

School District of River Falls
Educational Program Committee meeting

Monday, August 1, 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. Approve the RFSD Elementary Student Handbook

2

Description: Administration will present the 2022-23 RFSD Elementary Student Handbook for board approval.

Recommended Action: Approve the 2022-23 RFSD Elementary Student Handbook.

5. Approve Meyer Middle School Student and Athletic Handbooks

38

Description: Administration will present the 2022-23 MMS Student and Athletic Handbook for board approval.

Recommended Action: Approve the 2022-23 Meyer Middle School Student and Athletic Handbooks.

6. Approve the Renaissance Charter Academy Student Handbook

91

Description: Administration will present the 2022-23 REN Student Handbook for board approval.

Recommended Action: Approve the 2022-23 Renaissance Charter Academy Handbook.

7. Approve River Falls High School Student Handbook

135

Description: Administration will present the 2022-23 RFHS Student Handbook for board approval.

Recommended Action: Approve the 2022-23 River Falls High School Student Handbook.

8. Approve the River Falls eSchool Student Handbook

198

Description: Administration will present the 2022-23 River Falls eSchool Student Handbook for board approval.

Recommended Action: Approve the 2022-23 River Falls eSchool Student Handbook.

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

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

Recommended Action: As needed.

10. Schedule next Board/Committee meetings

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

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: No September Meeting

11. ADJOURN

2022-23

ELEMENTARY STUDENT HANDBOOK



Rocky Branch
ELEMENTARY SCHOOL



Greenwood
ELEMENTARY SCHOOL



Montessori
ELEMENTARY SCHOOL



Westside
ELEMENTARY SCHOOL



www.rfsd.k12.wi.us

Important Elementary School Contacts

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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
Kids Club Office	425-0799
Kids Club Child Care (Greenwood)	821-2947
Kids Club Child Care (Rocky Branch)	307-1525
Kids Club Child Care (Westside)	425-0582
Kids Club Child Care (Montessori)	307-3644

Table of Contents

WELCOME	6
2022-23 School Year	6
Philosophy of Education	6
ATTENDANCE POLICY	7
Attendance Philosophy	7
Student Absences and Excuses	7
School Hours	9
Student Drop Off	9
Student Pick Up	9
Reunification Plan In Case of Emergency	10
STUDENT HEALTH AND SAFETY	11
Immunizations	11
Illness/Injury	11
Medication	11
Communicable Disease	12
Student Insurance	12
Safety To and From School	12
Walking To School	13
Safety Patrol	13
STUDENT BEHAVIOR	13
Code of Classroom Conduct	13
Student Expectations	13
Student Discipline	13
Student Removal From Class	14
Suspension	14
Expulsion	14
Theft/Vandalism	14
Guns and Weapons	14
Drug Free Environment	14
TRANSPORTATION	15
Student Responsibilities for Bussing	15
Parents Responsibilities for Bussing	15

GRADING	15
Purpose of Grading	15
Report Cards	16
Grading Procedures	16
Homework	16
Retention	16
STUDENT RECORDS	17
Child Custody and Records	17
GENERAL INFORMATION	17
Animals in School	17
Character Education	17
Classroom Placement Request	17
Religious Accommodations	18
Lunch Accounts	18
Field Trips	18
Desk/Locker/Cubby Search	18
Bathroom/Locker Room	18
Damaged Property	19
Telephone Use	19
Visitors/Volunteering	19
Media Center (Library)	19
School Entrance Age (see policy on page 32)	19
Use of District Technology Resources	19
Student Device Damage Fee	20
PTO (Parent and Teacher Organization)	20
Clothing	20
Food & Classroom Celebrations	20
Bicycles	21
Toys/personal items	21
School Delays and Closings	21
IMPORTANT POLICIES	21
A. Harassment	21
B. Equal Education Opportunities	22
C. Sale, Solicitation, Distribution of Materials, Products or Advertising	22
D. Bullying Policy	22

E. Police Interviews	25
F. Other Policies	25
REQUIRED NOTICES	25
A. Student Record Notice	25
B. Nondiscrimination Notice	28
C. Notice of Child Find Activity	29
D. Asbestos Notification	31
E. Notice of Referral and Evaluation Procedures	32
E. Notice of Student Privacy	32
SDRF ENTRANCE AGE POLICY	32
SDRF STUDENT INTERNET ACCEPTABLE USE	33
K-2 Acceptable Use Agreement	33
3-5 Acceptable Use Agreement	33

WELCOME

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.

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(s), 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)

3:30/3:40 Dismissal for Transfer Bus students

3:45 Dismissal for Walkers, students being picked up and Bussers

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 school, 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 715-425-0799.

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(ren) during/after the school day should wait outside or in the office/lobby area. 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.

- Bring identification. That will streamline things during reunification.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- 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.
- Please 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.
- 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. During check in, identification and custody rights are confirmed.
- 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.
- 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.

How it Works for Students

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.

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.

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 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 Office.
- If a student is sent home due to illness or injury the Health Service 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.
- A parent/guardian should inform the Health Service Office 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 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 may be administered in the Health Service Office.
- 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 Office.
- All prescription and non-prescription medications should be brought into the Health Service 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, 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 Office when he/she arrives at school. The parent/guardian shall then call the Health Service Office 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 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 Service Office 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.
- A history of severe allergic reaction can be life threatening. Please inform the Health Service Office. An Allergy Emergency Plan needs to be completed by the students 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 Office 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.

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.

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.

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.

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.

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 from 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 during the last week of school, 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 \$1.65, Reduced Breakfast \$0.30. Lunch will be \$2.75, Reduced Lunch \$0.40. An additional breakfast will be \$1.65, an extra milk will cost \$0.55 and an extra lunch will cost \$2.75. Kids Club Snack \$1.40 Reduced Snack \$0.15.

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](#). It is expected that a positive balance will be maintained in each food service account at all times. 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 and on the school website. 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

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 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.

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. To help us better communicate and align volunteer opportunities with our parents and community, we have implemented a **volunteer application**. Fill out the application to become a volunteer in the School District of River Falls.
4. Parents and other adults needing more information regarding volunteering should contact Lesley Schradle, District Volunteer Coordinator, at 715-425-1810 ext. 3506. 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 35)

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.

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.

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.

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.

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

CATEGORIES OF DIRECTORY DATA	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: Mr. Mark Inouye, 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)
Mark Inouye, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
mark.inouye@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 Mark Inouye 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 Mark Inouye, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing him 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.

SDRF 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 the 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.

SDRF 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 our 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.

2022-23

STUDENT HANDBOOK



Meyer
MIDDLE SCHOOL



38



www.rfsd.k12.wi.us

Meyer Middle School

230 North 9th Street, River Falls, WI 54022

Principal: Mark Chapin mark.chapin@rfsd.k12.wi.us	School Psychologist: Sommer Bowers sommer.bowers@rfsd.k12.wi.us
Assistant Principal/ MMS Activities Director: Brian Buck brian.buck@rfsd.k12.wi.us	Social Worker: Jacqueline Graham jacqueline.graham@rfsd.k12.wi.us
School Counselors: Gary Campbell (8th) gary.campbell@rfsd.k12.wi.us Samantha Dusek (7th) samantha.dusek@rfsd.k12.wi.us Jordan Seifert (6th) jordan.seifert@rfsd.k12.wi.us	Resource Officer: Chris Gottfredsen chris.gottfredsen@rfsd.k12.wi.us
	Phone: 715-425-1820
	Fax: 715-200-5950
	Website: https://www.rfsd.k12.wi.us/schools/meyer/

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
River Falls High School	425-1830
Renaissance Academy	425-7687
Meyer Middle School	425-1820
Greenwood Elementary	425-1810
Westside Elementary	425-1815
Rocky Branch Elementary	425-1819
Montessori Elementary	425-7645

Table of Contents

Welcome	5
Welcome Message to Meyer Middle School Students	5
School District Mission, Vision, and Values	6
Meyer Middle School Mission, Vision, And Collective Commitments	6
Handbook Overview	7
Parental Connection	7
Messages/Items From Home	8
Visitors	8
Our Rights	8
School Calendar and Schedule	9
Important Dates 2022-23	9
Daily Schedule	9
Emergency School Closing Procedures	10
Attendance Guidelines	11
Academics and Activities	14
Grading Guidelines	14
Academic Integrity	16
Activity Afternoon	18
Co-Curricular	18
School Related Activities	18
Band And Choir Add And Drop Policy	19
Technology	19
Electronic Devices Student Rules	19
Student Technology Devices	20
Consequences for Violation of the Policy:	21
Technology Device Damage Fee	21
General Information	21
Reunification Plan In Case Of Emergency	21
Video Surveillance	22
Police Interviews	23
School Lockers	23
Transportation	23
School Counseling Department	24

Library Media Center	24
School Resource Officer	25
Substitute Teachers	25
Health Services	25
Student Behavior At Meyer Middle School	27
Dress And Grooming	30
Book Bags	32
Lunchroom	32
Harassment/Bullying	33
Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property	35
Students In Substance Abuse Treatment	36
Legal Protection Of Student Rights	36
Student Records Notification To Parents Of Students In The School District Of River Falls	37
CATEGORIES OF DIRECTORY DATA	38
Notice To Parents Involving Data Collection	39
Student Privacy	39
Animals In Schools	39

Welcome

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).

Welcome Message to Meyer Middle School Students

On behalf of the entire faculty and staff, we extend to you a very warm and friendly welcome to 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.



School District Mission, Vision, and Values

OUR MISSION:

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

OUR VISION:

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

OUR VALUES:

Students First - We center our policies, practices, and actions on doing what is best for all students.

People Matter - We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

Equity - We ensure the individual personal needs of every child is supported by high quality education/resources to pursue their unique potential.

Respect - We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

Integrity - We ground our actions in character, honesty, responsibility, service, and compassion toward others.

Excellence - We embrace the continuous pursuit of improvement in school operations, services, and programs.

Innovation - We inspire and empower innovative thought and practice.

Communications - We are accountable and transparent in order to maintain public trust.

Meyer Middle School Mission, Vision, And Collective Commitments

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.

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 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 the 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, 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 all 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.

School Calendar and Schedule

Important Dates 2022-23

Tuesday	August 30	MMS Back To School Open House (12:30-7:00)
Thursday	September 1	MMS First Day Of School
Monday	September 5	No School (Labor Day)
Monday	October 10	No School (Teacher Inservice)
Thursday	November 3	End Of Quarter 1
Thursday	November 3	MMS Parent Teacher Conferences (3:15-8:00)
Friday	November 4	No School (Teacher Inservice)
Friday	November 11	MMS Veterans Day Program (1:00)
Wed-Fri	November 23-25	No School (Thanksgiving Break)
Fri-Mon	Dec 23-Jan 2	No School (Winter Break)
Monday	January 16	No School (MLK Day)
Thursday	January 19	End of Quarter 2/Semester 1
Friday	January 20	No School (Teacher Inservice)
Thursday	February 16	MMS Parent Teacher Conferences (3:15-8:00)
Friday	February 17	No School
Monday	February 20	No School (Teacher Inservice)
Mon-Fri	March 13-17	No School (Spring Break)
Friday	April 7	No School (Teacher Inservice)
Monday	May 29	No School (Memorial Day)
Tuesday	June 6	MMS Last Day Of School

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).

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

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

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

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- a student who is late to school or late to class but is less than 15 minutes late. Students with 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 the assignments missed due to truancy. Students with 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 in the discipline step system.

Unexcused Absence- 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- 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. Teachers will provide students with a pass when necessary.

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.

Academics and Activities

Grading Guidelines

Purpose of Grading/Assessment

The purpose of grading/assessment in 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
- B – Above Average
- C – Average
- D – Below Average
- F – Failure

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 are used to gather evidence for the purpose of improved learning. Examples could include exit tickets, quizzes, verbal whip around, journals, and 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 the academic achievement of the 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 assessments 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 they receive a mark of "Does Not Meet"
- Refer the student for ASAP if reassessment hasn't occurred one week after the 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 accountable for becoming ethical users of information and ideas. When a student cheats, they are dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and 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, each student must complete their assigned part on time, consistent with the teacher's rubric or timeline. When a student relies on others to do their 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. Students are expected to complete and submit their 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 if they 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 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 academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
4. should determine what revisions must take place on the original submitted work,
5. will provide alternative learning activity that will be used for the student to demonstrate proficiency of the learning target, and
6. will determine the appropriate timeline for the student to submit newly assigned coursework.
7. The student must complete the assigned revisions or new learning activity as provided by the teacher to be eligible for any credit for that activity/assignment/assessment. .

