

**School District of River Falls
Educational Program Committee meeting**

Monday, June 6, 2022 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Cindy Holbrook

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. in the District Office Conference Room.**
2. **MANNER OF PUBLIC NOTIFICATION OF MEETING**
3. **HEARING OF VISITORS OR DELEGATIONS**
4. **River Falls eSchool Programming Update** **3**
Description: RF eSchool staff will present committee members with an update regarding the 2021-22 school year, including highlights, activities, and programming adjustments for the upcoming school year.
Recommended Action: None, Information only.
5. **Approve the first reading of School Board Policy 443.1 Student Dress Code** **12**
Description: District Administration will present committee members with recommended revisions to our District's policy 443.1 Students Dress Code for approval.
Recommended Action: Approve the first reading of School Board Policy 443.1 Student Dress Code
6. **Approve Student Handbooks** **17**
Description: District Administration will present committee members with revisions to grade level 2022-23 Student Handbooks for approval.
Recommended Action: Approve Student Handbooks
7. **Approve the first reading of the revised School Board Policy 361.2 Selection of Library Media Center Materials** **127**
Description: District administration and staff will present committee members with recommended revisions to board policy 361.2 Selection of Library Media Center Materials for approval.
Recommended Action: Approve the first reading of the revised School Board Policy 361.2 Selection of Library Media Center Materials.
8. **Approve the first reading of the revised School Board Policy 871 Complaints about Instructional/Library Media Center Materials** **130**
Description: District administration and staff will present committee members with recommended revisions to board policy 871 Complaints about Instructional/Library Media Center Materials for approval.
Recommended Action: Approve the first reading of the revised School Board Policy 871 Complaints about Instructional/Library Media Center Materials.
9. **Approve the first reading of the revised School Board Policy 871-Rule Procedures for Handling Complaints about Instructional/Library Media Center Materials** **132**
Description: District administration and staff will present committee members with recommended revisions to board policy 871-Rule Procedures for Handling Complaints about Instructional/Library Media Center Materials for approval.
Recommended Action: Approve the first reading of the revised School Board Policy 871-Rule Procedures for Handling Complaints about Instructional/Library Media Center Materials.
10. **Approve the revised 871-Exhibit Request for Reconsideration of Library Resources form** **135**
Description: District administration and staff will present committee members with revisions to the District's *Request for Reconsideration of Library Resources* form for approval. The Request for Reconsideration of Library Resources form will serve as an exhibit to accompany board policies 871 and 871-Rule.
Recommended Action: Approve 871-Exhibit Request for Reconsideration of Library Resources form.
11. **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.
12. **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, July 11, 2022, 6:00 p.m.

The meeting will be held at the District Office conference room, 852 E Division Street.

13. ADJOURN

Education Programs K-12 eSchool Update

June 6, 2022

RF eSchool Staffing

Administrator (K-8) - Jennifer Peterson

Administrator (9-12) - Lisa Goihl

Program Secretary - Lesley Schradle

K-8 Coordinator (21-22) - Erin Cramer

9-12 Coordinator/Teacher - Matt Smith

7-8 Educator (21-22) - Erin Cramer

4-6 Educator (21-22) - Michelle Nyseth

K-3 Educator (21-22)

K-8 Educator (Fall 22 & beyond) - Erin Kost



Governance Board

President - Erin Powers

Treasurer - Lorraine Davis

Secretary - Erin Cramer

Current Work



- ❖ Officially a DPI recognized Charter School
- ❖ Weekly Team Collaborative Meetings
- ❖ Developed and Published our K-8 eSchool Vision for 2022-23
- ❖ Collaboration with WVS to set up teachers and student courses
- ❖ Attending WVS scheduled trainings and implementation preparation
- ❖ Curriculum enhancement for all courses and grades levels

WELCOME: The Powers Family



The Powers family have been enrolled with the RF eSchool for the last two years. Each of these students have benefited the RF eSchool programming as they were able to excel within each of their unique learning paths.

Cara Powers - Entering Grade 9

Jonah Powers - Entering Grade 11

Liam Powers - Entering Grade 12

Who does the K-8 eSchool Serve?



- Typical students who want the flexibility and differentiation of online learning
- High-achieving students who want to grow at their own pace
- Families who may want to supplement a child's learning with other studies (religious, agricultural, exploratory) but do not want to manage the academic curriculum and pacing
- Students who struggle with anxiety or mental health needs who benefit from added breaks and flexibility without the constant social and peer pressure of a typical school day
- Students who have other interests (sports, art and theater) that may infringe on a typical school day schedule

What do we do in the RF K-8 eSchool?



At the core, we used Wisconsin Virtual School to provide instruction to our students. At the K-8 level, our own teachers managed the curriculum and pacing from WVS and gave additional daily support to students.

WVS provides thorough detailed lessons for students which included readings, videos, and a variety of interactive learning for students.

RF eSchool teachers were able to manage content, quizzes, grading and supplemental assignments and instruction. Through our group and weekly 1:1 meetings with students, we were able to guide them to understand their needs for enrichment or areas for intervention. Differentiation and personalization was possible with that daily communication with students and families.

A few students were not initially successful in WVS and RF eSchool teachers worked with families to provide additional support and/or learning alternatives including weekly in-person sessions.

What do we do in the RF K-8 eSchool?



- Wisconsin Virtual School provides the curriculum that is rigorous and engaging
- Local RF teachers provide the pacing, modifications and engagement for social and academic development for personalized learning

What have we learned?

- We are able to meet students as individuals to better facilitate their academic goals
- Students are more successful with teachers that are engaging and responsive to their learning
- Learning is the goal, flexibility is the key. A few students who were not initially successful in WVS were given additional support and/or learning alternatives that included weekly in-person sessions.



River Falls eSchool

A personalized education for individual success.



Core Principles

- Learning and assignments through an online platform for core subjects and electives
 - In-person and online connection opportunities as an eSchool
- Strong communication between students, teachers and families
 - Weekly teacher connections and support for each student

**K-8
Vision!**

Cohort Study

- A typical school day with a weekly fixed schedule of required classes with cohort
 - Independent learning in an online platform with a given pacing schedule
- Weekly individual meetings to support learning in the online platform



Independent Study

- Self-paced learning and assignments through an online platform for core subjects and individual electives
 - Flexible scheduling with weekly teacher check-in and support
- Personalized learning projects chosen to enrich student's passions and learning

**K-8
Vision!**

River Falls High School Virtual Academy

2021-2022 School Year Changes...

- Moved from using Odysseyware to WI Virtual School (WVS) and RFHS course combination
- Added a virtual school director/coordinator (Matt Smith)
- Summer workshop consisting of teachers interested in teaching online and creation of expectations, contracts, norms, etc. (Linked on next slide)
- Some RFHS offerings online this year included courses from Phy Ed, Math, English, and Social Studies taught by our RFHS teachers
- A majority of the online courses were taught using WVS.



Summer Online RFHS Teacher Work

Resources created from our two day process...

[Teacher Information: RFHS Virtual Academy](#)

[RFHS Virtual Academy Teachers](#)

[RFHS Virtual Academy Contract](#)

[RFHS Virtual Academy Letter to Families](#)

[RFHS Virtual Academy Further Information](#)



Mission and Vision



Our Mission:

The core purpose of RFHS Virtual Academy is to provide a personalized, engaging, and relevant educational plan for all students grades 9-12.

Our Vision:

To create a strong, viable virtual program with three to five year goals of allowing students to have more voice and choice in their daily schedules. Students will take advantage of robust blended coursework closely aligned with RFHS curriculum and utilizing RFHS teaching staff in both synchronous and asynchronous environments. Wisconsin Virtual School coursework may also supplement students' schedules.

