

RICE LAKE HIGH SCHOOL

"A Commitment to Excellence"
2016-2017

STUDENT INFORMATIONAL BOOKLET

RLHS MISSION STATEMENT

The mission of Rice Lake High School, a collaborative learning community, is to ensure each student achieves personal academic potential and demonstrates the character to succeed and to contribute within our global society by engaging each student in a challenging program within an efficient, safe and respectful environment.

This Planner Belongs To:

NAME: _____

PHONE: _____

Welcome to Your School!

High School Office Staff

Principal	Mr. Curt Pacholke
Assistant Principal/ Athletic Director	Mr. Tim Lipke
Assistant Principal	Mrs. Katie Bergeron
Truancy /Attendance Discipline	Kris Schaefer
Administrative Secretary	Susan Johnson
Financial Secretary	Rena Einum
Attendance	TBD
Athletic Secretary	JoAnn Nanstad

Telephone Numbers

High School	234-2181
Principal	Extension 5003
Athletic Director	Extension 5245
Assistant Principal	Extension 5043
Attendance	234-2181 option #2
Student Services	Extension 5025
District Technology	Extension 5030
Food Service	Extension 5014

**For up to date schedules on Warrior Athletics log onto
www.bigriversconference.org**

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Schedule

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
<u>1</u>	<u>8:03</u>	<u>9:25</u>
<u>2</u>	<u>9:35</u>	<u>10:57</u>
3 "A" Lunch	11:02	11:32
Class Meets	11:37	12:59
Class Meets	11:02	11:31
"B" Lunch	11:34	12:04
Class Resumes	12:04	12:59
Lunch for Duty Staff	12:04	12:34
Class Meets	11:02	12:24
"C" Lunch	12:29	12:59
<u>Homeroom/Resource</u>	<u>1:04</u>	<u>1:41</u>
<u>4</u>	<u>1:46</u>	<u>3:08</u>

SCHOOL CALENDAR

September	1	Freshman First Day
September	1	High School Open House 6:00-8:00 pm
September	2	First Day for all Students
September	5	Labor Day – No School
September	30	Teacher In-Service – No school
October	4	HS Parent/Teacher Conferences 4:30 –6:30 pm
November	4	End of First Quarter (45 days)
November	7	Teacher In-Service – No school
November	22	Thanksgiving Vacation Begins at Close of School Day
November	28	School Resumes
December	12	HS Parent/Teacher Conferences 4:30-6:30 pm
December	23	Winter Vacation Begins at Close of School Day
January	2	School Resumes
January	20	End of Second Term (46 days)
January	23	Teacher In-Service - No school
February	27	HS Parent /Teacher Conferences 4:30-6:30 pm
March	24	End of Third Quarter (44 days)
March	27	Teacher In-Service – No school
April	7	Spring Vacation Begins at the Close of the School Day
April	18	School Resumes
May	29	Memorial Day - No School
June	7	End of Fourth Term (45 days) Last Day for Students
June	7	Graduation
June	8	Teacher In-Service Day - AM only (Emergency Snow Make-up Day)**

RESOURCE/ INTERVENTION PERIOD

Level 1 Resource

- Students who hold a B or higher
- No attendance issues
- No referrals

Level 2 Resource

- Passing all classes
- Attending required resource periods
- Following all handbook rules
-
- (All freshman students are assigned to Level 2 for Terms 1 and 2)

HARASSMENT/BULLYING

The Rice Lake Area School District believes that students have the right to attend school and benefit to the fullest from the educational opportunities offered. The School District will not tolerate any behavior by employees or students, which substantially interferes with a pupil's school performance or creates an intimidating hostile or offensive school environment. Individuals found to have violated this policy shall be subject to discipline.

The Rice Lake Community School District will not discriminate in receiving or dealing with pupil harassment complaints on the basis of sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, emotional or learning disability or handicap.

Student harassment complaints shall be processed in accordance with the established procedures. If the subject of the complaint is the person designated to handle the complaints, the student may file a complaint with the next higher authority in the complaint procedure. There shall be no retaliation against students who file complaints in accordance with the policy procedures.