8. Administration (VES Admin Liaison) will meet with the student to reinforce academic integrity and expectations for learning.
9. 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.

Activity Afternoon

Students can 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 they 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 if they are working hard and behaving with strong character. The decision if the student can attend will be left up to the supervisor's discretion.
- Late work is turned in one day before Activity Afternoon.
- Students at step 2 or lower on the discipline step system will be eligible for all of activity afternoon.
- Students at step 3 on the discipline step system will be eligible for half of activity afternoon.

Co-Curricular

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

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

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 encouraged that students are 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.

Band And Choir Add And Drop Policy

Adding Band and Choir:

- Students may be added to a music class at any time.
- The School Counseling Department will handle parent communication needed to add students.
- The Music teacher will be notified via email of incoming new students as soon as possible.

Drop Policy:

6th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 1st quarter. Once the 2nd quarter begins a student may not drop for the remainder of the school year without special circumstances.

7th Grade & 8th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 2nd quarter. Once the 3rd quarter begins a student may not drop for the remainder of the school year without special circumstances.

Drop Procedure:

- After the student approaches teacher or counselor, the student picks up the "Class Change Request" form from their music teacher.
- The student fills out the form with a parent and gets a parent signature.
- The students turn in the "Class Change Request" form to their music teacher.
- The Music teacher will sign the form and deliver it to the School Counseling Department for the class change.

Technology

Electronic Devices Student Rules

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

Student Technology Devices

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices are 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 and a cord for charging the battery on the device. Students may download personal content (apps, music, etc.) to their assigned device 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, damage, 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, and a parent/guardian will be required to pick up the device from the office

Fourth 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. 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)

General Information

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 formal, controlled release. The process of controlled release is called reunification. It 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, 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 various 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 are 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 the safety of the student, and it provides 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 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(s).

How it Works

For students, the school asks that they be orderly and quiet while waiting. Students may be asked to text a message to his/her parents or guardians. Students are also asked not to send other text messages in or out of the school or reunification area. Keeping cellular network usage at a minimum may be important during 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 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 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 of the card 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 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 interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

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 it is 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 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 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 their 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

- Occupy the seat assigned by the driver and refrain, at all times, from moving around while the bus is in motion.
- To practice classroom conduct while using a school bus.

- To stay off the traveled roadway at all times while waiting for a bus.
- To wait until the bus has come to a complete stop before attempting to get on or off the bus.
- To leave the bus only at the consent of the driver.
- 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.
- 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.
- Keep hands and head inside the bus at all times.
- Immediately report bus damage to the driver.
- Help keep the bus clean, sanitary, and orderly.

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

School Counseling Department

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

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

Library Media Center

Hours:

The library media center will be open from 7:20 a.m. to 3:00 p.m. daily. The 7:20 – 7:40 period will be a period in which students may study, read, play board games, or relax before school in a quiet manner. The library media center is closed from 7:45-8:04.

Checking Materials Out:

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

- Books – two weeks
- Reserve & Reference Materials can be used in the library media center.

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

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. Students 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, green room, or breakout rooms from an individual classroom should have a pass signed by the teacher of that class. Students should bring all needed materials with them to the library media center.

Students may lose library media center 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.

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 or keeping it 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 they arrive 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 level 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 student(s) to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly. The second level 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 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, or 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

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.

The School District believes 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 allow students to observe religious customs or beliefs. 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.

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.

MMS DRESS CODE 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 and must cover the body above the belly button to the lower arm pit.

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
- 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 and hats may not be worn in the building from the time a student arrives at their locker to the time the bell rings at the end of the day.

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 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.

Book Bags

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

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

Buying Breakfast, Lunch, and Milk

The price of breakfast is \$1.75. The price of lunch is \$3.05. Additional meals are \$2.95. Milk is \$0.55. 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. It is expected that a positive balance will be maintained in each food service account at all times. Money for lunches and 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
- Add funds to you child's account with this link: <https://family.wordwareinc.com/>

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 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 they have 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.

Title IX 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)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@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

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 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 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 they believe 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 the student has 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.

2022-23

ATHLETIC HANDBOOK



Meyer
MIDDLE SCHOOL



www.rfsd.k12.wi.us

Meyer Middle School

230 North 9th Street, River Falls, WI 54022

Principal: Mark Chapin mark.chapin@rfsd.k12.wi.us	School Psychologist: Sommer Bowers sommer.bowers@rfsd.k12.wi.us
Assistant Principal/ MMS Activities Director: Brian Buck brian.buck@rfsd.k12.wi.us	Social Worker: Jacqueline Graham jacqueline.graham@rfsd.k12.wi.us
School Counselors: Gary Campbell (8th) gary.campbell@rfsd.k12.wi.us Samantha Dusek (7th) samantha.dusek@rfsd.k12.wi.us Jordan Seifert (6th) jordan.seifert@rfsd.k12.wi.us	Resource Officer: Chris Gottfredsen chris.gottfredsen@rfsd.k12.wi.us
	Phone: 715-425-1820
	Fax: 715-200-5950
	Website: https://www.rfsd.k12.wi.us/schools/meyer/

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
River Falls High School	425-1830
Renaissance Academy	425-7687
Meyer Middle School	425-1820
Greenwood Elementary	425-1810
Westside Elementary	425-1815
Rocky Branch Elementary	425-1819
Montessori Elementary	425-7645

Table of Contents

Welcome	4
Philosophy And Objectives	4
Responsibilities	4
Meyer Middle School Activities Fees	5
Violations And Consequences	5
Student Conduct - Behavior	8
Academics	8
Reporting Procedure And Activities Committee	9
Procedures For Administering The Activities Code	9
Activities Department Standards Of Fairness	10
Parent/Athlete/Coach Expectations	11
Communications/Expectations Parents/Athletes Should Expect From The Coaches	11
Communication/Expectations Coaches Should Expect From The Athlete And Parents	11
Appropriate Concerns Athletes/Parents May Address With Coaching Staff	12
Areas That Are Not Appropriate For Parents To Discuss With Coaches	12
The Proper Method To Report A Concern	12
Miscellaneous	12
Illness, Athletic Injuries And Care	12
Team Travel	13
Equipment Care And Return	13
Signature Page	13
Age Requirement	14
Locker Room Privacy	14
Acceptance Of The Code Of Conduct	14

Welcome

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).

Philosophy And Objectives

The athletic program constitutes an important learning phase in the middle school curriculum. The middle school athletic program in grades 6-8 provides definite opportunities that are not duplicated in other school activities or later life. Specifically, middle school athletics provides a different level of competition and gives the athlete an excellent background with a wider range of activities than normal. Basic objectives of middle school athletic participation in grades 6-8 program are:

1. To give the young adolescent an early understanding that participation in athletics is a privilege that carries many responsibilities.
2. To place a heavy emphasis on the teaching of basic skills.
3. To teach students habits of health, safety, and participation.
4. To be competitive while learning self-discipline.
5. To present the opportunity to practice, develop, and observe good sportsmanship.
6. To present the opportunity for the athlete to develop friendships, not only with teammates but also with opponents.
7. To afford the opportunity for any students to participate in athletics.
8. To ensure that each participant is afforded an opportunity to perform during interscholastic competition.

Responsibilities

The responsibility and individual sacrifice accompany the privilege of participating in interscholastic athletics. If the sport is worth having and going out for, the student must be willing to put something into it. Desire and cooperation with teammates and coaches is essential. The Wisconsin Interscholastic Athletic Association (WIAA) has charged its member schools to establish regulations governing participation in athletics. While not a member of the WIAA, Meyer Middle School uses the WIAA rules and eligibility standards to guide local school procedures for student participation and discipline infractions. The following is quoted directly from the WIAA Rules and Eligibility (Article XVI – Rules of Eligibility, Section 2.)

“A school shall have a code of conduct for its athletes. The code of conduct should be in place prior to the start of the school year. The code should be developed with the involvement of students, coaches, and administration and adopted by the Board of Education or recognized governing body.”

Meyer Middle School Activities Fees

\$120 Maximum Individual Fee
\$300 Maximum Family Fee

ATHLETIC -\$60 Each Individual Sport

NON-ATHLETIC - \$60 Each Individual Activity:

Fees must be paid, in full, along with the physical form or alternate physical card and the signed Athletic Code to the activities office at the River Falls High School Activities Office.

Checks should be made out to the River Falls High School.

A waiver is available to those students who qualify for free and reduced lunch or have unusual circumstances. The Activities Office grants this waiver.

Any questions, please call the activities office at 425-1830, ext. 3710

Violations And Consequences

Meyer Middle School has adopted the following rules and consequences for violation of these rules. Violations during the summer will carry over to the following school year. Consequences for violations of the Activities Code apply to all activities in which the student participates. Below are the consequences for athletics and co-curriculars.

1. Violations of Controlled Substance Act/ Controlled Substances, use of Illegal/Dangerous Weapons, and Felonies.
 - a. Any student who, through standards of fairness as established by the MMS Activities Department, is found to violate these provisions of the Code shall be withheld from at least fifty (50) percent of the maximum number of contests allowed by WIAA or the actual number scheduled by the school for that sport.
2. Violations - Any student subject to this Code shall not:
 - a. Possess, use, or consume cigarettes, e-cigarettes, cigars, or chewing tobacco.
 - b. Violate any of the Wisconsin Criminal Statutes as listed by chapter dealing with but not limited to:

Alcoholic beverages	Crimes against life and body
Crimes against health and safety	Crimes against property
Sexual morality	Gambling
Crimes against government	Disorderly conduct
Crimes against animals	Harassment/bullying
 - c. Violate Wisconsin traffic Statutes dealing with
 - i. Operating under the influence of intoxicant/other drugs.
 - ii. Absolute sobriety.
 - iii. Minor transport.
 - iv. Open intoxicant by driver/occupant.

- d. Use look-alikes, including but not limited to “vaping,” smoking of electronic apparatus, or other substitute forms of cigarettes; containers that may or may not contain alcohol, etc.
 - e. Violate any municipal/county ordinance or laws of other jurisdictions in conformity with the previously listed statutes. It is not necessary for a student to have received a ticket to be considered in violation. Consequences for a violation of the above are listed below.
3. Consequences - Athletics
- a. First Infraction – Any student who, through standards of fairness as established by the MMS Activities Department, is found in violation of rule Section V, A, 2, will be subject to the following regulations.
 - i. Will be withheld from interscholastic competition for twenty (20) percent of the total scheduled contests for the sport in which they are participating. Any fraction will be rounded up to the next whole number when using the percentage. Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates. This will be whatever the percentage is remaining from the first part. For example, if a student were to miss 20% of the football season (2 games), but there was only one game left, they would have served half their penalty (10%). Therefore, they would miss 10% of the next sport they participate in.
 - ii. Unless otherwise stated, the student must continue practicing to maintain team eligibility. Missed practices may subject the participant to further suspension.
 - iii. Counseling concerning the problems inherent in the infraction will be provided to the student found in violation of the rule. This counseling may be delegated to the coach, AD, guidance counselor, school nurse, building principal, or any person the AD feels is the best qualified to counsel the student on the particular matter.
 - iv. Any student subject to this Code shall not knowingly enter a vehicle transporting alcoholic beverages and/or controlled substances unless they are under the direct supervision of their parents or legal guardians. Attendance at parties/events where drugs, controlled substances, and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where the use of alcohol is occurring, is not considered a violation. These include such logical events as family weddings, graduation parties, or similar occasions. This does not, however, allow the use of alcohol or drugs by any student under this Code.
 - 1) Students who, through standards of fairness as established by the MMS Activities Department, are found violating this section of the Code shall be ineligible for one (1) interscholastic competition. If the student athlete's consumption or use of alcohol/controlled substances is determined to have occurred, the consequence will be as written under section V,A,3.

b. Second Infraction

Students in violation will be ineligible from athletic competition for fifty (50) percent of the total number of scheduled contests in which they participate.

For Alcohol or Other Drug-related infractions, the student-athlete must undergo, at their expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which the assessors prescribe to confront the behaviors of use and abuse. In addition, the student-athlete will provide the activities director with written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within ten (10) days of written notice of infraction.

Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates.

For non-alcohol or drug-related offenses, completion of 20 hours of community service, as determined by the AD and advisor, will be required before participation in activity can resume. Students must make arrangements for community service within ten (10) days of written notice of infraction.