RFHS Virtual Academy Enrollment

Term 1: 22 total (17 regular ed, 5 special ed)

Term 2: 25 total (21 regular ed, 4 special ed)

Term 3: 28 total (25 regular ed, 3 special ed)

Term 4: 24 total (22 regular ed, 2 special ed)

Enrollment Factors

Covid numbers and masking mandates

Special education

Success online or in person

Mental and physical health situations; behavior situations

Benefits

- **Kept students in district who would have gone elsewhere**
- **Personalized learning for students in need due to health, mental health, or other factors**
- **Flexible movement between in-person and online enrollment for immediate needs**
- **More rigor than Odysseyware and content teachers connected to each course**

Plans for the 2022-2023 School Year

- Continue to discuss if WVS serves our needs the best (lower-achieving students, Special Ed)
- Encourage more RFHS teachers to teach online courses
- Polish our contract, guidelines, and communication with students and families

Questions & Comments

SCHOOL DISTRICT OF RIVER FALLS

River Falls, Wisconsin 54022

443.1

STUDENT DRESS CODE

PURPOSE

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

We believe parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and do not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

SPECIFIC GUIDELINES

Students Must Wear:

- Top (shirt, sweater, dress, sweatshirt, jacket, etc.) and Bottom (pants, shorts, dress, skirt, etc.) – **NOTE: see below for grades PK-8 clarification related to tops.*
- Clothes must be worn in a way that the genitals, buttocks, and nipples are fully covered with opaque (non-see through) material.
- Students must wear shoes at all times.
- Tops must have shoulder straps

**NOTE: In grades PK-8, tops must cover a horizontal line from one lower armpit to the other.*

Students May Not Wear:

- Any clothing that is determined by administration to be a disruption to the school learning environment.
- Any clothing or headgear with writings, images, language, pictures, or logos that, in the opinion of school officials, is vulgar, lewd, obscene, contains hate speech, profanity, pornography, or promotes drugs, alcohol, sex, violence, racism, gang activities, creates a hostile, disruptive, or intimidating environment based on any

protected class or consistently marginalized groups.

- Any clothing that reveals visible undergarments (straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or medical purpose).
- Sunglasses are not permitted to be worn inside the school building (unless required for a documented medical reason or class project).
- Hoodies may not cover the face and/or ears for safety reasons (and to disallow earbuds, headphones, etc. to be a distraction to learning). **NOTE: see below for grades PK-8 clarification related to no hoodies and no hats.*

**NOTE: In grades PK-8, hats and hoodies are not allowed under any circumstances.*

DRESS CODE ENFORCEMENT

Building administration will enforce the dress code policy. If/when staff have concerns, they should direct said concerns to administration.

Students shall not be “shamed” or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns to this dress code during the school day:

- 1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
- 2) Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
- 3) If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

ADDITIONAL CONSIDERATIONS

Special Occasions -- Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc. and/or individual coaches/advisor expectations) will be approved by school administration.

Extracurricular Activities -- The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place -- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc. ***Alternative attire may be acceptable for co-curricular activities as determined by administration.***

Exceptions -- Exceptions to these dress requirements are to be made as necessary to allow students to observe religious customs or beliefs and as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the principal).

Face Covering/Mask Requirements (for future reference: Similar to 2020-22 COVID)

The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education may rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health in reaching an independent district face covering decision.

If a face covering/mask requirement is initiated by the Superintendent and/or Board of Education, specific expectations and requirements will be defined and communicated to all staff, students, and parents.

LEGAL REF.: Section 120.13(1)(a) Wisconsin Statutes

CROSS REF.: Policy #447, Student Discipline

APPROVED: September 16, 1991

REVISED: ~~January 21, 2008, September 21, 2020~~ June 6, 2022

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

443.1
(formerly JFCA)

STUDENT DRESS

Responsibility for the personal appearance of students enrolled in the School District of River Falls shall normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress shall be considered inappropriate if it:

- (1) presents a “clear and present” danger to health and safety;
- (2) causes an interference with work or creates classroom or school disorder;
- (3) is disruptive to the school climate; or
- (4) is damaging to school property.

Student dress shall adhere to expectations outlined in student handbooks at each individual school.

Face Covering/Mask Requirements

The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education will rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.

If a face covering/mask requirement is initiated by the Superintendent, the following expectations will be followed by students.

- Face covering is defined as “a piece of cloth or other material that is worn to cover the nose and mouth completely.”
- A ‘face covering’ includes but is not limited to a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.
- A ‘face covering’ does not include face shields (alone), mesh masks, masks with holes or openings, or masks with vents.
- Face covering are to be worn at all times when indoors, with the exceptions of the following situations:
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing.
 - When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.
 - When you are having trouble breathing.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain physical distance of 6 feet or more.

- If for personal medical reasons a student can't wear a mask, alternative options will be collaboratively determined between the student and the district nurse.
 - A Physician's note or equivalent is required
- The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms. - while also protecting the wearer of the mask.

LEGAL REF.: Section 120.13(1)(a) Wisconsin Statutes

CROSS REF.: 447, Student Discipline

APPROVED: September 16, 1991

REVISED: January 21, 2008, September 21, 2020

RFSD Elementary School Handbook
Summary of Changes
June, 2021

Notes:

- If a change is noted on multiple pages the change is listed once with multiple page numbers proceeding it.
- Items deleted are stricken. Both added and stricken language are highlighted yellow.
- The table of contents has being updated to reflect the below changes.
- These changes have been agreed upon by the ES principals and reviewed by district legal council.

Page 1: Ashley Bingenheimer, Principal

Page 3: Ashley Bingenheimer – Rocky Branch Elementary Principal

Page 5: Attendance Policy

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 Health Office or attendance desk. The parent must speak with someone from the attendance or Health Office prior to the student 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.

Page 6: Attendance Policy

School Hours

8:30 Playground supervision begins

8:40 Entrance /School Begins (9:00 on Thursdays)

3:45 Dismissal (Walkers, parental pick up and transfer bus at 3:40.)

Student Pick Up

Parents picking up their child during/after the school day should wait outside or in the office/lobby area. The parents should not go to the classroom to pick up their child.

Changes of end of day routines made during the day should go directly to the office prior to 2:45pm. All other changes should be communicated to the office and the classroom teacher. ~~Please have end of day changes to the office prior to 2:45pm.~~ Children are not permitted to leave the school grounds during school without permission.

Reunification Plan In Case of Emergency

Student/Parent Reunification (added title)

Page 7: Student/Parent Reunification

Reunification Cards For parents, there are a couple of steps. If a parent is driving to the reunification site 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.

Page 14: General Information

Classroom Placement Request

To stay in line with equitable practices, specific teacher requests will not be accepted. no longer be accepted for the 2022-2023 school year. This change will allow the school to make the most equitable and appropriate class lists. Parents may make broad requests to support their child. An example could be the optimal learning environment for your child.

All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the school year. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.

Lunch Accounts

Breakfast and lunch are offered at each elementary school every day school is in session. For the 2022-2023 school year we will return to breakfast and lunch in the lunchroom. For the 2022-2023 school year the cost of breakfast will be \$X.XX, Reduced Breakfast \$X.XX. Lunch will be \$X.XX, Reduced Lunch \$X.XX. An additional breakfast will be \$X.XX, an extra milk will cost \$.XX and an extra lunch will cost \$X.XX. Kids Club Snack \$X.XX Reduced Snack \$.XX

Each family has one lunch account, so one payment can be sent for all children in the family. Payments can be made in the school office, or online through the Wordware link, found on the Food Service page of the District website. Each family receives a copy of the free and reduced lunch policy and families are encouraged to apply if the criteria are met.

Page 15: General Information

Lunch accounts

***Due to space constraints, students eating lunch with their families will not be allowed to have friends join them.**

Page 17: General Information

Clothing

Final determination of appropriate dress will be determined by the building principal.

