activity or for-profit services.
- Any attempts to disable or compromise the security of information contacted through School District's computers.
- Copying software protected by copyright.
- Initiating or propagating electronic chain letters.
- Inappropriate mass mailings to newsgroups, mailing lists, or individuals.
- Unauthorized "broadcasting" of unsolicited mail or information.
- Failure to limit personal use as appropriate.
- Attempts to disrupt, subvert, or circumvent the School District's access to any data, communications, systems, files, or passwords.
- Posting a message on an internet bulletin board, World Wide Web document, or any publicly available internet site which in any manner refers to the School District and its programs and services, or which might be interpreted as stating a School District position or policy, without express advance approval of the Building Administrator, unless the message clearly indicates that it reflects only the views of the author and not the School District.

Violations

Any suspected violation of this policy should be directed to the Building Administrator. Violations may result in disciplinary action.

Questions

Users of the School District's technology tools are encouraged to ask questions and understand the topics covered in this policy. Questions should be directed to the Building Administrator.

Consequences of Inappropriate Use

- Notification of proper authorities, which may include law enforcement or other appropriate agencies.
- Revocation of Privileges
- Suspension
- Dismissal/Expulsion
- Restitution for property damage

Policy Cross References

Non-Discrimination Policy
Sexual Harassment Policy