Students who do not complete the required AODA assessment or community service by a pre-arranged designated date will be ineligible for competition for 12 months.

c. Third Infraction

Students in violation will be ineligible from athletic competition for 12 months from the start date of the suspension.

For Alcohol or Other Drug-related infractions, the student-athlete must undergo, at their expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which the assessors prescribe to confront the behaviors of use and abuse. In addition, the student-athlete will provide the activities director with written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within ten (10) days of written notice of infraction.

For non-alcohol or drug-related offenses, completion of 40 hours of community service, as determined by the AD and advisor, will be required before participation in activity can resume. Students must make arrangements for community service within ten (10) days of written notice of infraction.

Those students who do not complete the required AODA assessment or community service by a pre-arranged designated date will be ineligible for competition for the duration of their middle-school career.

- d. Students who participate in a school-approved student assistance program and have no violations for at least one calendar year may have their levels of violation or record reduced by one after the period of ineligibility. This may be used only once in a student's middle school career.
- e. Students may not go out for a sport for the first time to exhaust any consequences of ineligibility without prior approval of the head coach of the sport and the AD. Under these circumstances, students allowed to go out for a sport for the first time will be required to complete the season successfully, or the consequence extends to the next season.
- f. A student who knowingly falsifies information regarding eligibility status or violations of the Activities Code shall be subject to a period of ineligibility from all sports and/or co-curricular participation for a 12 months from the investigation date.

Student Conduct - Behavior

Students subject to this code shall not engage in behavior contrary to the school's ideals, principles, and standards.

- A. Any student, who is found in violation of Federal, State, or Municipal laws, will be referred to the Activities Director, Principal or Assistant Principal, and coach of that sport.
- B. Any acts of misconduct occurring at any time may result in ineligibility. Non-exclusive examples of misconduct are as follows:
 - a. Disrespect for teachers, coaches, fellow students, contest officials, and other adults.
 - b. Flagrant violation of game rules which causes ejection from a game.
 - c. Acts of vandalism.
 - d. Serious or continued violation of school regulations as designated by the administration.

Academics

- A. Scholastic achievement should be the prime concern of the student; therefore, students participating in activities must maintain a passing grade in all of their subjects. Subjects are all classes for credit in which the student is enrolled during a marking period. Each term's grades will be the basis for the following term's eligibility. Fall activities' eligibility shall depend on grades earned in the previous spring marking period.
 - 1. Athletics - If the student fails to meet this academic standard, they will be subject to the following consequences. Ineligibility due to failure will start as soon as the AD or coach is aware of the failure.
 - a. Failure in one (1) subject during a marking period:
 - i. Ineligible for 10% of the interscholastic contests (minimum 1). After the consequence is served, a student must be passing all classes or demonstrating progress to passing the failed classes, or ineligibility continues. Checks will be made weekly. If at any time in the following term, the student is found to be failing a class, they will be again declared ineligible until they pass all classes.

- ii. Failure in two (2) subjects during a marking period – ineligible to practice or participate for a minimum of 15 school days and nights, plus no less than 20% of the interscholastic contests for that sport. A student must pass all classes, demonstrate progress to passing the failed classes, or ineligibility continues. Checks will be made weekly.
 - iii. When a student has accumulated three-semester failures or is one full credit short of what is required for his class determination, they will be ineligible immediately and meet with the AD to show cause why they should be allowed to continue participation in athletics and to develop a plan to make up credit deficiencies. The AD, in consultation with the principal and guidance counselor, will make recommendations that are felt to be in the best interest of the student's academic progress.
 - iv. Because of the September 1st starting date for schools, all ineligible periods will commence with the first game played. The one change is if there are two failures in the spring: instead of 15 school days, it will be 21 consecutive calendar days. If the time is consumed before school begins, the student will become eligible if they have served the required number of contests. Checks will continue to be made weekly.
- 2. Incompletes will be treated the same as failures until they are completed. Students have two weeks to change an incomplete to a grade.
- 3. Group 2 - Co-Curriculars
 - a. Students may not have more than one failure per term. A student not meeting this requirement shall be ineligible for a period of not less than seven (7) consecutively scheduled school days and the next performance.
- 4. Students with one failure are still expected to be at practice. If they need additional study time, arrangements should be made with the coach/advisor.
- 5. Consequences for this portion of the code are independent of other consequences – any suspension would be added to the existing suspension.

Reporting Procedure And Activities Committee

- A. Information in police/court statements, citations, or reports may be used to investigate Athletic Code violations only per state statutes.
- B. The Activities Committee should consist of the AD, two coaches/advisors, and two staff members.
 - 1. Each member will have one vote.
 - 2. AD will appoint each member. The committee members will remain consistently intact for a given case as much as possible.
 - 3. If the coach/advisor of the student in question is on the committee, they will be replaced.
 - 4. AD or principal may substitute appropriate non-coach members if teaching staff cannot serve.

Procedures For Administering The Activities Code

- A. Violation of the Code is made known to the AD.
- B. AD meets with the student to present charges.
 - 1. If the accused admits to the violation or infraction, the AD states to them the prescribed action according to the code Violation. The Student serves their consequence and returns to competition.

Activities Department Standards Of Fairness

- A. Students accused of violating the rules and regulations of the Athletic Code will be subject to standards of fairness as established by the Activities Department in the administration of the Code:
1. Students will be informed of the charges being brought against them.
 2. Students may contest the charge.
 3. AD (or designee) will investigate/collect evidence and determine whether a violation has occurred. The prescribed consequence will be imposed if a violation is determined to have occurred.
- B. A determination of a violation may not be appealed. However, any student wishing to be heard regarding a prescribed consequence must adhere to the following standards:
1. After a ruling of ineligibility resulting in suspension has been made, a student and/or their parents may formally submit a request to be heard regarding the decision. A written request to the AD must be received during normal business hours within five (5) school days from the first day such ineligibility shall take effect. The request may only apply to the technical requirement of the Code or the consequence associated with the violation. A student who requests to be heard regarding a consequence shall be ineligible during the "request to be heard" process for up to the extent of the consequence.
 2. The AD, within three (3) school days of receipt of such written request to be heard, shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents outlining the specific details relating to (a) violation or infraction, (b) date of violation or infraction, (c) period of suspension, and (d) any other pertinent information.
 3. After a request to be heard has been received and the school's formal reply mailed to the parents, a date for a meeting will be established by the AD or principal. Such date is to be no later than seven (7) school days after receipt of the written request of the student and their parents. The opportunity to be heard will be scheduled during normal school business hours. Present at the meeting, in addition to the Activities Committee of the school, shall be the student and, if a rule relating to a specific sport is involved, the head coach/advisor of that activity. The parents/guardians may also be present.
 - a. The student will be provided with an opportunity to testify and present other evidence on their behalf at the hearing.
 - b. Proceedings of the meeting, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and their parents.

*Note; Provisions as outlined in number 3 above, including items (a) and (b), will be applicable to any subsequent request to be heard. However, the Activities Committee will only participate in the first level of the "request to be heard" process.
 4. If at this point, the student and their parents are not satisfied with the findings of their opportunity to be heard regarding the decision, a second opportunity to be heard may be requested. This meeting will be with the principal.
 - a. The request for the second opportunity to be heard must be in writing to the AD or principal within five (5) school days of the mailing of the outcome of the meeting. A student who is found, under standards of fairness established by the Activities Department, to be ineligible shall remain ineligible up to the extent of the consequences during any request to be heard. (Excluding Title IX investigations.)
 5. The student and/or their parents, if they are not satisfied with the ruling of a particular hearing at one level, may request to be heard at the next level. The next level of opportunity to be heard after the principal is with the superintendent or their designee. The final level of opportunity to be heard after the superintendent is the Board of Education. Requests to be heard must always be in writing to the AD or principal within

- five (5) school days of mailing the outcome of the last such meeting.
 - a. The procedures for requesting opportunities to be heard, timelines, and sequence of levels specified above must be followed, or the request will be automatically denied. In all cases and levels, the student who requests to be heard regarding a consequence shall be ineligible during the "request to be heard" process up to the extent of the consequence.
6. The provisions as outlined above shall be the sole and exclusive remedy for opportunities to be heard regarding the rulings.

Parent/Athlete/Coach Expectations

Parenting and coaching are challenging and different vocations. By establishing an understanding of each other's expectations, we can better accept both parties' actions and provide greater benefits to the student/athlete. When a child becomes involved in a co-curricular activity, parents and coaches have a right to understand what EXPECTATIONS will be placed on the athlete and each other. This begins with clear communication from the athlete, parent, coach, and athletic department.

Communications/Expectations Parents/Athletes Should Expect From The Coaches

1. The coaches' expectations for the children and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, and offseason opportunities.
4. The policy deals with excused and unexcused absences. (What will the consequence be for missing a game/practice because of vacation?)
5. The River Falls and WIAA requirements for eligibility.
6. Team rules beyond the River Falls Activities Code.
7. The lettering requirements.
8. The Coaches act as role models for good sportsmanship, use of appropriate language, promoting a healthy environment, and safe teaching techniques.
9. Well-planned practices.

Communication/Expectations Coaches Should Expect From The Athlete And Parents

1. Notify any schedule conflicts that may occur well before the season. (including vacations, etc.)
2. Explanation of unique concerns regarding coaching expectations. (Practice requirements)
3. Support the Activities Code and all team rules.
4. Expectation of an athlete with a concern to be encouraged by their parents to speak with the coach or coaching staff.
5. Support all team members and the coaching staff.
6. Demonstrate positive support at games for their athletes, teammates, and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
8. Encourage a great work ethic at practices and in games.

Appropriate Concerns Athletes/Parents May Address With Coaching Staff

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve their performance and skill level.
3. Concerns about the athletes' behavior in school/practices/games.

Areas That Are Not Appropriate For Parents To Discuss With Coaches

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The makeup of the team and the decision as to who plays on a particular team.
5. Other members of the team, other parents, and other coaches.

The Proper Method To Report A Concern

Step One:

- a. The athlete speaks with the coach. The coaching staff is involved/present when this conference takes place.

Step Two:

- a. The parent asks for a conference with the coach and the athlete. If the coach cannot be reached, the parent should contact the athletic director, and he will arrange for the coach to contact the parent.

Step Three:

- a. If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the athletic director. The AD will moderate the conference.
- b. The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak uninterrupted. This will be in a nonthreatening environment.

Miscellaneous

Illness, Athletic Injuries And Care

- A. In order to participate, all athletes will be required to have the following information on file. All of these will be found on the online registration page.
 1. Parental Permission form.
 2. Physical examination card attests to the participant's physical fitness.
 3. A signed agreement to this athletic code.
 4. Concussion information sheet read by both the parent and athlete.
- B. Athletes will attend all practices unless they are ill. If possible, the coach should be notified prior to an absence. The individual coaches will determine excuses for absences

other than for illness. If a student needs to use practice time for academic reasons, communication should be had with the coach.

- C. Students must be in attendance for all academic and required activities (designated by the school) for the entire school day (7:40 a.m. to 2:50 p.m.) to be eligible to participate in an extra-curricular activity or practice scheduled on that specific day. (The attendance definitions in the Student Handbook shall apply; the attendance officer shall determine daily attendance.) The administration maintains the right to allow athletes to participate. Excuses for medical appointments, funerals, and emergencies will be accepted; however, illness, tardiness (more than 5 minutes), haircuts, shopping trips, or any other unexcused type of absence, or truancy, will not be accepted.
- D. All injuries must be reported to the supervising coaches immediately. Should an injury be discovered after the athlete has returned home, the coach or Activities Director should be contacted. The coach will notify parents if their child is injured or hospitalized.
- E. In the event of an injury, the coach will fill out an injury report form and file it with the Athletic Director the next day. This form may provide a source of information, if needed, for insurance purposes.
- F. Any athlete who was injured and required a physician's care must bring a physician's note to verify the student is well enough to practice and compete.

Team Travel

- A. The school district furnishes transportation to and from all away athletic contests in a school vehicle accompanied by a coach. Any other mode of transportation to contests is not allowed.
- B. However, there are occasions when return trips with parents may be accepted. If this is desired, parents must contact the coach at the end of the contest. This permission must be granted by the school Principal, activities director, or coach. A student may only ride home with their parent/legal guardian.
- C. The parent/legal guardian giving the ride must make direct personal contact with the coach after the contest before the athlete is excused.
- D. Failure to comply will result in travel restrictions and contest disqualification.