- Children are required to wear tennis shoes in the gym.
- ~~Shoes that leave dark marks on the hallway and classroom floors are highly discouraged.~~
- ~~Tennis shoes that are securely on the child's feet are necessary for physical education classes and generally are encouraged for recess as well.~~
- Students are not allowed to wear caps inside the building.
- Short tops that do not cover the waistline are not allowed.
- ~~Clothing that is excessively tight or does not adequately cover the body is not allowed.~~
- Playground access may be restricted if students do not wear appropriate winter clothing.
- ~~Jackets and other outerwear are kept on the coat racks and not brought into the classroom unless there are classroom lockers.~~
- ~~Student coat racks, books and all school property should be handled respectfully.~~

Food & Classroom Celebrations

~~In order to promote healthy eating and making healthy choices the following guidelines are in place.~~

- ~~Candy, gum, and pop are not to be eaten in the school except on special, pre-approved occasions.~~
- ~~Classroom celebrations should reinforce the importance of healthy eating.~~

- Please be aware of possible food allergies present in the classroom. Parents are asked to consult with the classroom teacher and/or health aide in order to respect all health concerns related to food allergies.
- Providing healthy food in appropriate portions is strongly encouraged with “treats” representing one third of the total food served.
- Classroom celebrations and parties are encouraged to include a physical activity in addition to eating.

River Falls School District promotes celebrations and activities that are fun and culturally responsive and sustaining. A celebration is a special event that people organize in order to celebrate something. Celebrations include, but are not limited to holidays, birthdays, homecoming, prom, character education celebrations.

In order for celebrations and activities to be culturally responsive and sustaining, they should...

- a. Be based on curriculum or student initiated.**
- b. Be accessible to all students and families**
- c. Be multicultural, promoting an awareness of other groups thoughts, ideas, and behaviors including those of the students in the classroom**
- d. Reinforce district character traits**

Page 18: General Information

Food & Classroom Celebrations

Educators should reference the following documents to help with the planning of their celebrations.

[Multicultural Celebration Resource](#)

[Yearly Holidays and Celebrations Resource](#)



Greenwood Elementary School

Nate Schurman, Principal
 982 E. Division St.
 River Falls, WI 54022
 Phone: 715-425-1810
 Fax: 715-425-0783
Nate.Schurman@rfsd.k12.wi.us

Rocky Branch Elementary School

Ashley Bingenheimer, Principal
 1415 Bartosh Lane
 River Falls, WI 54022
 Phone: 715-425-1819
 Fax: 715-425-0599
Chuck.Eaton@rfsd.k12.wi.us

Westside Elementary School

Christopher Kamrath, Principal
 1007 West Pine Street
 River Falls, WI 54022
 Phone: 715-425-1815
 Fax: 715-425-1805
Christopher.Kamrath@rfsd.k12.wi.us

River Falls Public Montessori Elementary

Nathan Wells, Principal
 421 W. Maple St.
 River Falls, WI 54022
 Phone: 715-425-7645
Nathan.Wells@rfsd.k12.wi.us

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
Kids Club Office	425-0799
Kids Club Child Care (Greenwood)	821-2947
Kids Club Child Care (Rocky Branch)	425-0799
Kids Club Child Care (Westside)	425-0580

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2022-23 School Year

Dear Parents and Students,

Welcome to River Falls School District!

On behalf of all staff and administration, we would like to welcome you to River Falls Elementary Schools. We strive to provide a physically and emotionally safe environment where students know that we care about them while maintaining high expectations.

Please take time to read this handbook as it is designed to familiarize you with some of those expectations. We hope that by working together you will find school an enjoyable, meaningful, and rich experience.

For specific information pertaining to one of the four elementary schools please utilize our district website at

<http://www.rfsd.k12.wi.us>

Sincerely,

Ashley Bingenheimer – Rocky Branch Elementary Principal

Christopher Kamrath – Westside Elementary Principal

Nate Schurman – Greenwood Elementary Principal

Nathan Wells - River Falls Public Montessori Principal

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 educational process is shared by the family, community, and spiritual organizations. 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.

I. ATTENDANCE POLICY

Attendance Philosophy

We believe that engaging families as partners is essential for the child's success in school and promotes an equitable experience. Student attendance is important for a child's social, emotional, and academic success. Our policies and procedures:

- Focus on early communication and intervention with student absences and tardies.
- Focus on communication from teachers, counselor, and principal.
- Work collaboratively to not blame, shame, or judge families (we are all doing our best)
- Focus on family strengths and support networks to help students attend school

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all students 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.

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 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:

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 may 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.
2. An illness in the immediate family that requires the absence of the student because of family responsibilities.
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.

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 Health Office or attendance desk. The parent must speak with someone from the attendance or Health Office prior to the student 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.

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 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 Absences

Students who are absent from school with the consent of their parents(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 class work 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.

Suspended Students

Students suspended from school by a building administrator for disciplinary reasons are regarded as 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.

Attendance Definitions

“Unexcused Absence” 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 which they claim residency concerning subsequent offenses.

Extracurricular 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.

School Hours

8:30 Playground supervision begins

8:40 Entrance /School Begins (9:00 on Thursdays)

3:45 Dismissal (Walkers, parental pick up and transfer bus at 3:40.)

The playground is not supervised before 8:30am or after school. Students are not allowed to arrive before 8:30. Playground supervision will begin at 8:30. On Thursday mornings there will be an extended recess time until 9:00 a.m. Attendance is not taken until 9:00 a.m. on Thursday mornings. After students are supervised during bus pick-up and parent pick-up. Walkers are instructed to walk directly home after school and not play on the playground. Our playgrounds are not supervised at that time.

Student Drop Off

Parents arriving at school after 8:40 must report with their child to the office.

If your child must be dropped off or sent to school before 8:30, we ask that you enroll your child in our before/after school child care program. Information about this program is available by calling the coordinator at 425-0799.

All visitors during the school day will need to press a “buzzer” at the main office and will then be let into the office by a staff member. All visitors are asked to check and sign-in with the office before going to other locations in the building. Visitors are asked to wear a nametag that may be picked up in the office. We take pride in knowing all of our parents but please don't be offended if we ask you who you are or request identification.

Student Pick Up

Parents picking up their child during/after the school day should wait outside or in the office/lobby area. The parents should not go to the classroom to pick up their child.

Changes of end of day routines made during the day should go directly to the office prior to **2:45pm**. All other changes should be communicated to the office and the classroom teacher. Children are not permitted to leave the school grounds during school without permission.

Reunification Plan In Case of Emergency

Student/Parent Reunification

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

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

Notification

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

Parent/Guardian Expectations

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

What if a Parent Can’t Pick-up Their Student? When a parent 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 **reunification site**, 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 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.

II. STUDENT HEALTH AND SAFETY

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 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 Service.
- 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. For example, if a student needs to be excused from recess and/or PE class, the order from a doctor will be necessary if missing multiple days.
- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform Health Services and provide/supply appropriate medical documentation and prescription or emergency medication(s).

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 have an Asthma Action Plan completed by their provider and 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. An Allergy Emergency Plan needs to be completed by the student's provider and signed by the parent or guardian.

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 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 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 Insurance

Parents may wish to purchase student accident insurance for their child. Low cost insurance is available and information will be sent home with students at the beginning of the school year. The school does not carry student accident and health insurance.

Safety To and From School

Children who ride bicycles/scooters to school should be encouraged by home and school to observe safety rules at all times. At school, bicycles/scooters are to be placed in the racks provided and left there until dismissal time. Lock these items to the racks. Helmets are strongly recommended. Skateboards need to remain at home. Students may not ride through the parking lot where buses load and unload and must walk their bikes on the sidewalk while on school property. They must stay on the sidewalk when on school property.

Walking To School

Students who walk to school need to be reminded periodically of safety measures. This is particularly true during the winter months when streets are slippery. The students should be warned of the dangers to them and the motorists if they walk in or play in the streets.

Safety Patrol

All students must obey instructions given by 5th grade safety patrol students and supervisor.

III. STUDENT BEHAVIOR

We believe our schools should have high expectations for student behavior that are aligned with the district's character traits. Behavior expectations should be culturally informed and representative of the school community.

Code of Classroom Conduct

We believe that students are entitled to learn in a safe and secure environment free from violence, drugs and other inappropriate behavior. It should be understood that the playground and the lunchroom are extensions of the classroom.

Our general educational objectives relating to behavior include:

1. Establishing an atmosphere in our school that is most conducive to learning.
2. Ensuring respect for the rights and safety of each student.
3. Keep parents informed and involved in their student's behavior at school.

Classroom teachers will teach students classroom rules and expectations. All classroom rules are to be followed by students, even though they may not be listed in this handbook. Feel free to contact the teacher any time with questions regarding behavior rules and expectations.

Student Expectations

Students are expected to be respectful and cooperative with all staff members and students. The school administrator or designee reserves the right to involve the police at their discretion. A student's age, culture, identity and sensitivity will be considered when involving the police or social services, but will not limit the school's administration from seeking proper legal or social agency support. It is our sincere hope that student disciplinary issues can and will be handled at school with minimal corrective actions. The procedures that follow are for the very rare and extreme situations only.

- Desks, lockers, and backpacks may be searched at any time consistent with board policy and law.
- Students are expected to walk through the hallways quietly since other students may still be in class.
- Trading cards, rollerblades, skateboards, snowboards and similar sport items may not be used on school property. Please leave such items at home.

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 the mess in the bathroom affected many people and works with them to correct the harm. The custodian might feel that their work isn't valued, other students might feel unsafe or unappreciated because of the mess, and the teacher might feel a loss of trust. The other students, custodian, teacher, and the student work together to better support each other in the future.)

Solutions: Looks at the misbehavior as a problem to be solved (i.e. Why did the student make the mess? If the student made the mess because they were frustrated with someone, the student is given different tools to use when they feel frustrated.

Consequence: Action taken that is connected to the misbehavior (i.e. cleaning up the mess the student made in the bathroom)

Punishment: Action taken that is not connected to the misbehavior. (i.e. missing recess for making a mess in the bathroom).

Student Removal From Class

Student behavior that is dangerous or disruptive and that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement in an alternative setting. In addition, the student may be subject to disciplinary action in accordance with established Board

policies and school rules. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Suspension

Suspension is a temporary denial by school administration of the right to attend class or school. Suspensions can be either in or out of school. If the suspension is out of school, the student will not appear in school or on school grounds during the time he/she is suspended; the parents/guardians are responsible for the activities of the student during this time. Students are required to make up all missed assignments and tests for the period of the suspension. Suspensions may be used for incidents such as fighting, threats, insubordination, or other dangerous or antisocial actions. Suspensions will be for 1-5 days at the discretion of the principal. In some cases it may be necessary to inform law enforcement and/or social services.

Expulsion

In severe cases the district may have to consider expulsion from school. Expulsion is the denial of the right to attend school for a period of time.

Theft/Vandalism

Students involved in theft will be responsible for repaying or returning that which was taken. Further consequences may occur. This is also true for vandalism.

Guns and Weapons

Squirt guns, water balloons, and all types of toy weapons are not allowed on school property. These will be confiscated and penalties applied. Possession of any weapon on school property, including B-B and pellet guns, is prohibited by law and may be referred to the police. Toy weapons of any kind are not permitted at River Falls Elementary Schools.

Drug Free Environment

River Falls School District is a drug-free environment. Students and parents are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises. No student or parent/guardian may appear at any school-sponsored function under the influence or in possession of alcohol, non-prescribed substances, chemicals, illegal substances, or look-alikes. Failure to abide by this policy may result in referral to counseling and rehabilitation services and/or such disciplinary action up to, and including suspension or expulsion from school.

IV. 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. 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 from 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 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.

Parents Responsibilities for Bussing

1. To ensure that their children arrive at the bus stop on time in the morning. The bus driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
2. To accept responsibility for proper conduct of their children while at the bus stop and on the bus.
3. To explain and reinforce appropriate student behavior while riding the bus.

V. GRADING

Purpose of Grading

The purpose of grading 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 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 Trimester for parents to sign and return the envelope. Report cards can also be viewed on Infinite Campus. 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. Standards based elementary report cards were fully implemented in 2014-15. There is an elementary parent information brochure on each school's website.

Grading Procedures

Students will be scored as 4,3,2,1 for Academic Standards and 3,2,1 for Characteristics of Successful Learners:

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.

Class work, whether it is completed during class or given as an assignment, is an important component in all curricular areas. Students will be expected to turn in all class work as assigned and on time. Teachers have individual policies regarding late assignments that are to be explained to students at the beginning of the year.

Homework

Students may be given assignments that will require work at home. Homework may increase in amount and difficulty as a student advances through the years of school. Parents are encouraged to take an interest in their children's homework, develop a consistent routine with their child, and contact the teacher when they have questions.

Retention

Repeating a grade level is a significant event in the life of a child. While research does not support the widespread use of retention, there may be cases where retention is appropriate for an individual student. Every effort will be made to assist the student to achieve satisfactorily prior to considering retention. Retention will be considered only after other possible factors contributing to a child's poor academic performance have been eliminated.

VI. STUDENT RECORDS

Child Custody and Records

The law creates definitions of "legal custody," "sole legal custody," "joint legal custody," and "physical placement." The definition of "legal custody" includes the right and responsibility of a person to make major decisions concerning the child. The definition of "physical placement" includes the right to have a child physically placed with a party and the right and responsibility to make routine daily decisions regarding the child's care during that placement. The school must have legal documents to enforce custodial rights.

The state pupil records law is amended to provide that a parent who has been denied periods of physical placement with a child does not have the rights of a parent or guardian with respect to that child's pupil records.

VII. GENERAL INFORMATION

Animals in School

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.

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.

Classroom Placement Request

To stay in line with equitable practices, specific teacher requests will not be accepted. This allows the school to make the most equitable and appropriate class lists. Parents may make broad requests to support their child. An example could be the optimal learning environment for your child.

All elementary schools host Moving on Up Day, where placements are shared with parents and students get to meet their class and teacher prior to the school year. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.

Religious Accommodations

Reasonable accommodation of a student's sincerely held religious beliefs will be made at the written request of the student's parent/guardian with regard to examinations, academic requirements, and other school activities.

Lunch Accounts

Breakfast and lunch are offered at each elementary school every day school is in session. For the 2022-2023 school year we will return to breakfast and lunch in the lunchroom. For the 2022-2023 school year the cost of breakfast will be \$X.XX, Reduced Breakfast \$X.XX. Lunch will be \$X.XX, Reduced Lunch \$X.XX. An additional breakfast will be \$X.XX, an extra milk will cost \$.XX and an extra lunch will cost \$X.XX. Kids Club Snack \$X.XX Reduced Snack \$.XX

Each family has one lunch account, so one payment can be sent for all children in the family. Payments can be made in the school office or online through the Wordware link, found on the Food Service page of the District website. Each family receives a copy of the free and reduced lunch policy and families are encouraged to apply if the criteria are met.

Each day children have a choice of two main entrees. The school lunch menu is included in the school's newsletter, on the school website and the River Falls Journal. There is an additional charge for classroom snack milk.

Children may bring their own lunch and purchase milk by the carton. Do not include pop in your child's lunch. If there are questions concerning the lunch program, please contact the Food Service Office at 715-425-1830, ext. 3724.

***Due to space constraints, students eating lunch with their families will not be allowed to have friends join them.**

Field Trips

1. Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are enrichment to the teaching units. There will be a up to \$20/per child field trip fee for the school year which helps to offset the true cost of field trips. All children, whose parents provide permission, will participate in field trips regardless of ability to pay.
2. Parents/guardians will be notified through the school, in writing, of pertinent information about any planned trip that the class is anticipating. A signed permission form will be required of the parent or guardian to enable the student to participate.