Equipment Care And Return

- A. Student-athletes shall be responsible for the care, maintenance, and return of all equipment they are issued. Any equipment lost or abused must be paid for by the student to whom it was issued.
- B. Equipment issued to a student-athlete may be used only by that athlete. Use of this equipment is restricted to practice and sanctioned school competitions.
- C. School-issued practice equipment is not to be used for physical education or personal wear. Continued misuse of equipment in this manner will be cause for turning it in and the student furnishing their equipment.
- D. Each athlete is responsible for taking care of their equipment, locker area, personal effects, and personal hygiene throughout the season.

Signature Page

Parent and student signatures on the online registration page are required prior to beginning practice in a sport.

Age Requirement

A student shall be ineligible for interscholastic competition as a member of a team consisting of grades 6-8 students if they reach their birthday before August 1 of any given school year (6th grade - 14; 7th grade - 15; 8th grade - 16).

Locker Room Privacy

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording devices to capture, record, or transfer a person's representation in the locker room. No person shall be recorded in locker rooms (whether clothed, in uniform, partially clothed, or unclothed). No student has the authority to have themselves recorded.
- No media access to locker rooms before, during, or after any school athletic event or practice is allowed. Coaches and student-athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. Additionally, all violations will be reported to law enforcement.

As applicable, the building principal or designated locker room supervisor shall be responsible for enforcing this policy.

Acceptance Of The Code Of Conduct

Signing the Activities Code agreement is required of all students who want to participate in any activity offered by the River Falls. Signing the Activities Code Agreement acknowledges that the student and their parent(s)/guardian(s) have read and understand the requirements specified in the document. Failure to sign the Agreement will immediately disqualify a student from participating in any co-curricular activity.

2022-23

STUDENT HANDBOOK



Renaissance

CHARTER ACADEMY



www.rfsd.k12.wi.us

Table of Contents

Welcome	4
District Mission Statement And Philosophy Of Education	4
Renaissance Academy School Mission and Values	5
Handbook Overview	5
Renaissance Academy Contact Information	5
Renaissance Academy Staff	6
Messages/Items From Home	6
Visitors	6
Our Rights	6
School Calendar and Schedule	7
Monday-Thursday Schedule	7
Friday Schedule	7
Emergency School Closing Procedures	7
Attendance Guidelines	8
Registration and Academics	12
Registration	12
Grading Scale	13
Academic Highlights	14
Graduation	16
Academic Integrity	18
School Related Activities	20
Food Services, Transportation, and Technology	21
Food Service	21
Transportation	22
Technology	23
Technology Device Damage Fee	25
General Information	25
Reunification Plan In Case Of Emergency	25
Video Surveillance	27
Police Interviews	27
School Lockers	27
Searches on School Property	28
School Resource Officer	28

Use of Dogs	28
Student Services Department	28
Substitute Teachers	29
Health Services	29
Student Behavior At the Renaissance Academy	31
Dress And Grooming	32
Disciplinary Procedures	33
Harassment/Bullying	36
Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property	39
Students In Substance Abuse Treatment	39
Legal Protection Of Student Rights	40
Animals In Schools	40
Student Privacy	41
District Non-Discrimination Policy	41
Student Records Notification To Parents Of Students In The School District Of River Falls	41
Notice To Parents Involving Data Collection	43

Welcome

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

District Mission Statement And Philosophy Of Education

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

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

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

Renaissance Academy School Mission and Values

Mission Statement:

The Renaissance Academy models acceptance, compassion, and dignity. We nurture independence, responsibility, and individual strengths to foster personal growth.

Values:

- Our students and their families are at the center of each decision.
- Dignity and self-worth are paramount to everything we do.
- Parents, guardians, and community members are active partners in helping our students grow.
- Each student has different learning needs and we will strive to meet them.
- Our school is a welcoming, safe space where all students, regardless of where they come from, belong.

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) have questions about any of the material in the handbook, please contact the coordinator.

Renaissance Academy Contact Information

Contact Phone Number: 715-425-7687

Fax Number: 715-200-5918

Physical Address: University of Wisconsin River Falls, Hagestad Hall, 262 E. Cascade Ave. River Falls, WI 54022 **(Until January 2023)**

Physical Address: 125 East Elm St., River Falls, WI 54022 **(Starting January 2023)**

Mailing Address: 852 E. Division St. River Falls, WI 54022

Website: www.rfsd.k12.wi.us/schools/renaissance/

Renaissance Academy Staff

- **Chris Silver**, Program Coordinator 715-425-1800 , ext. 2224, chris.silver@rfsd.k12.wi.us
- **Jill Dexheimer**, Secretary and Health Aide 715-425-7687, jill.dexheimer@rfsd.k12.wi.us
- **Jacquie Graham**, Social Worker 715-425-1800 ext. 2220, jacquie.graham@rfsd.k12.wi.us
- **Geri Muller**, School Counselor 715-425-1800 ext. 2225, geri.muller@rfsd.k12.wi.us
- **Peggy Gantt**, Instructor 715-425-7687, peggy.gantt@rfsd.k12.wi.us
- **Jenny Jerry**, Instructor 715-425-7687, jenny.jerry@rfsd.k12.wi.us
- **Tessa Kania**, Instructor 715-425-7687, tessa.kania@rfsd.k12.wi.us
- **Kyle Stapleton**, Instructor 715-425-7687, kyle.stapleton@rfsd.k12.wi.us
- **Peggy Webb**, Instructor 715-425-7687, peggy.skogen@rfsd.k12.wi.us
- **Hunter Kreidermacher**, Paraprofessional 715-425-7687, hunter.kreidermacher@rfsd.k12.wi.us

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. 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

All persons other than students and staff are considered visitors. All visitors must show a picture ID before entering the building. Upon entering, visitors must check in with the front office staff. Only program Coordinator approved visitors may come to visit students during the school day or at lunchtime. Persons found on campus without permission will be asked to leave the premises.

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 all property, as well as people.

- These rights apply to all persons, students, and staff at the Renaissance Academy for the entire school day including transportation to and from school and all school-sponsored activities.

School Calendar and Schedule

Monday-Thursday Schedule

WYN	8:30 am - 9:00 am
Passing Time	9:00 am - 9:05 am
1st Block	9:05 am - 10:25 am
Passing Time	10:25 am - 10:30 am
Morning Meeting	10:30 am - 10:40 am
Passing Time	10:45 am - 10:50 am
2nd Block	10:50 am - 12:10 pm
Lunch	12:10 pm - 12:40 pm
3rd Block	12:40 pm - 2:05 pm
Passing Time	2:05 pm - 2:10 pm
4th Block	2:10 pm - 3:30 pm (Bus release at 3:20 pm)

Friday Schedule

WYN	8:30 am - 9:00 am
Morning Meeting	9:00 am - 9:15 am
Passing Time	9:15 am - 9:20 am
1st Block	9:20 am - 10:25 am
Passing Time	10:25 am - 10:30 am
2nd Block	10:30 am - 11:35 pm
Lunch	11:35 pm - 12:10 pm
3rd Block	12:10 pm - 1:15 pm
Passing Time	1:15 pm - 1:20 pm
4th Block	1:20 pm - 2:30 pm

*Please note the 1 hour early release

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.

Attendance Guidelines

Attendance Hours

The school day runs from 8:30 am – 3:30 pm, Monday through Thursday, and 8:30 - 2:30 pm on Fridays.

Students who ride the bus and arrive after 8:30 am, will not receive a tardy or truancy if they arrive on the school bus.

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.

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

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

School Attendance Officer

The coordinator 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 who display chronic tardy behavior, particularly when arriving late to school, arriving to classes, and returning from lunch will be required to

- Serve a detention after 5 tardies within a 2-week period.
- Over 15 minutes late = TRUANCY and detention
- Students may lose open lunch privileges if they display chronic tardiness

Unexcused Absence/truant- this means any absence of more than 15 minutes or all of 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

A parent/guardian/legal custodian will be contacted by school staff if a student becomes ill while at school. If school staff determines that a student is too ill to be at school, a student will be excused to go home and they will not be assessed a parent excused illness absence (this will be marked as a medically excused absence).

If a parent excuses a student due to illness during the school day, it will count towards the four (4) allowable parent-excused illness days for the semester. After 4 parent-excused illness days, a medical note from a clinic or physician will be required.

Students with chronic illnesses that require absences will need a doctor's note to have absences medically excused. Please see the coordinator for more information.

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 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.

Unexcused Absences

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

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

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

In order to adequately prepare each child for his/her future, it is essential that s/he attend school as close to 100% as possible. If there are health or family issues that interfere with this, then we urge families to please let us know so that we can be of assistance to you.

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

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

Appointments During the School Day

Permission to leave school shall be issued for professional appointments with doctors, dentists, social services, court appearances, etc. Students are requested to make their appointments during non-school hours or around the lunch hour if possible.

Verification that the student has attended the appointment is required for all appointments that require a student to miss more than **3 hours** of the school day.

Verification can come in the form of a card, note, prescription, or any other proof that the student was at the appointment, written on official business letterhead from the place of appointment.

Students leaving the building must check out at the Main Office. Students meeting the aforementioned conditions will be considered excused for the time of their appointment only. Failure to sign out, as well as leaving school without permission, will be recorded as truancy.

Leaving During the School Day

If a student needs to leave school early for any reason, a parent/guardian note, phone call, or email is required. Students will need to obtain an early dismissal slip from the front office staff or program coordinator. This slip must be given to the instructor whose class the student is leaving from, otherwise, you will not be permitted to leave.

Students **must** also sign out of school when leaving, failure to do so may result in truancy and/or a detention. If you do leave without permission this absence will be marked as truant. Students will be given a detention if they leave without permission. Students that are off-campus (unless given permission) will be given a truancy. Off-campus includes any area outside of the school building excluding those designated as a lunch area during lunchtime.

Class Attendance

Students are expected to attend the classes they are assigned to. Students that are found to be "hanging out" in the commons, hallways, bathrooms, or other classrooms are subject to attendance laws.

Students may not leave class without permission from their instructor unless it is an emergency situation. Leaving class without permission is considered a violation of the attendance policy and can result in a truancy and detention.

In the case where a student is being disruptive to the class and/or school environment, alternative placements either within the school building or at home may be needed and will be determined by the coordinator.

Detentions

Students who are truant or chronically tardy will be assessed a 30-minute detention. Detentions will be held from 3:30-4:00 pm on Tuesdays and Thursdays. Or 8:00-8:30 am, Monday-Friday.

Students must serve their detention/s within one week of their detention notification. After they choose a date, they may reschedule their detention only once. If students fail to serve their detention, an additional truancy will be assessed, but not an additional detention.

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.

Registration and Academics

Registration

Renaissance Academy Registration

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

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

Open Enrollment

Students in kindergarten to 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.

Renaissance Academy Course Registration

Course offerings and schedules are put together by the program coordinator based on the academic needs of the students. Starting with senior graduation requirements, courses are selected to fulfill these needs.

Student schedules will be given out on the first day of each Term. Students may request changes to their schedule during the first week of the term and with the program coordinator's approval.

Grading Scale

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

Grading Scale:

A (100%-93%); A- (92%-90%); B+ (89%-87%); B (86%-83%); B- (82%-80%); C+ (79%-77%); C (76%-73%); C- (72%-70%); D+ (69%-67%); D (66%-60); F (59%-0%); P - Credit is given, but is not included in the GPA.

Incompletes

If a student does not complete their work by the end of the term. It may be determined to give a student an I (Incomplete) on their transcripts. Students will have two weeks after the end of the Term to complete the work for an earned grade, which will be recorded on the transcript and report card. If work is not completed by this date, the student will not be eligible to earn credit for the course attempted and an F will be placed on the transcript.

Grades and Report Cards

Grades and attendance records can be found by logging into Infinite Campus. For more information on how to set up an account or re-activate your account, please contact the main office at the Renaissance Academy, at 715-425-7687.

Academic Highlights

WYN

The first 30 minutes of each school day is spent in a small class setting where the concentration is on "WHAT YOU NEED." WYN offers students one-on-one tutoring support as well as the time to sharpen academic skills including but not limited to reading comprehension. The setting allows students to find a "home" with their classmates and instructor.

Zero Hour

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

Zero Hour policies:

- Students who attend RFHS in the morning **MUST** sign out of the high school main office.
- Students who drive will either need to get an RFHS parking permit to park in the student lot or park off-campus.
- Students who attend RFHS in the morning **MUST** arrive at the Renaissance Academy no later than 9:15 am or they will be subject to attendance rules.
- If there is a late start at RFHS, students **MUST** arrive at the Renaissance Academy no later than 10:00 am or they will be subject to attendance rules.
- Upon arrival at the Renaissance Academy, students **MUST** sign in at the main office, or they will be subject to attendance laws.