Desk/Locker/Cubby Search

Lockers, desks, cubbies, and coat rack areas are school property. In an effort to protect the rights of all students, a search of any and all areas will be made by the building principal or designee as permitted by policy or law or if there is reasonable suspicion to warrant the search.

Bathroom/Locker Room

1. Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a person, including nude or partially nude person in the locker room.
2. Accessibility of the locker room is limited to participants, coaches, and staff.

Damaged Property

Students will be responsible for all school-issued textbooks and property. The degree of damage to school property will be determined by the teacher with the severity of damage determining the fine amount. Students will not be responsible for reasonable wear and tear that may occur throughout the school year. All fines are due at the completion of the year.

Telephone Use

The phones in the building are for business purposes. Students may not use school phones for personal use unless there is an emergency. Office personnel will take important messages during the day and relay the information to the students. The phone in the office area may be used for emergencies and after school times to communicate with parents about transportation needs.

Students may not use any two-way communication devices like pagers, cell phones, smart watches, or walkie-talkies while on school property during school hours without permission from a staff member. If a cell phone, smart watch, video game or other electronic device is used by a student during the day (including indoor recess), it will be turned into the office and need to be collected by the parents.

Visitors/Volunteering

1. All visitors are to register in the office before visiting other areas of the school. Please make an appointment via the school office to visit with a teacher during the school day.
2. Due to liability concerns, student visitors are not allowed.
3. Volunteer information is available during Orientation Day.

4. Parents and other adults needing more information regarding volunteering should contact the office or talk directly with the child's teacher. The district will conduct background checks prior to volunteering.
5. Observing in a classroom and/or being out on the playground require (1) an appointment in advance via the office of the Principal and (2) a completed background check.
6. Principals have the discretion to restrict school and school ground access to parents, volunteers, and other visitors.

Media Center (Library)

River Falls Elementary Schools have a central Media Center under the supervision of a media specialist. This service makes available to students and teachers up-to-date collections of books, tapes, videos, software, and other audio visual aids. Parents are encouraged to foster appropriate values in the care and use of library materials. Lost and damaged materials are the financial responsibility of the students. Privileges may be withheld to encourage the return of overdue materials.

School Entrance Age (see policy on page 22)

According to Wisconsin School Law, Chapter 118.14, school entrance age requirement for kindergarten must be 5 on or before September 1 of the current school year. It is our practice to comply with these age requirements. On rare occasions, early entrance to school may be considered for children turning 5 no later than October 1.

Use of District Technology Resources

All students and their parents must sign an Acceptable Use Policy regarding use of school computers and the Internet. Students must use computers and the network resources for school purposes. Inappropriate use will result in loss of computer privileges and other disciplinary measures depending upon the infraction. Please note the policy in the back of this handbook.

Student Device Damage Fee

The Board of Education has decided to discontinue the Student Device insurance plan. Effective the 2019-20 school year, any student that 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 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](#))

PTO (Parent and Teacher Organization)

The Parent-Teacher Organization is made up of parents and staff. The purpose of PTO is to maintain a positive working relationship between school and community, and to support the needs of students. The PTO organizes various family activities during the year. We strongly encourage all parents to attend the meetings that are held every month and participate in discussions regarding school programs. If you have any questions or need help connecting with your school's PTO, please contact your school's office and we will be happy to help establish contact with the PTO.

Clothing

Staff shall enforce the dress code in a manner that does not reinforce negative stereotypes, marginalization, or the oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

Student dress choices should respect the District’s intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student’s attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

Final determination of appropriate dress will be determined by the building principal.

- Children are required to wear tennis shoes in the gym.
- Playground access may be restricted if students do not wear appropriate winter clothing.

Food & Classroom Celebrations

River Falls School District promotes celebrations and activities that are fun and culturally responsive and sustaining. A celebration is a special event that people organize in order to celebrate something. Celebrations include, but are not limited to holidays, birthdays, homecoming, prom, character education celebrations.

In order for celebrations and activities to be culturally responsive and sustaining, they should...

- a. Be based on curriculum or student initiated.**
- b. Be accessible to all students and families**
- c. Be multicultural, promoting an awareness of other groups thoughts, ideas, and behaviors including those of the students in the classroom**
- d. Reinforce district character traits**

Educators should reference the following documents to help with the planning of their celebrations.

[Multicultural Celebration Resource](#)

[Yearly Holidays and Celebrations Resource](#)

Bicycles

Bicycles are to be kept locked in the bicycle racks. Do not ride bicycles in the parking lot or on the playground. Students should walk their bicycles through crosswalks.

Toys/personal items

No toys or other personal items, including trading cards, should be brought to school unless they are to be used for classroom “sharing time” purposes or if kept in their backpack for after school activities.

School Delays and Closings

For information regarding school closings listen and/or watch local radio and television stations. The school website will also contain school closing information. The school district will also attempt to provide parents with automated phone messages regarding school closings. Parents should make late start and early release accommodations ahead of time in the event of a school closing.

VIII. IMPORTANT POLICIES (These may also be found on the District Website)

A. Harassment

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, 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.

B. Equal Education Opportunities

The River Falls School District is committed to providing equal educational 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 handicapped.

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. 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 and opportunities to make up work missed due to religious holidays. 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 located at 852 E. Division St., River Falls, WI, 54022; 715-425-1800 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 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.

C. Sale, Solicitation, Distribution of Materials, Products or Advertising

Any group, individual, or representative of the same is prohibited from soliciting, selling, distributing materials or products, and/or advertising a position or product on school grounds, buildings and/or at school events without prior approval of school administration. Any students, student groups, and/or community groups desiring to use the asset of the River Falls Area School District in any manner related to the topics herein are to insure they have received permission to proceed from school administration prior to engaging anyone in such a manner.

D. Bullying Policy

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior.

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the

school district or the safety or welfare of the student, other students, or employees, as well as bullying by an adult staff member bullying a student or another staff member.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

IV. REPORTING PROCEDURE

- A. 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.
- B. 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.
- C. 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 building 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.
- D. 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.
- E. 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.
- F. 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.

V. SCHOOL DISTRICT ACTION

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.

VI. REPRISAL

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

VII. TRAINING AND EDUCATION

- A. The school district annually will provide information and any applicable training to school district staff and bus drivers regarding this policy.
- B. The school district annually will provide education and information to students regarding bullying, including information regarding this school district policy prohibiting bullying, the harmful effects of bullying, and other applicable initiatives to prevent bullying.
- C. The administration of the school district will implement programs and other initiatives to prevent bullying, to respond to bullying in a manner that does not stigmatize the victim, and to make resources or referrals to resources available to victims of bullying.

VIII. NOTICE

The school district will give annual notice of this policy to students, parents or guardians, and staff, and a summary of this policy shall appear in the student handbook.

E. 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.

F. Other Policies

This handbook is not a comprehensive listing of all district policies. The River Falls School Board has other policies that are not included in this handbook but are available for all students/parents upon request.

IX. REQUIRED NOTICES (These are also on the District Website)

A. Student Record 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:

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.

B. 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 Youth Options.

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.

The District's Section 504 Coordinator is: Mrs. Jackie Steinhoff, Director of Special Education, District Office, 852 E Division St, River Falls, WI, 54022, (715) 425-1800, ext 1115

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

C. Notice of Child Find Activity

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Jackie Steinhoff, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing her at the School District of River Falls, 852 E Division Street, River Falls, WI 54022.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and

social skills are observed at various play areas. Each child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this spring. Watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for the School District of River Falls may be sent to Jackie Steinhoff at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be enrolled.
- "Behavioral records" include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil's behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers' records, and other pupil records that are not "progress records." Law enforcement officers' records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child's parents, the school district destroys the information that is no longer needed.
- "Directory data" includes the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- "Pupil physical health records" include basic health information about a pupil, including the pupil's immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil's ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil's physical health that is not a pupil physical health record is treated as a patient health care record under

sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age (“eligible students”) the following rights with respect to education records:

- The rights to inspect and review the student’s education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District of River Falls to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
- The right to consent to disclosures of personally identifiable information in the student’s education records, except to the extent that federal and state law authorizes disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses “directory data” without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

D. Asbestos Notification

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of River Falls has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District of River Falls were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District of River Falls has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year School District of River Falls conducted the following with respect to its asbestos containing building materials:

**Continued our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called "surveillance") every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The School District of River Falls has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Erin KH Paulson, with MacNeil Environmental, Inc., by contacting the School District of River Falls at (715)425-1800.

E. Notice of Referral and Evaluation Procedures

SCHOOL DISTRICT OF RIVER FALLS

ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

- Upon request, the School District River Falls is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Jackie Steinhoff, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing her at 852 E. Division Street, River Falls, WI 54022.

E. Notice of 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.

X. RIVER FALLS SCHOOL DISTRICT ENTRANCE AGE POLICY

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 4-year-old kindergarten under the legal age if he/she meets the conditions and standards of district's early admission to 4-year-old kindergarten procedures (421-Rule).

No child may be admitted to 5-year-old kindergarten in the District unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she meets the conditions and standards of district early admission to kindergarten procedures (421-Rule).

No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposed to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures. (421-Rule)

If a child's request for admission to 4 and 5-year-old kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator whose decision may be appealed to the School Board. The School Board has final authority for deciding whether or not the child is to be admitted to school in accordance with the conditions and standards specified in this policy. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision.

Special Educational Programs: Enrollment Age

Given the written request of a child's parent/guardian, a screening shall be provided to a child who has reached the age of three to determine if the child has a disability. If so, and if the parent/guardian consents in writing, a resident child with a disability shall be placed in an appropriate special education program.

XI. RIVER FALLS SCHOOL DISTRICT ELEMENTARY STUDENT INTERNET ACCEPTABLE USE

K-2 Acceptable Use Agreement

1. I promise to use the Internet and computer for my schoolwork only.
2. I promise to stay on the web pages that my teacher shows me.
3. I promise to ask for help if I don't know what to do.
4. I promise to never give my picture, my name, address, home phone number or the name of my school on the internet. I will never give this information out about other people either.
5. I promise to tell my teacher if I read or see something on the Internet that makes me feel uncomfortable or unsafe.
6. I promise to never enter another student's server account, file, folder, or work.
7. I understand network files are not private. Teachers may view the contents at any time.
8. I promise to respect all school computers and use them appropriately. I will not do anything to damage the computers.

We have read together and explained these rules to my child. We understand the responsibilities involved and any consequences that may occur if the rules are not followed.

3-5 Acceptable Use Agreement

1. I will promise to use the Internet and computers for educational purposes.
2. I will only use the computers and Internet after obtaining my teacher's permission.
3. I will only use the bookmarked sites unless my teacher or another authorized adult supervises my use of a search engine for approved research.
4. I will not use email without permission from my teacher and will only use it as defined by my teacher. I will always treat people online with respect and treat them as I would like to be treated.
5. I will not enter chat rooms or use instant messaging at school.
6. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
7. I will respect and follow the copyright laws of software and I will not download any software on the school's computers.
8. I will respect all school hardware and never load any unauthorized software. I will never do anything to damage any equipment or its contents.
9. I will tell my teacher right away if I come across any information that makes me feel uncomfortable. I will not send, store, or access any material that is inappropriate, harassing, obscene, or offensive.
10. I will not leave an account open or unattended or trespass into anyone else's files, folders, or work.
11. I understand network files are not private. Network administrators may view the contents at any time in order to maintain system integrity.
12. I will not use school computers to trade, buy, or sell anything.
13. I will never send any personal information about me or anyone else. Personal information includes pictures, names, addresses, e-mail addresses, home phone numbers or location of my school.
14. I will not do anything to damage or interfere with the school districts access to any data, communications, systems, files, or passwords.
15. I understand that all school rules apply while I am using the Internet and computers. If I do not follow these rules, I may lose my privileges, be subject to disciplinary actions and may need to attend a meeting with my parents, teacher, principal, and other proper authorities.

I understand that using the computers at school is a privilege and with that privilege comes responsibility. I understand these rules and by signing my name, I agree to follow these rules. If I break my promise, I understand

the consequences and that I may not be able to use the computers or other instructional technology equipment. Policy cross references includes the Non-Discrimination Policy and Sexual Harassment Policy.

Reference Policy 363.2 Rule Board Policy

Parent/Guardian Permissions/Acknowledgements for the following are handled via the registration process and when updating information for Infinite Campus at Orientation Day

- Media Release
- Local Field Trips
- Student Technology Device
- Student Handbook



Technology Device STUDENT USER AGREEMENT

School District of River Falls
Grades K-12

Our Mission Statement

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.

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.

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.

Technical Support

- Technical support will be provided by the district IT team and is accessible via the school media center.

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 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.



MEYER MIDDLE SCHOOL

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



MMS Handbook changes 2022-2023

Page 3

I will update the table of contents after all information is received.

Page 5

I updated the Meyer Middle School Mission, Vision, and Collective Commitments.

Page 20

I updated the dress code policy assuming it will be approved. I will change it accordingly this summer when a new policy has been approved by the board. .

Page 23

I added language regarding the use of pictures and videos of students and staff. This language is consistent with the high school handbook.

Page 24

I will update the lunch prices when we receive the information from the state. We are still waiting on this information.

Page 26

I will update the name of the Student Services Director under the Title XI section related to students.

- Once all information is received and approved, I will organize the handbook pages and will update the table of contents.
- A PDF copy of the handbook will be emailed to all parents and students in August.
- I will put a new copy of the handbook on our school website.
- All students will sign off on the handbook once we confirm they have received an electronic copy. This will be done in TA the first week of school
- I will be discussing various parts of this handbook with all MMS students at the beginning of the year and at the beginning of each quarter.

Brian Buck



Meyer Middle School Student Handbook 2022-2023

230 North Ninth Street
River Falls, WI 54022
(715) 425-1820
Fax (715) 200-5950

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

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, VISION, AND COLLECTIVE COMMITMENTS

~~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.~~

MISSION STATEMENT:

We are collectively committed to the academic growth, character development, and well-being of every student, every day.

VISION STATEMENT:

We will operate as a high performing professional learning community in a caring environment where students and staff feel safe, connected and engaged.

COLLECTIVE COMMITMENTS:

- **We will build and maintain meaningful relationships with our students, staff, families, and community.**
- **We will intentionally teach and support our students' character development and their social emotional learning.**
- **We will use evidence of student learning and effective practices to teach, assess, and reteach the essential standards through common formative and summative assessments.**
- **We will promote a wide variety of extracurricular opportunities to meet our students' interests.**
- **We will continue to grow professionally by learning from each other and by implementing effective practices to support students.**
- **We will be positive and solution focused contributing members of our collaborative teams.**
- **We will hire and retain the best employees who value our mission and vision.**

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 principal.

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 Lesley Schradle, Volunteer Coordinator: lesley.schradle@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 2:54 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 7:10 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 – Wrestling – Track
- 6th Grade: BOYS and GIRLS: Wrestling - Cross Country
- 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, Yearbook, Anime Club, Magic Club, Art Club, Lego League, Ski Club, Chess Club, Speed and Powerlifting.

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

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 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.**

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.