Transcribed Credit

The Renaissance Academy offers a variety of Transcribed Credit classes. Students who take these classes, attend classes taught by Renaissance Academy staff at the Renaissance Academy. Students earn both high school credit and technical college credit simultaneously. Upon successful completion of the course, grades are posted to an official technical college transcript and tabulated in the student's technical college GPA. For more information, please see the Renaissance Academy coordinator.

Academic Academies

High School Academies are a series of courses that lead to a degree program. Academies are designed to meet high school needs with broad goals of offering program exploration, a recognized industry credential or embedded technical diploma, or up to a full semester of an associate degree program.

Interested students are required to complete a River Falls School District High School Academies application before applying for admission through CVTC. This application serves as a contract that

details specific requirements and responsibilities. For more information, please see the school counselor or the Renaissance Academy Coordinator.

Start College Now and Early College Credit programs

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

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

DEADLINE FOR START COLLEGE NOW: October 1 for Spring Term and March 1 for Fall Term.

Work Experience and Youth Apprenticeship programs

The Work Experience and Youth Apprenticeship programs allows Renaissance Academy juniors and seniors who meet certain requirements to earn high school credits while being employed or part of an apprenticeship.

Students in the Work Experience program can earn 0.5 credits per term for working 90+ hours with a maximum of 1 credit during a high school career. Students who successfully complete this program will earn an Employability Skills Certificate issued through the Wisconsin Department of Public Instruction.

The Youth Apprenticeship program is a one or two-year program that requires a minimum of 450 hours at their YA worksite each year. Upon successful completion of their apprenticeship, students earn a certificate issued by the State of Wisconsin Department of Workforce Development that will become a permanent record on their high school transcript. Students may earn up to 6 credits during their high school career.

For more information about either the Work Experience program or the Youth Apprenticeship program, please see the Renaissance Academy school counselor or coordinator.

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.

Graduation

Graduation Requirements - Renaissance Academy High School Diploma (28 credits)

English (4 credits)

- English 9A
- English 9B
- English 10A
- English 10B
- American Literature A
- American Literature B
- English Elective
- Speech

Science (3 credits)

- General Science I
- General Science II
- Biology I
- Biology II
- Science Elective
- Science Elective

Careers/Indep. Living (1 credit)

- Careers Elective
- Indep. Living Elective

Phy. Ed/Health (2 credits)

- Physical Education 9
- Physical Education 10
- Physical Education 11
- Health

Technology (1 credit)

- Technology Elective

- Technology Elective

Math (3 credits)

- Pre-Algebra - 2 terms/1 credit
- Algebra I - 2 terms/1 credit
- Geometry - 2 terms/1 credit
- Math Electives:
 - Algebra II
 - Money Matters
 - Math Projects

Social Studies (3.5 credits)

- Geography
- Civics
- Global Studies I
- Global Studies II
- American Studies I
- American Studies II
- Economics or Personal Finance

Electives (10.5 credits)

- Electives can be a combination of personal development sessions, Work Experience program, Youth Apprenticeship program, Early College programs and classes offered at the Renaissance Academy

Senior Year Information

Each Term, students take four classes that can yield a total of 2 credits. Students who are credit deficient may choose to take additional classes through online courses or Zero Hour courses at the River Falls High School campus.

Students that are within one credit of completing their graduation requirements and have all their required classes completed; or students who have completed all graduation requirements (28 credits) have the following options to finish out their senior year:

- Continue coming to school full-time and taking WYN plus 4 classes per term until graduation.
- Participate in the Early College Credit Program (ECCP) and take a minimum of 2 classes per college semester at UW-River Falls.
 - Students in this program are required to meet with staff at the Renaissance Academy once per week. Day and time TBD
- Participate in the Start College Now (SCN) program and take a minimum of 2 classes per college semester at Chippewa Valley Technical College (CVTC).
 - Students in this program are required to meet with staff at the Renaissance Academy once per week. Day and time TBD
- Participate in the Work Experience or the Youth Apprenticeship (YA) program and complete the requirements of the program.
 - Students in this program are required to meet with staff at the Renaissance Academy once per week. Day and time TBD

Students may apply to graduate early. Students who wish to graduate early should discuss the option with their school counselor and must submit a written request stating their immediate plans following early graduation. Applications are reviewed and must go through an approval process. Students must apply for early graduation before the end of the term they wish to graduate in.

Graduation Plans

Each Renaissance Academy student receives a graduation plan while attending the Renaissance Academy. These plans will be updated throughout the school year to reflect students' progress toward graduation. Graduation plans will be shared with the Renaissance Academy staff, the student's parent/guardian, and the student. These plans do not transfer to the River Falls High School.

Graduation Information

Students graduating from the Renaissance Academy program will receive a River Falls School District diploma and will participate in the school district graduation ceremony held in late May or early June.

Students must have completed 27.5 credits to participate in the graduation ceremony. Students who only have 27.5 credits will not receive their diploma until they have completed the final 0.5 credits. 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 locker locks. Graduation information will be emailed to both parents/guardians and seniors throughout the school year.

Laude System

The River Falls Laude System became 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 their 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.

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 accountable for becoming ethical users of information and ideas. When a student cheats, they are dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and technology. Academic integrity is an obligation for all students at the Renaissance Academy.

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, each student must complete their assigned part on time, consistent with the teacher's rubric or timeline. When a student relies on others to do their 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. Students are expected to complete and submit their 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 if they 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 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 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 alternative learning activity that 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.
4. The student must complete the assigned revisions or new learning activity as provided by the teacher to be eligible for any credit for that activity/assignment/assessment.

5. Administration (VES Admin Liaison) will meet with the student to reinforce academic integrity and expectations for learning.
6. 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.

School Related Activities

Parent Night and Conferences

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

Two Parent-Teacher conferences per school year will be required. Students and parents are more than welcome to come to conferences that they are not required to attend.

Students and parents that cannot attend Parent-Teacher conferences will need to schedule a make-up conference with the program coordinator within two weeks.

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

Field Trips

The handbook acknowledgment form is a general permission slip for **all local field trips** for Renaissance Academy students during the school year. These trips will be part of a class activity and might include walking or being transported in personal vehicles by the Renaissance Academy staff, parents, or by school bus to local sites in the River Falls area. In certain situations with the school coordinator's pre-approval students may be allowed to drive locally.

By signing this handbook, it grants permission to allow the student to leave campus to walk to study sites within the city limits, under either the direct or indirect supervision of the teaching staff. Students who are enrolled in the apprenticeship program are granted permission to drive themselves to their job site.

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

Renaissance Academy Clubs

At the Renaissance Academy we offer two clubs (we are open to adding more) - GSA and Student Council. These clubs meet during the school day. All students are welcome to join either club.

- **GSA** - Designed to create supportive, safe spaces for LGBTQIA+, other underrepresented groups, and their allies to share their experiences with others. We will work together to

respectfully advocate for the acceptance of the LGBTQIA+ community. Students meet a few times each quarter and are empowered to share and discuss their experiences with each other. Students hope to expand the club to include additional activities and events during the school year.

- **Student Council** - Composed of students and staff, the Student Council is designed to create a positive and bonding environment for all students and staff. The student council is involved in planning the annual Halloween party; Thanksgiving Dinner; Holiday party; Kindness Month and other school-wide activities. Additionally, the student council allows students and staff to problem solve ways to make the school a positive environment for all.

Extracurricular Activities

All athletic activities and clubs offered on the main high school campus are available to students attending Renaissance Academy.

Participation will require an adjustment in a student's schedule and therefore must be approved prior to the start of the activity. Permission to leave to pursue these activities must be secured from the program coordinator before signing up for the activity. The coordinator will go through the extracurricular activity form and policies with the student prior to the start of the activity.

The Renaissance Academy is not responsible for transporting the student to or from these activities. Students who would like to sign up for extracurricular activities can do so on - <https://rfwildcats.org/>. Renaissance Academy students are additionally included in all school dances including Homecoming and Prom. Prom tickets are sold through the main office during the weeks prior to prom.

Extracurricular Conduct

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

We believe the fundamentals of good sportsmanship are:

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

Food Services, Transportation, and Technology

Food Service

Food Service Ordering and Food Deliveries

Breakfast and lunch are delivered from the high school daily. Students may order breakfast and lunch via a Google Form that is emailed daily. Breakfast must be ordered by noon the school day prior. Lunch orders are due by 9:30 am on the day students plan to eat. Students may not have food delivered to the school unless it is dropped off by a parent or guardian in the main office. Lunches that are brought to the school, will be placed in the main office for the student to collect.

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.

Closed/Open Campus Lunch

The Renaissance Academy has a closed lunch policy for freshmen and sophomores. Any 9th or 10th graders that are not in the commons, will be marked truant and given a detention.

Students in the 11th and 12th grades may leave for lunch with a few stipulations:

- Students must be in class by 12:40 pm, Monday-Thursday; and 12:10 pm on Fridays. This means in class at these times, not walking in the door.
- The main door will be locked until 12:35 pm, Monday-Thursday; and 12:05 pm on Fridays. It will be unlocked for 5 minutes for students to get into class. Please plan to enter at these times. After 12:40 pm, Monday-Thursday and 12:10 pm, Fridays, you will be allowed in by staff and marked tardy/truant.
- Juniors and seniors should not take freshmen and sophomores with them during lunch, doing so could result in a loss of open campus lunch.
- Those with open campus, will not bring back food for those at school. There is not enough time for students to receive the food, eat and attend classes by the appropriate time.
- Students who are habitually tardy or habitually break open campus rules will have their open campus privileges revoked for a period of time.

Transportation

Transportation Services

Students who ride the bus to the Renaissance Academy will take an AM elementary bus from the bus stop near their home to the closest elementary school. They will then take a transfer bus to the Renaissance Academy.

In the afternoon on Monday-Thursday, students will take the transfer bus (there is only one) to the elementary school they arrived at in the AM, to catch their bus to their home.

On Fridays, students will take the transfer bus to the high school and take the bus home from there. Families should call Transportation Services to find out bus stop times and bus numbers, at 715-425-1808.

Open enrollment students are responsible for their own transportation to and from school. Busing will not be provided for non-school activities or off-campus classes.

Students may also elect to transport themselves via their own vehicle or by being dropped off by parents and/or guardians.

Parking Lot Policies

Students who drive their own vehicle may **ONLY** park in the parking spaces that are designated student parking.

Students who use the student parking lot must treat the parking lot appropriately. No loud music, reckless driving, speeding or littering in the school parking lot. The school parking is school property and vehicles are subject to search if there is reasonable suspicion of school policy or law violations. Failure to respect these rules may result in a referral to the student resource officer.

Technology

Technology, Textbooks, Library Books, and Supplies

Textbooks, library books, and electronic devices, which are furnished by the School District of River Falls and the Renaissance Academy, are to be taken care of appropriately. Students are urged to exercise care in using them in order that they not become soiled or damaged.

Students within the School District of River Falls are supplied with a Chromebook and charger at the beginning of each school year. Students must turn in the same Chromebook and a charger at the end of the year (if you lose your charger you can buy a replacement or get a replacement charger from the main office, with fees applied to your student account). Students who fail to do so will be charged a replacement cost and will be issued a new Chromebook and/or charger.

If a student needs to charge their Chromebook, they may bring their Chromebook to the main office to exchange for a loaner. Additionally, students who forgot their Chromebook should get a loaner from the main office. Upon return of the loaner Chromebook, students can retrieve their original device. Students who do not return the loaner Chromebook will be charged.

Students may check out library books from the classroom libraries in each classroom. Failure to return library books will result in charges.

Charges will be made for lost or damaged school-owned items. Students who withdraw from the School District of River Falls, are **required** to turn in their textbooks, library books, and/or school-owned electronic devices before leaving.

Telephone Calls, Electronic Devices & Other Technology

Students are not allowed to receive or make telephone calls during class, which includes text messaging. Parents may contact the Renaissance Academy office and leave a message for the student. Cell phones must be placed on silent and in a pocket or locker. Cell phones must not be left on a table or desk. The school is NOT responsible for the theft.

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 in specific curricular areas.

Downloading Music or Video

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

Social Media & Networking Sites

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

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

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

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

General Overview of the Information in this Agreement

Student use of technology devices falls 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, activities, 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 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

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 the 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)

General Information

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 formal, controlled release. The process of controlled release is called reunification. It 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, 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 various 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 are 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 the safety of the student, and it provides 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 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(s).