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

PURPOSE

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

We believe parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and do not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Students must wear:

- Top (shirt, sweater, dress, sweatshirt, jacket, etc.) and Bottom (pants, shorts, dress, skirt, etc.)
- Clothes must be worn in a way that the genitals, buttocks, and nipples are fully covered with opaque (non-see through) material.
- Students must wear shoes at all times.
- Tops must have shoulder straps
- Clothing cover areas from one armpit across to the other armpit

Students May Not Wear:

- Any clothing that is determined by administration to be a disruption to the school learning environment.
- Any clothing or headgear with writings, images, language, pictures, or logos that, in the opinion of school officials, is vulgar, lewd, obscene, contains hate speech, profanity, pornography, or promotes drugs, alcohol, sex, violence, racism, gang activities, creates a hostile, disruptive, or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.

- Any item that obscures the face (except as a religious observance or medical purpose).
- Sunglasses are not permitted to be worn inside the school building (unless required for a documented medical reason or class project).

DRESS CODE ENFORCEMENT

Building administration will enforce the dress code policy. If/when staff have concerns, they should direct said concerns to administration.

Students shall not be “shamed” or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns to this dress code during the school day:

- 1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
- 2) Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
- 3) If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

ADDITIONAL CONSIDERATIONS

Special Occasions -- Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc. and/or individual coaches/advisor expectations) will be approved by school administration.

Extracurricular Activities -- The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place -- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc.

Exceptions -- Exceptions to these dress requirements are to be made as necessary to allow students to observe religious customs or beliefs and as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the principal).

Face Covering/Mask Requirements

The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education will rely on guidelines and expectations from the Center of Disease Control (CDC), the Wisconsin Department of Health Services (DHS), and Pierce County Public Health.

If a face covering/mask requirement is initiated by the Superintendent and/or Board of Education, specific expectations and requirements will be defined and communicated to all staff, students, and parents.

Examples of such guidelines and expectations may include but are not limited to:

- Face covering is defined as “a piece of cloth or other material that is worn to cover the nose and mouth completely.”
- A ‘face covering’ includes but is not limited to a cloth face mask, a disposable or paper mask, a neck gaiter, or a religious face covering.

- A ‘face covering’ does not include face shields (alone), mesh masks, masks with holes or openings, or masks with vents.
- Face covering are to be worn at all times when indoors, with the exceptions of the following situations:
 - When you are eating or drinking.
 - When you are communicating with someone who is deaf or hard of hearing.
 - When you are working if wearing a face covering poses a safety risk, as determined by government safety guidelines or regulations.
 - When you are having trouble breathing.
- Face coverings are strongly recommended in all other settings, including outdoors when it is not possible to maintain a physical distance of 6 feet or more.

- If for personal medical reasons a student can’t wear a mask, alternative options will be collaboratively determined between the student and the district nurse.
 - A Physician’s note or equivalent is required
- The intent of the mask is to protect other people in case the employee or student is infected, but not showing symptoms - while also protecting the wearer of the mask.

Please 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 2:54 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 2:54 pm
- Texting, messaging, and emailing are not allowed during the school day unless you are permitted by your teacher (7:45 am to 2:54 pm)
- You are not allowed to play games during school hours from 7:45 am to 2:54 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
- **Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences.**
- **Using a photo or video of a student or staff member, or their likeness without their permission, is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.**
- **Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.**

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://www.rfsd.k12.wi.us/cms_files/resources/StudentTechnologyDeviceUserAgreement1.pdf

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 device 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.



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
MS. LISA GOIHL

ACTIVITIES DIRECTOR
MR. DAVID CRAIL

Student Handbook Changes 2022-2023 School Year

Pages 2-4: Table of Contents will be updated once all information is approved.

Page 16-17: Dress Code language updated to reflect most recent communication from Jamie Benson.

Page 24: Information added to technology policy to reflect the taking pictures and videos and use of school logo wording.

River Falls High School

2022-2023

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. 84

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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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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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 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 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. Teachers need to notify the administration via an Infinite Campus behavior referral to note the 4th tardy consequence.

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 Code

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

We believe parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and do not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

SPECIFIC GUIDELINES

Students Must Wear:

- Top (shirt, sweater, dress, sweatshirt, jacket, etc.) and Bottom (pants, shorts, dress, skirt, etc.)

- Clothes must be worn in a way that the genitals, buttocks, and nipples are fully covered with opaque (non-see through) material.
- Students must wear shoes at all times.
- Tops must have shoulder straps

Students May Not Wear:

- Any clothing that is determined by administration to be a disruption to the school learning environment.
- Any clothing or headgear with writings, images, language, pictures, or logos that, in the opinion of school officials, is vulgar, lewd, obscene, contains hate speech, profanity, pornography, or promotes drugs, alcohol, sex, violence, racism, gang activities, creates a hostile, disruptive, or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (straps excluded)
- Swimsuits (except as required in class, field trips, or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or medical purpose).
- Sunglasses are not permitted to be worn inside the school building (unless required for a documented medical reason or class project).

See Board Policy 443.1 (updated June 2022)

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)

Taking Pictures or Videos of Students or Staff Without Their Consent:

Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences.

Using Student or Staff Member pictures or videos (or their likenesses) without their permission or using the River Falls Logo without permission:

Using a photo or video of a student or staff member, or their likeness without their permission, is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious 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 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.

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 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.

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 CTSOs, 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 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.

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.

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

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

361.2
(formerly IIAC)

SELECTION OF LIBRARY MEDIA CENTER MATERIALS

The School Board recognizes the critical contributions Library Media Centers make to the educational process. The board is eager to have a wide range of books and resources available to support the evolving intellectual and emotional needs of our students. Furthermore, the board supports equipping students to navigate increasingly complicated issues and ideas in developmentally appropriate ways.

The primary purpose of the District's library media program is to enrich and support the District's educational programs and student learning.

The School Board delegates the review, selection and purchase of library media center materials and resources to the District's Library Media Specialists.

The District will provide library facilities within school buildings and make available to all pupils a current and balanced collection of books, basic reference materials, texts, periodicals, and audiovisual materials, which depicts in an accurate and unbiased way the cultural diversity and pluralistic nature of American society. The District shall provide library media services to all pupils in grade JK-12, which are performed by licensed library personnel or a designated supervisor/certified staff member.

In order to provide the Library Media Specialists and staff with guidance in the acquisition of age-appropriate library resource materials, such as library books and electronic resources, the School Board endorses the guidelines approved by the American Library Association that such resources:

- 1. Provide books/resources that will enrich and support the curriculum, taking into consideration available funding.**
- 2. Provide books/resources that will enrich and support the curriculum, taking into consideration the varied interests, abilities, and maturity levels of the students served.**
- 3. Provide books/resources that will stimulate growth in factual knowledge, literary appreciation, aesthetic values, and ethical standards.**
- 4. Provide information on controversial issues so that young citizens may develop, with guidance, the practice of critical reading and thinking skills.**

5. Provide and promote information representative of the many religious, ethnic, and cultural groups and their contributions to the diversity of American culture and to the World.
6. Include, in the body of works as a whole, characters and settings which reflect the racial, ethnic, cultural and religious makeup of the student body and the country as a whole.
7. Place principle above personal opinion and reason above prejudice in the selection of books/resources of the highest quality in order to assure a comprehensive collection appropriate for the users of the library.

The Library Media Specialists will work closely with students, staff and administration in the selection and evaluation of materials for purchase. In the event of a potentially controversial resource purchase, consideration of other policies will be included as a cross reference in determining the selection of materials.

~~Library media center materials shall be selected which:~~

- ~~1. Provide for a wide and varied background of information.~~
- ~~2. Stimulate intellectual growth.~~
- ~~3. Stimulate critical thinking.~~
- ~~4. Present controversial issues from many sides.~~
- ~~5. Enrich entire school curriculum.~~

~~The Board of Education endorses the School Library Bill of Rights as approved by the American Association of School Librarians:~~

~~Library media center materials shall be selected by the Media Specialist, in consultation with the faculty.~~

In order to respond to any complaints about, or challenges to, the selection of library materials, the district refers to **Complaints about Instructional/Library Media Center Materials (871)** and **Procedures for Handling Complaints About Instructional/Library Media Center Materials (871-Rule)**, establishing a complaint procedure and providing for a committee to review such complaints or challenges.