How it Works

For students, the school asks that they be orderly and quiet while waiting. Students may be asked to text a message to his/her parents or guardians. Students are also asked not to send other text messages in or out of the school or reunification area. Keeping cellular network usage at a minimum may be important during 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 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 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 of the card 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 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 interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

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 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 alcohol, controlled substances, the 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 their combination. See Board Policy 446.1.

Searches on School Property

The school administration retains the right to search student lockers, backpacks, cars, and students if there is reasonable suspicion.

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 the Renaissance Academy, the School Resource Officer is a resource speaker for many other student and parent events.

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:

- The presence of the dogs on school property is authorized in advance by the coordinator, designee, or pursuant to a court order or warrant.
- Law enforcement officers must handle the dog or certified organizations specially trained to safely and competently handle the dog.
- 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 coordinator 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 coordinator or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The coordinator 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 coordinator 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.

Student Services Department

Students wishing to consult with a school district counselor or social worker should make an appointment through the main office. Appointments with the student support team can be made before school or during the school day.

The student service staff is available to provide emotional and academic support as well as mediation between students.

Student Services can provide resources for students and families outside of the school district such as connections to therapeutic resources and financial assistance.

Drug, Alcohol, Substance Use/Abuse Services

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

Students in Chemical Treatment Programs

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

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

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.

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 for medical/health, religious, 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 Aide 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 Aide 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 or keeping it 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 of 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 the Renaissance Academy

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 level 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 student(s) to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly. The second level of school discipline involves the areas outside of the classroom such as hallways, lunchroom, and outside the school building. The coordinator sets the tone for acceptable behavior throughout the school setting. This must be done with a carefully developed set of rules and administered fairly.

Behavior Expectations

Student behavior is a large contributor to the school environment. The following behavior expectations are required:

- 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 the property, equipment, and facilities
 - maintain a positive attitude towards learning
 - demonstrate compassion towards others
 - maintain academic integrity
- Renaissance Academy Building - Students are expected to take pride in the Renaissance Academy building 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 hallways or classroom areas.
- School Provided Transportation - 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.

Dress And Grooming

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.

The School District believes 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 does not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. 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.

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 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 which are annually approved by the Board of Education.

Dress Code Enforcement

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

Students shall not be "shamed" or required to display their bodies 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 with 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 coordinator, 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 as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the coordinator).

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.

Disciplinary Procedures

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

Every student has the right to:

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

- peaceful assembly and petition
- privacy

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

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

Restorative Justice

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

The Little Book of Restorative Justice, p. 37

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

Student Grievance Process for Rights Violations

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

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

- Renaissance Program Coordinator
- School Superintendent
- Board of Education

Due Process

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for disciplinary action, return to the high school, suspension or expulsion
- Appeal to higher administrative authority as follows:

- High School coordinator
- Superintendent
- Board of Education
- The Court System

Incidents that May Result in Suspension or Expulsion

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

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

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

- Noncompliance with the school rules related to: disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc.
- Assault and Battery - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- Vandalism - Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor.
- Slander/Libel - The statutes prohibit intentionally defaming another (including through electronic/social media), whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule or disgrace in their line of work.
- Disorderly Conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct.
- Obscenity - A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawing or writings (may apply to cell phone or internet use) in school is guilty of a felony by Wisconsin state statutes.
- Theft - "The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same" is theft and larceny, punishable by law. Parents, school personnel, social services personnel and law enforcement officials may be involved as necessary in cases of theft.
- False Fire Alarm - Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- Harassment - All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- Use of or Possession of Drugs, Alcohol or Tobacco on school property, including the student parking lot, and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a coordinator (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.

- Bomb Threat - as defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related in the threat or had prior knowledge of the threat and made little or no attempt to inform authorities.
- Explosives and other dangerous devices - No student is to bring into the school or any part of the campus: firearms, incendiary devices (matches, lighters, etc.,) explosives (including firecrackers), knives, other weapons or "facsimile firearms." Facsimile firearm means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*

Harassment/Bullying

Harassment and 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:

- 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.
- **taking and or distributing photos and videos of students and staff without permission**

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 coordinator. Those students who harass or

bully others may be subject to disciplinary measures that include but are not limited to detention, suspension, or expulsion. For further information regarding Harassment or Bullying reporting procedures, see Board Policy 411.1 and 411.2.

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

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

Harassment Complaint Procedures

Step I. The individual believes that he/she is being harassed should report the harassment to the Renaissance Coordinator, or High School coordinator either verbally and/or in writing.

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

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

Step III. If the parties involved in the harassment issue are not satisfied with the decision of High School coordinator in Step II, above, the individual being harassed may appeal the matter in writing to the Board. The appeal shall state the specific reason for disagreement with the response provided. The appeal to the Board should be filed with the Board in a reasonable period of time. The School Board shall arrange a private meeting for the purpose of hearing the appeal. The Board will make its

decision in writing within 15 school days after the hearing and copies of the written decision shall be mailed to both the complainant and High School coordinator .

Step IV. If the harassment complaint is not resolved to the satisfaction of the complainant, it may be appealed to the appropriate government agency. This may include, but is not limited to, the following: State Superintendent of Public Instruction, U.S. Office of Civil Rights and/or Equal Employment Opportunity Commission, Equal Rights Division of the Wisconsin Department of Workforce Development. Source: School Board Policy 411.1

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.

Title IX 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)

Mark Inouye, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
mark.inouye@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

Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property

Tobacco/Vape

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

Alcohol

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

Drugs

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

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

Students In Substance Abuse Treatment

The Renaissance Academy 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 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 the coordinator or the district's Title IX Coordinator.

C. Student Grievance Process for Rights Violations- Students who feel their rights have been violated may file a written statement with the assistant coordinator 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 coordinator, 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: coordinator, Superintendent, Board of Education, State Superintendent, the judicial system.

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.

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

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 coordinator 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.

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.

District Non-Discrimination 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).

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 coordinator 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 the student has 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.

Handbook Revisions
Renaissance Charter Academy
Jul 28, 2022

Page 5
Revised mission statement and values

Page 13
Updated registration information including open enrollment

Page 14
Explanation of transcribed credit and career academies

Page 17
Updated information for seniors

Page 18
Explanation of Laude system

Page 20
Renaissance Academy student organizations

Page 24
Social media and student responsibility

Page 29
Students who have been in chemical dependency programs returning to the Renaissance

Page 32
Dress code to align with district policy

Page 36
Updates to harassment and bully policy - aligns with district policy and Title IX

2022-23

STUDENT HANDBOOK



River Falls

HIGH SCHOOL



135

www.rfsd.k12.wi.us

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 _____

W.I.N. Teacher _____



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

Table of Contents

Welcome	6
Welcome All Wildcats!	6
Leading With Character	6
District Mission, Vision, and Values	7
River Falls High School Mission and Pillars	8
Handbook Overview	8
RFHS Contacts	9
Visitors	10
Daily/Weekly Announcements	10
Student Privacy & Rights	10
School Calendar, Schedule, and Attendance Procedures	12
School Calendar & Important Dates 2022-2023	12
Daily Bell Schedule	12
Emergency School Closing Procedures	13
School Attendance	14
Academics	17
Classroom Expectations	17
Course Registration	18
Grading Scale	18
Academic Lettering and School Attendance	18
Academic Awards	19
Laude System	19
Graduation Ceremony Participation	19
Final Transcript for Seniors	20
Academic Integrity	21
Enrollment, Withdrawal, Transfer	23
Open Enrollment	23
Schedule Changes	23
Graduation Requirements	23
Capstone Learning Opportunities	24
Alternative Opportunities to Earn High School Credit	24
Requests for Program or Curriculum Modification	25
Wisconsin Higher Education Board (HEAB) Scholarships for Seniors	26
Activities	27
Activities Participation and Guidelines	27
Extra Curricular Participation and Attendance	28
School Events	29

Social Functions	29
Family Night	30
Spectator Buses	30
Conduct at All School Events	30
Student and Parent Conduct	31
Student Supports & Services	31
School Counseling Services	31
Academic and Career Planning	32
Career Clusters and Pathways	32
Health Services	32
Drug, Alcohol, Substance Use/Abuse Services	33
Academic Assistance	34
Renaissance Charter Academy	34
Student Discipline	34
Step System Discipline Plan	34
Harassment or Bullying	35
Good Conduct Clause	35
Severe Infraction Clause	35
Truancy Infraction Clause	36
Suspension & Expulsion	36
Technology, Textbooks, and Supplies	38
Electronic Devices	38
Textbooks, Electronic Devices, and Supplies	39
Technology Device Student User Agreement	39
Technology Device Damage Fee	40
General Information	40
Student Expectations	40
Emergency Preparedness	40
Reunification Plan in Case of Emergency	40
Police Interviews	42
Messages/Items from Home	42
Personal Bags and Other Items	42
School Transportation	42
Closed Campus	43
Dress Code	43
Litter Responsibility	45
Medication Guidelines	45
W.I.N. (What I Need)	46
Search, Seizure, and Surveillance	46
Student Vehicle Registration and Parking	48
Library Media Center and Computer Labs	48

Work Permits	49
Food Service Information	49
School Accident Insurance	49
Use of Buildings	49
Required Notices	50
Student Records Notification	50
Nondiscrimination Notice	52
Equal Education Opportunities	53
Acceptable Use Policies	54

Welcome

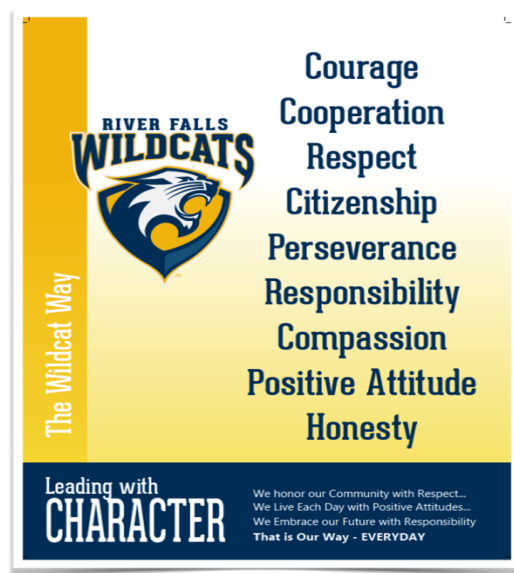
Welcome All Wildcats!

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.

Leading With Character



District Mission, Vision, and Values

Our Mission

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

Our Vision

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values

STUDENTS FIRST

We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER

We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY

We ensure the individual personal needs of every child is supported by high quality education/resources to pursue their unique potential.

RESPECT

We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY

We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE

We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION

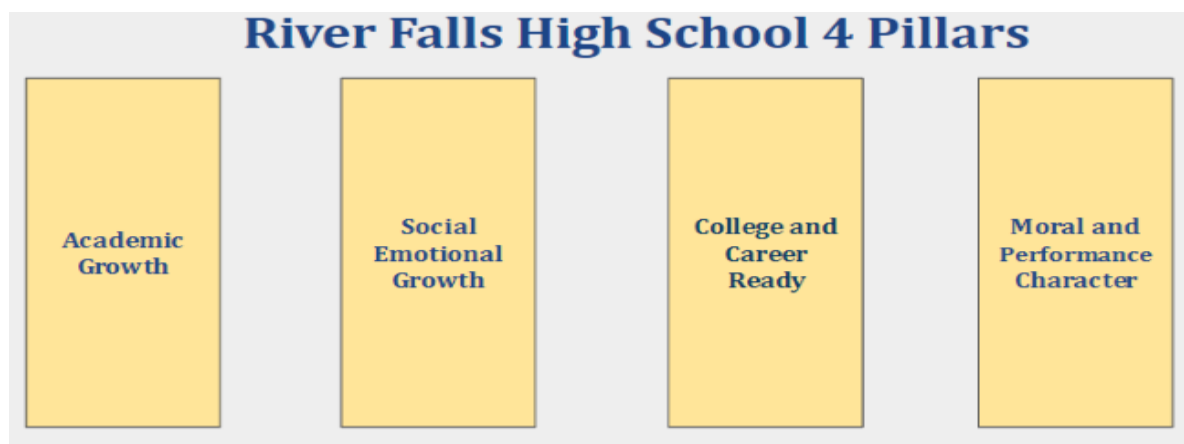
We inspire and empower innovative thought and practice.

COMMUNICATIONS

We are accountable and transparent in order to maintain public trust.

River Falls High School Mission and Pillars

Our Mission: River Falls High School is an inclusive community that fosters character development, resilience, service to others, and instills lifelong learning to be our personal best.



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.

RFHS Contacts

818 Cemetery Rd.
River Falls, WI
54022

715-425-1830

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

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

Mr. Kit Luedtke, Principal

715-425-1830 x3704

kit.luedtke@rfsd.k12.wi.us

Ms. Taryl Graetz, Assistant Principal

715-425-1830 x3702

taryl.graetz@rfsd.k12.wi.us

Ms. Lisa Gohl, Assistant Principal

715-425-1830 x3716

lisa.gohl@rfsd.k12.wi.us

Mr. David Crail, Activities Director

715-425-1830 x3709

david.crail@rfsd.k12.wi.us

Central Office Administration

James Benson, Superintendent

715-425-1800 x1103

jamie.benson@rfsd.k12.wi.us

David Bell

715-425-1800 x1117

Director of Human Resources & Leadership Development

david.bell@rfsd.k12.wi.us

Jennifer Peterson, Director of Academics

715-425-1800 x1102

jennifer.peterson@rfsd.k12.wi.us

Mark Inouye, Director of Special Education

715-425-1800 x1115

mark.inouye@rfsd.k12.wi.us

Board of Education

Mr. Robert (Bob) Casey	robert.casey@rfsd.k12.wi.us
Ms. Lindsey Curtis	lindsey.curtis@rfsd.k12.wi.us
Ms. Amy Halvorson	amy.halvorson@rfsd.k12.wi.us
Ms. Cindy Holbrook	cindy.holbrook@rfsd.k12.wi.us
Dr. Stacy Johnson Myers	stacy.johnsonmyers@rfsd.k12.wi.us
Mr. Todd Schultz	todd.schultz@rfsd.k12.wi.us
Dr. Alan J. Tuchtenhagen	alan.tuchtenhagen@rfsd.k12.wi.us

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.

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.

Student Privacy & Rights

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.

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).

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.

School Calendar, Schedule, and Attendance Procedures

School Calendar & Important Dates 2022-2023

August 29	Freshman/New Student Orientation, Parent Night Open House (5-8 pm)
September 1	First day of school
September 5	Labor Day, No School
September 26	Parent-Teacher Conferences (4:30-7 pm)
October 10	No School: Teacher In-Service
November 3	End of First Term
November 4	No School: Teacher In-Service
November 23-25	Thanksgiving Break
December 5	Parent-Teacher Conferences (4:30-7 pm)
December 23-January 2	Winter Break
January 19	End of Second Term
January 20	No School: Martin Luther King Jr. Day; Teacher In-Service
January 30	College Fair and Course Registration Night
February 13	Parent-Teacher Conferences (4:30-7 pm)
February 17	No School: Vacation
February 20	No School: Teacher In-Service
March 7	HS ACT Day for Juniors (virtual day for Grades 9, 10, & 1d2)
March 13-17	No School: Spring Break
April 6	End of Third Term
April 7	No School: Teacher In-Service
May 1	Parent-Teacher Conferences (4:30-7 pm)
May 29	No School: Memorial Day
June 4	Graduation Day
June 6	Last Student Day: End of Fourth Term

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
W.I.N*	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

*W.I.N = What I Need and is used for independent help, study time, ACP/character lessons,, service, and activities.

**Blocks 3 & 4 will rotate every other day on an A/B class schedule.

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	b95radio.com
	kstp.com	rock921.com
	myFOX9.com	z100radio.com
	kare11.com	987thebrew.com
	moose106.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

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.

School Attendance

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.

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, the assistant principals, and/ or the principal's designee will serve as the school attendance officer(s).

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.

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.

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.

Academics

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 separate section below for the definition of *academic integrity*

Course Registration

An informational meeting will be held in January or February each year for parents and students regarding registering for classes for the upcoming school year. Students have the opportunity to work on course selection materials during the school day in W.I.N. 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. *All meeting and registration dates can be found in the calendar section earlier in this handbook.*

Grading Scale

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. Exceptions: no A+ or D- 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](#).

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.

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.

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

Final Transcript for Seniors

Official transcripts are available online at www.Parchment.com. There is a small fee, around \$5, to do so. Grades are available online at <https://wicloud.infinitecampus.org/campus/portal/riverfalls.jsp>. Username and password are available through the High School Main Office.

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.

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.

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.

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.

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.

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

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/1uIcI7hasgyjzYaH9UpGXYtv5eqaPFsQN/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

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.

Requests for Program or Curriculum 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.

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:
 - participation in an approved Youth Apprenticeship Program,
 - completion of a Skills Standards Certification, and
 - 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

Activities Participation and 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
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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.

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.

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.

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.

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.

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.

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.

Conduct at All 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

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 Supports & Services

School Counseling Services

School Counseling services are provided for all students. School Counselors are assigned to the student by W.I.N. period. 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.

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

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.

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.

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.

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 a different site 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.

Student Discipline

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

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.

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:

Fighting, threats, or harassing students or school personnel;

1. Insubordination or defiance of authority; disregard of reasonable requests, directions, or commands by school personnel;
2. Disruptions that interfere with the learning process;
3. Vandalism or theft;
4. 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.
5. Involvement in an activity that may threaten the safety of others;
6. 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.
7. Alcohol or drug use and/or possession on school grounds or at a school-sponsored event. Police referral may occur.
8. Any act that is covered under the disorderly conduct statute.
9. Academic misconduct, including but not limited to plagiarism and cheating.

Truancy Infraction Clause

Attendance violations such as unexcused absences and truantries 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

Suspension

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

Student 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

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.

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 personal things 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.

Technology, Textbooks, and Supplies

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.

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](#).

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.

Technology Device Damage Fee

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)

General Information

Student Expectations

- 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

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.

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 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.

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.

Messages/Items from Home

- 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.
- Parents should use the drop off table outside the high school office for all items they are leaving for their child EXCEPT for expensive items such as phones, chromebooks, etc. Please let your child know where you left the item(s) for pick up.

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 Transportation

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.

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

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.

The School District believes 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 allows students to observe religious customs or beliefs. 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.

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 which are annually approved by the Board of Education.

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 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. See Board Policy 443.1

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.

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.

W.I.N. (What I Need)

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 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.

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.

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.

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.

Food Service Information

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 [School District of River Falls - Food Services](#) , for complete information.

School Accident Insurance

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

Use of Buildings

School facilities are not to be used without the specific permission of school authorities. School personnel are to be present when the building is open to students. The school day is normally from 7:15 AM to 3:15 PM. Students in the building beyond those hours are to be supervised by staff. The school is closed on Saturdays and Sundays unless there is a planned activity.

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

Walking track	Open to the public from 6-7 AM on weekdays.
Pool	Contact RF Parks and Recreation for open swim hours.
Gyms	Contact Activities Director for reservations.

Required Notices

Student Records Notification

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.

CATEGORIES OF DIRECTORY DATA	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:
Mr. Mark Inouye, 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).

Acceptable Use Policies

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

Here is a list of items/sections omitted from the 2021-22 to the 2022-23 RFHS Student Handbook:

Former info

Rationale: We replaced it with newly updated information.

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.

Former dress code policy

Rationale: Replaced with updated, board-approved policy.

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

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

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

See Board Policy 443.1

Tutoring description

Rationale: We no longer do this.

Tutoring

~~Students may receive extra academic help by contacting their teachers or school counselors. Teachers are available before and after school by appointment. Tutors may also be available for students needing help with math, science, social sciences, or language arts. Schedules for tutors, if available, will be posted. Peer tutoring may also be available during Focus. Contact your school counselor or teacher for more information.~~

National Honor Society description

Rationale: We cannot highlight all clubs and activities in the handbook. This information is in the activities handbook.

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

34

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.

Student Council

Rationale: We cannot highlight all clubs and activities in the handbook. This information is in the activities handbook.

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.

Here are the items that were significantly changed in the handbook due to updates and additions:

District Mission, Vision, and Values

Our Mission

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

3

Our Vision

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values

STUDENTS FIRST

We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER

We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY

We ensure the individual personal needs of every child is supported by high quality education/resources to pursue their unique potential.

RESPECT

We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY

We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE

We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION

We inspire and empower innovative thought and practice.

COMMUNICATIONS

We are accountable and transparent in order to maintain public trust.

River Falls High School Mission and Pillars

Our Mission: River Falls High School is an inclusive community that fosters character development, resilience, service to others, and instills lifelong learning to be our personal best.

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

31

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.

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.

The School District believes 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 allows students to observe religious customs or beliefs. 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.

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 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

36

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.

See Board Policy 443.1

Addition of RFHS pillars and updated mission statement:

Our Mission: River Falls High School is an inclusive community that fosters character development, resilience, service to others, and instills lifelong learning to be our personal best.



2022-23

STUDENT HANDBOOK



eSchool



198

www.rfsd.k12.wi.us

Table of Contents

Welcome	4
Welcome Message to River Falls eSchool Students	4
District Mission Statement, Vision and Values	4
Handbook Overview	5
Parental Connection	5
Messages/Connections from Home	6
Visitors	6
Our Rights	6
School Calendar and Schedule	6
Daily Schedule	6
Emergency School Closing Procedures	9
Attendance Guidelines	10
Academics and Activities	14
Grading Guidelines for Grades 6-8	14
Grading Procedures for Grades K-5	16
Academic Integrity	17
Co-Curricular	18
School Related Activities	19
Commitment to Instructional Time (On and Offline):	19
Program Enrollment, Transfer, And Withdrawal	19
Band And Choir Add And Drop Policy	20
Technology	21
Student Technology Devices	21
Technology Device Damage Fee	24
General Information	24
Reunification Plan In Case Of Emergency	24
Video Surveillance	25
Police Interviews	25
Transportation	26
School Counseling Department	26
School Resource Officer	27
Substitute Teachers	27
Health Services	27

Dress And Grooming	28
Harassment/Bullying	29
Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property or On-Camera	31
Students In Substance Abuse Treatment	32
Legal Protection Of Student Rights	32
Student Records Notification To Parents Of Students In The School District Of River Falls	33
Notice To Parents Involving Data Collection	34
Student Privacy	35
Animals In Schools	35
Other Policies	35

Welcome

Welcome Message to River Falls eSchool Students

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

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

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

District Mission Statement, Vision and Values

MISSION STATEMENT:

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

VISION STATEMENT:

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

VALUES:

STUDENTS FIRST - We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER - We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY - We ensure the individual personal needs of every child are supported by high quality education/resources to pursue their unique potential.

RESPECT - We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY - We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE - We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION - We inspire and empower innovative thought and practice.

COMMUNICATIONS - We are accountable and transparent in order to maintain public trust.

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

Parents and families have a unique role in the eSchool by being the Learning Coaches for their student(s). This does not replace the role of the teacher; however, the parents are involved in overseeing their student's commitment to day-to-day online learning. A parent's job will look different for each student and grade level. Please know that you are not alone in your child's academic progress and the eSchool instructors will work with you and your family to achieve your child's best learning experience.

At various times, during the year the eSchool may also have opportunities for parents to volunteer as indicated in the eSchool newsletter. Parents can volunteer by contacting Lesley Schradle, Volunteer Coordinator: lesley.schradle@rfsd.k12.wi.us (715) 425-1810, ext. 3506.

Messages/Connections from Home

To limit interruptions to the classroom learning environment, we will ask that parents and family members remain off-camera during synchronous learning sessions.

Visitors

Visitors in online meetings will only be approved by instructors if it is deemed appropriate and educational. For safety purposes, all visitors are required to prearrange their online visits with the instructors before the attended meeting.

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 online classroom and group chat 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 all property, as well as people.
- These rights apply to all persons, students, and staff at River Falls eSchool for all online meetings, in-person events and all school-sponsored activities.

School Calendar and Schedule

Daily Schedule

All students will be involved in the creation and implementation of a daily schedule and weekly learning expectations as decided by their chosen learning path; be it cohort or independently -based. The platform, course delivery and learning plans will directly effect a student's course of study and daily schedule.

Platform and Course Delivery -The River Falls eSchool will be primarily using the Wisconsin Virtual School (WVS) online platform and course content during the 2022-23 school year. All coursework will be assigned to students by their eSchool teacher.

Learning Plans - The River Falls eSchool has two options for student course content and delivery. Students and families will be able to enroll in either the Cohort or Individual option each semester with family and instructor consent and determined by student enrollment and staffing.