If any person wishes to permanently remove materials from a school district library, he/she must seek the formal approval of the Board. The Board may determine that such materials should be removed. Such determination must not be based upon

official suppression of ideas, but rather upon the educational suitability of the materials in question. Only the Board and/or the Superintendent may authorize said permanent removal of instructional materials, pursuant to the decision of the Board.

The School District of River Falls shall not discriminate in the selection and evaluation of **library media center materials and resources,** textbooks, or supplementary materials on the basis of **a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,)** race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, **handicap or physical, mental, emotional or learning disability, or any other legally-protected status or classification.** Discrimination complaints shall be processed in accordance with established **District** procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 361.1, Selection of Textbooks and Supplementary Instructional Materials
362, Library Media Centers
381 - Study and Discussion of Controversial Issues
411-Rule, Student Discrimination Complaint Procedures
871, Complaints About Instructional/Library Media Center Materials
871-Rule, Procedures for Handling Complaints About Instructional/Library Media Center Materials

APPROVED: March 19, 1973
REVISED: September 16, 1991
May 23, 2005
May XX, 2022

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

871

**PUBLIC COMPLAINTS ABOUT INSTRUCTIONAL/LIBRARY MEDIA CENTER MATERIALS
AND RESOURCES**

The River Falls School District recognizes that, on occasion, objections may occur regarding its instructional and library media center materials and resources by any community member or employee of the District not directly involved with the selection of materials used. The Superintendent (or his/her designee) is directed to provide a procedure whereby a citizen may object to any instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials selected and used in the School District of River Falls. The procedure should safeguard the professional judgment of staff members as well as allow the citizens of the District to voice their specific complaints about materials used in the schools.

A parent/guardian may request that his/her child not use ~~certain~~ **specific** instructional or library media center materials or participate in certain instructional programs. Alternative assignments or programs shall be made available in such cases **that meet the instructional learning objective, at the discretion of district staff.**

DEFINITIONS

- A. Instructional Materials and Resources: Instructional materials and resources shall mean print and non-print resources used by classroom teachers to convey the essential knowledge and skills of a subject in the District's curriculum to students. Instructional materials shall include, but not be limited to, textbooks, workbooks, maps, films, performing arts scripts, graphs, flowcharts, diagrams, charts, tables, handouts, tests, quizzes, projects, activities, online resources and applications, computer software and other digital media.**
- B. Library Media Center (LMC) Materials and Resources: Library media center materials and resources shall refer to all print and non-print materials and resources circulated from the school or District library media centers for students and/or staff use.**

The School District of River Falls shall not discriminate in the selection and evaluation of **library media center materials and resources,** textbooks, supplementary instructional materials on the basis of **a student's sex, (including gender identity, gender expression and nonconformity to gender role stereotypes,)** race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, **handicap or physical, mental, emotional or learning disability, or any other legally-protected status or classification.** Discrimination complaints shall be processed in accordance with established **District** procedures.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.02(1)(h)
PI 8.01(2)(h), Wisconsin Administrative Code
PI 9.03(1)

CROSS REF.: 871-Rule, Procedures for Handling Complaints about Instructional/Library
Media Center Materials
361.1, Selection of Instructional Materials
361.2, Selection of Library Media Center Materials
381 STUDY AND DISCUSSION OF CONTROVERSIAL TOPICS
411-Rule (1), Student Discrimination Complaint Procedures

APPROVED IN PART: March 19, 1973

REVISED: February 16, 1981
September 16, 1991
October 16, 2006

REVIEWED: July 21, 2017
May xx, 2022

SCHOOL DISTRICT OF RIVER FALLS
River Falls, Wisconsin 54022

871-Rule

PROCEDURES FOR HANDLING **PUBLIC** COMPLAINTS
ABOUT INSTRUCTIONAL/LIBRARY MEDIA CENTER MATERIALS

The following procedures shall serve as a guideline for those staff members dealing with citizens of the community who issue a formal **written** complaint about instructional materials (i.e., textbooks and supplementary instructional materials) or library media center materials.

1. If the staff member (teacher, librarian/media specialist, department or building unit leader) to whom the complaint has been made is unable to resolve the issue, the building principal should schedule a meeting between the staff member(s) involved, the principal and the complainant.
2. If the issue cannot be resolved amicably during the above-mentioned meeting, the principal should ask the complainant to complete a copy of the "Request for Reconsideration of Instructional/Library Media Center Materials" form and submit it to his/her office as soon as possible. **(871-Exhibit)**
3. If the form has not been received within 30 days, it is reasonable to assume the complainant has dropped the case and the issue is closed.
4. If a completed form is returned, it is incumbent upon the principal to schedule a **closed session** meeting of a committee to review the form and the material(s) in question. The membership of this committee shall be composed of the following persons:
 - a. The building principal/**coordinator**
 - b. The staff member(s) to whom the complaint was made
 - c. Appropriate department and/or unit representatives (**e.g. Library Media Specialist**)
 - d. The Director of Academic Services
 - e. **If applicable, a student of appropriate age**
 - f. A staff member at large
5. The decision of the review committee shall be forwarded to the Superintendent who shall advise the complainant of the committee's decision **in writing** and his/her right of appeal to the Board of Education. **Any appeal must be submitted in writing to the School Board President within five (5) days. If no appeal is received, then the matter will be closed. The School Board may determine the manner of such a review at its discretion.**
6. **Access to challenged material shall not be restricted during the reconsideration process. However, if the complaint relates to use of instructional materials, a person may request the District to provide alternative instructional materials aligned to the learning objective for a student to use in the classroom in lieu of the**

challenged material. Such requests may be approved at the discretion of the building principal in consultation with the classroom teacher.

- 7. Upon completion of a reconsideration process, the same item shall not be reconsidered for five years. The District reserves the right to refuse further reconsideration requests when it has dealt with a challenge to items on the same topic within five (5) years.**

APPROVED: March 19, 1973

CROSS REFERENCE:

871 Complaints about Instructional-Library Media Center Materials

871-Exhibit Request for Reconsideration of Library Resources

381 STUDY AND DISCUSSION OF CONTROVERSIAL TOPICS

REVISED: February 16, 1981
March 19, 1984
September 16, 1991
October 16, 2006
June xx, 2022



School District of River Falls
ADMINISTRATIVE OFFICE
 852 East Division Street, River Falls WI 54022
 715-425-1800 phone / 715-425-1804 fax
www.rfsd.k12.wi.us

871 - Exhibit

Request for Reconsideration of Library/Educational Resources

The School District of River Falls Board of Education delegates the responsibility for selection and evaluation of library/educational resources to the school Library Media Specialists and curriculum committee, and has established procedures to address concerns about District resources. If you wish to request the reconsideration of school or library resources, please complete and return this form to the ~~High School Media Center Specialist, River Falls High School, 818 Cemetery Road, River Falls, WI 54022.~~ **school where your concern originates.**

Name: _____ Date: _____

Address: _____ City: _____

State: _____ Zip: _____

Phone: _____

Do you represent
 Yourself? _____

Organization? _____ If so, please specify: _____

1. Resource on which you are commenting: _____

____ Book ____ Textbook ____ Video ____ Display ____ Magazine

____ Library Program ____ Audio Recording ____ Newspaper

____ Electronic information/network (please specify): _____

Other: _____

Title: _____

Author/Producer: _____

2. What brought this resource to your attention? _____

3. Have you examined the entire resource? _____

4. What concerns you about the resource? *(use other side or additional pages if necessary)*

~~5. Are there resources(s) you suggest to provide additional information and/or other viewpoints on this topic?~~

6. What action(s) are you requesting the committee to consider?