Cohort Model of Learning

In a cohort model, families sign up for the traditional learning experience of the River Falls eSchool where students meet regularly with classmates and teachers. A model school week in the cohort model would contain:

- Group Meetings with Classmates/Grade Level

- Grades K-3, 4+ days per week.

- Grades 4-8, 3+ days per week.

- Individual Meeting with Instructor 1x week

Completes Coursework in Wisconsin Virtual School with aid and support for their courses from teachers in...

Math

Literacy/ELA

Science

Social Studies

Optional electives available as determined by grade levels.

Cohort Synchronous Meeting Requirements

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

Independent Study Model of Learning

In independent study, students and families are able to create a learning experience that fits their daily lifestyle. Students will complete the required academic curriculum as well complete a personalized learning project that addresses their own educational goals. These personalized learning projects will replace the group meeting instructional time and are to be chosen within the first two weeks of each semester with family guidance and instructor consent.

A model school week in the independent study model would contain:

Individual Meeting with Instructor/Mentor 2x week

Students will complete alternative learning activities/projects per quarter or semester determined by the student/family/school contract. These will stand in place of the group meeting instructional time.

Completes Coursework in Wisconsin Virtual School with aid and support for their courses from teachers in...

Math

Literacy/ELA

Science

Social Studies

Optional electives available as determined by grade levels.

Independent Study Model Attendance Considerations

In a cohort model, academic presence rather than a virtual meeting presence is required. There is no specific start/stop time that students are required to follow in the Cohort Model. That means students must show significant progress towards learning or work completion to be marked "present" in each class. There must be evidence of engagement and progress; it is not enough to just log in.

Attendance records for the prior week's instruction are finalized by the following Wednesday, unless directly communicated to families by the instructor. If a student is unable to complete work on expected school days due to significant illness or other reason allowing for an excused absence, parents/guardians should notify the office just as they would for the cohort model.

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. This situation will only apply if eSchool students that are in-person for testing or other activities at the time of inclement weather.

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.

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 eSchool Program Administrator or his/her designee will serve as the school attendance officer.

Attendance Purpose/Responsibilities/Definitions/Consequences

Purpose - The purpose of this policy is to define student attendance and to provide structure for the procedures regarding student attendance, truancy, and enrollment. Because of the nature of being a virtual school, the definition of student attendance is not based entirely on seat time in a physical location but rather on the student logging in to their online platform and working in their classes on a daily basis with the intent of making progress towards completion of the class. It is also based on student participation of all teacher-scheduled individual or small group meetings. This policy also recognizes that student attendance and course completion are a joint responsibility to be shared by the students and their parents or guardians.

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

The different responsibilities are as follows:

Students' Responsibilities:

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

Parents/Guardians' (Learning Coach) Responsibilities:

- Ensure that the student is making adequate academic progress on a regular basis, as determined by the teacher.
- Provide the student with access to the necessary tools for student success.

- Work cooperatively with the school and the student to solve any attendance problems that may arise and take an active role in supporting the student in course completion.

The River Falls eSchool Responsibilities:

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

Definitions:

Absence - The failure of a student to attend and participate in school virtually the eSchool's identified and scheduled meetings as well as the failure to complete coursework. Whether an absence is excused or unexcused (as defined below), students are required to make up all work and continue toward successful completion of coursework in order to receive credit in accordance with the policy which governs the granting of credits. Students can avoid having absences (whether excused or unexcused) tracked by logging in daily and by making progress in their assigned coursework. When students anticipate future excused absences, they should work ahead in the weeks prior to the future excused absence in order to stay on track. When students encounter an unforeseen absence, they will need to make up that work time within three school days of each absence, following an excused or unexcused absence.

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

Tardy- this means a student is more than 5 minutes late to online obligations be it synchronous learning or 1:1 meetings with instructors without an approved reason . Students that have three or more tardies *per quarter* will result in a full day's absence on the occasion of the third tardy.

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

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

- Parent/doctor verified illness: an absence verified by a parent/guardian or doctor, in writing within three days of the absence. The excuse must specify the health condition and why it prevents attendance at the online school. Should the illness prevent them from attending school virtually from their home, a doctor's note is required to verify the severity of the illness and the length of time anticipated that the student would not be able to work online.
- Family emergencies: an absence resulting from a serious illness, injury, or death of an immediate family member.
- School directed activities: absences for field trips, athletic trips, music trips, or other school activities planned by the school.
- Prearranged family vacations: an exceptional circumstance which requires families to take a vacation during the school year. A pre-approved absence must be submitted by email from the legal guardian/parent to the school administration 14 days in advance and be approved by the school prior to the absence in order for the absence to be excused. Work should be completed in advance of the absence in preparation for the absence. (See note about Pre-Arranged Absences under Wisconsin State Statute §118.15(c)).
- Court appearances: an absence by a student who has been court-ordered to appear and the absence has been previously arranged by the parent/guardian with the school. Proof of court order and of actual appearance is required to verify this type of absence.
- Computer problems: an absence by a student whose computer access is not working. This problem must be resolved within 24 hours. A maximum of 1 day can be excused for this reason; please refer to the student contract signed at enrollment concerning alternate forms of computer access for students.
- Exceptional circumstances: any other circumstances where permission may be granted at the discretion of the Program Administrator.

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

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

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

The following are examples of unacceptable reasons for absence:

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

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

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

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

Habitual Truancy 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.

Illness at School

If an eStudent becomes ill while on school grounds, a call will be made to a parent, guardian or emergency contact from the nurse's office or attendance desk.

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 the online absence form 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.

Extra-Curricular Participation and Attendance

A student must be participating that day in school attending classes 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.

Academics and Activities

Grading Guidelines for Grades 6-8

Purpose of Grading/Assessment

The purpose of grading/assessment in 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.

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

Grade Formation

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

Late Work

- Students are expected to complete daily work (assignments), on time, for full credit.
- Students will have an opportunity to complete summative assessments 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.

Summative Retakes

- Students scoring below 70% on a summative assessment are required to retake.
- Standards-based grading; students will reassess if they receive a mark of “Does Not Meet”
- Student receives the last score attained when completing retakes (do not average).
- 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

Grading Procedures for Grades K-5

Purpose of Grading/Assessment

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

Report Cards

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

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

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

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

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

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

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 accountable for becoming ethical users of information and ideas. When a student cheats, they are dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and technology. Academic integrity is an obligation for all students at River Falls eSchool.

Definitions:

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

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

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

Cooperative Learning/Group Work: Because this type of work presents unique learning opportunities, each student must complete their assigned part on time, consistent with the teacher's rubric or timeline. When a student relies on others to do their 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. Students are expected to complete and submit their 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 if they 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:

- The teacher and/or an administrator should meet with the student to discuss academic misconduct.
- 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 academic misconduct.
- To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - should determine what revisions must take place on the original submitted work,
 - will provide alternative learning activity that will be used for the student to demonstrate proficiency of the learning target, and
 - 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 to be eligible for any credit for that activity/assignment/assessment. .
- The River Falls eSchool Program Administrator or Coordinator will meet with the student to reinforce academic integrity and expectations for learning.
- The student may also be assigned other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

Co-Curricular

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

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

School Related Activities

Many positive activities happen during the school year such as in-person events, field trips or other activities. To participate in these activities, it is strongly encouraged that students are 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.

Commitment to Instructional Time (On and Offline):

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

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

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

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

Program Enrollment, Transfer, And Withdrawal

Enrollment applications for students and families are available on the RFSD webpage; Schools; eSchool for your convenience. Families interested in enrolling must complete an application form and family contract: <https://www.rfsd.k12.wi.us/schools/virtual/registration-information.cfm>

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

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

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

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

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

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

Course Extensions

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

Band And Choir Add And Drop Policy

Adding Band and Choir:

- Students may be added to a music class at any time.
- The School Counseling Department will handle parent communication needed to add students.
- The Music teacher will be notified via email of incoming new students as soon as possible.

Drop Policy:

6th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 1st quarter. Once the 2nd quarter begins a student may not drop for the remainder of the school year without special circumstances.

7th Grade & 8th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 2nd quarter. Once the 3rd quarter begins a student may not drop for the remainder of the school year without special circumstances.

Drop Procedure:

- After the student approaches teacher or counselor, the student picks up the "Class Change Request" form from their music teacher.
- The student fills out the form with a parent and gets a parent signature.
- The students turn in the "Class Change Request" form to their music teacher.
- The Music teacher will sign the form and deliver it to the School Counseling Department for the class change.

Technology

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 Expectation for Student Use of District Provided Technology

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

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of River Falls.
- Students are responsible for their ethical and educational use of the technology resources of the School District of River Falls.
- Students will recognize that their reputation in cyberspace is nothing to take lightly. One's digital footprint can last a lifetime.
- Access to the School District of River Falls technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

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

Netiquette

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

- Remember the person on the other end of the computer. Students are responsible for good behavior while logged into the e-school learning platform, just as they are in a traditional school building. Always use a computer in a way that shows consideration and respect. It is illegal to use obscene, profane, threatening, or disrespectful language. Do not threaten or disrespect an instructor, administrator, or peer. These actions not only violate River Falls eSchool policies, but may violate penal laws in the United States. (f.s. 847.001 Obscene Literature; Profanity).
- Think before you send or submit. It is illegal to create harmful computer viruses. This violates the privacy of others. Never transmit or publish any information or content that you think will be harmful. This violates school policy and also violates penal laws in the United States. (f.s. 815 Computer-Related Crimes). Never publish any information, software, or content that violates the rights of others.
- Be respectful. Never view files that were not intended for your use. Post discussion board threads that are a reflection of your understanding of the topic at hand in a respectful and intellectual manner. Write in complete sentences with proper grammar. Remember that writing in all CAPS reflects a yelling tone and is both disrespectful and inappropriate in online communication. Instead, use italics when you are making a particularly important point.
- The internet is not private. While the River Falls eSchool works to ensure data privacy, email must not always be considered private. Never say anything via email that you wouldn't mind seeing on the school bulletin board or in the local newspaper. The information that you put on the internet, whether in school or outside of school (e.g. social networking), exists forever.
- Many websites and pages are copyrighted. Do not violate the terms and conditions of any website you access. Always cite the works of others that you use in discussions, conversations, and the course work you submit.
- Do not give out personal information to non-River Falls eSchool staff. For example, you should not share the following outside of school: Your full name, home phone number, home address, email address.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.

- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code (943.70 Computer Crimes) may result in criminal prosecution or disciplinary action by the District.

Care and Maintenance

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

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 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

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)

General Information

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 formal, controlled release. The process of controlled release is called reunification. It 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, 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 various 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 are 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 the safety of the student, and it provides 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 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(s).

How it Works

For students, the school asks that they be orderly and quiet while waiting. Students may be asked to text a message to his/her parents or guardians. Students are also asked not to send other text messages in or out of the school or reunification area. Keeping cellular network usage at a minimum may be important during 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 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 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 of the card 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 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 interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

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.

Transportation

When applicable, 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

- Occupy the seat assigned by the driver and refrain, at all times, from moving around while the bus is in motion.
- To practice classroom conduct while using a school bus.
- To stay off the traveled roadway at all times while waiting for a bus.
- To wait until the bus has come to a complete stop before attempting to get on or off the bus.
- To leave the bus only at the consent of the driver.
- 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.
- 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.
 - Keep hands and head inside the bus at all times.
 - Immediately report bus damage to the driver.
 - Help keep the bus clean, sanitary, and orderly.

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

School Counseling Department

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

Students wishing to visit a school counselor should contact their instructor for further assistance.

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.

Substitute Teachers

If the regular teacher is absent from the classroom, students may have a substitute teacher to guide learning for that day or learning may be rescheduled.. 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.

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 or keeping it 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.

Dress And Grooming

Neatness, safety, cleanliness, and appropriateness are the standards of dress and grooming. State health regulations must also be followed when on-camera. Students will be required to remove or change inappropriate clothing, and they may be sent off-camera 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

ITEMS NOT APPROPRIATE FOR eSCHOOL

The following items are not allowed in our school:

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

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.

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 a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post.

Student Friendly Definitions

- **Bullying** - 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.

Title IX 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)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@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

Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property or On-Camera

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

RFSD eSchool 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 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.

CATEGORIES OF DIRECTORY DATA	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 the student has 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.

Other Policies

The School District of River Falls maintains the right to rely upon and enforce all other district policies and student handbook language that is not specifically outlined within this eSchool K-8 handbook.