Intimidation and harassment can arise from a broad range of physical or verbal behavior (by employees, non-employees, or students) which can include, but is not limited to the following:

- Verbal, written, or graphic references of a demeaning, derogatory, or threatening nature concerning another person's mental capacity, physical attributes, appearance, grooming, hygiene, clothing, race, religion, sex, family, or national origin.
- Physical or mental abuse
- Unwelcome sexual advances or touching
- Sexual comments, jokes, stories, or innuendoes

- Requests for sexual favors used as a condition of employment or student evaluation or affecting any personnel decision, such as hiring, promotion, compensation or termination
- Displays of sexually explicit or otherwise offensive posters, calendars or materials
- Making sexual gestures with hands or body movements
- Intentionally standing close or brushing up against another person
- Inappropriately staring at another person or touching his or her clothing, hair or body
- Asking personal questions about another person's sexual life
- Repeatedly asking a person out who has stated that he or she is not interested

These activities are offensive and are inappropriate in the school environment. This is a serious issue, not just for Rice Lake, but also for each individual. An employee or supervisor may be held individually liable as a harasser and subject to the same penalties which may be imposed upon employers under state and federal law. A student harasser may be subject to individual liability and discipline. Harassment reporting forms are available in the offices of the Assistant Principals.

ATTENDANCE

The Law under s.118.15 (2) (a) Wis. Stats., states any person having control over a child between the ages of 6 and 18 years is required to cause the child to attend school regularly during the full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Regular daily attendance is expected of all students as it is an important factor of scholastic success. It should be pointed out that classroom discussions and other information presented while a student is absent from a class cannot totally be made up under any circumstances.

Rice Lake High School in recognition of the statutory requirements for school attendance (Wis. Stat. 118.15 and 118.16) and the overwhelming public interest in an educated society, believe that school attendance should take precedence over non-school activities, unless a child is legally excused. A parent/guardian is required by Wisconsin law to compel regular school attendance during the full period and hours that school is in session for all children between the ages of 6 and 18 years of age. Truancy shall be defined as any absence of part or all of one or more days from school during which the high school has not been notified of the legal cause of such absence by the parent/guardian of the absent pupil.

PROCEDURES TO FOLLOW IN THE EVENT OF AN ABSENCE

When a student is absent from school due to illness, a parent/legal guardian should telephone the office (234-2181) preferably before 8:10 a.m. to report the absence. Other absences need to be pre-arranged in advance either with a written note from the parent/legal guardian or a medical appointment card.

Note: It is NOT the school's responsibility to contact parents to excuse an absence. If an absence is not excused by a parent or guardian within 24 hours of the student's return to school, the absence will be considered unexcused and disciplinary action taken.

Wisconsin statutes place the responsibility for determining whether an absence is excused or unexcused with the building principal or his or her designee. The building principal is empowered to approve a legal excuse for any student for the following reasons:

1. Illness or injury. However, for prolonged periods of absences (3 successive days or more) or for students with excessive absenteeism, a doctor's excuse may be required. This will be at the discretion of the administration. Students missing in excess of 10 days for illnesses during the year will be required to bring in a doctor's excuse for every subsequent illness.
2. Emergency medical appointments.
3. A death in the immediate family.
4. An illness in the immediate family which requires the attendance of the student.
5. Emergencies that prevent attendance which are generally defined as an Act of God, or other circumstances beyond the control of the student, which, in the discretion of the superintendent or his designee, prevents school attendance.

"Personal reasons" is not an excuse for missing school. For absences due to reasons other than those listed above, the student shall be considered unexcused and truant, and subject to disciplinary action.

PRE-ARRANGED ABSENCES

The following absences will be excused only if prior written approval of a student's parent/guardian has been received:

1. Non-emergency medical and dental appointments.
2. Religious holidays.
3. A court appearance or other legal procedure which requires the attendance of the student.
4. Funeral.
5. College visits.
6. Other absences approved by the parent, provided written approval has been received by the school prior to the planned absence.

The accumulated absences under any combination of the provisions listed above for pre-arranged absences shall not exceed 10 days.

PROCEDURES FOR PRE-ARRANGED ABSENCES:

1. Bring a written note from your parent/guardian to the attendance office.
2. Obtain a pre-arranged absence form in the attendance office.

OTHER ABSENCES

If in the event a request is made that would exceed the ten day limit for pre-arranged absences from school a student's parent/guardian must submit the reason for the absence to the building principal for review in committee at least one week prior to the planned absence. This option is not available to students who are in danger of failing any course during the grading period in which the request is made.

MAKE-UP WORK MISSED WHILE ABSENT

Students with absences are entitled to make up the work missed and are responsible for doing so. **If a student is absent, they will have two days to make up the work for each day absent.**

When students have been given permission to participate in such activities as music programs, drama presentations, athletics, etc., or if they have pre-arranged an absence they should not be penalized for not being present to take tests and participate in the daily work. They shall be given the opportunity to make up the work that is missed.

LEAVING THE BUILDING

Parents or guardians must give a written or telephone request to the office before the student can be authorized legally to leave the school. Only emergency home situations, illness, or appointments, which cannot be scheduled at other times, such as with a doctor or dentist, should be reasons for

parents releasing their son/daughter. The students will be issued a permit to leave the building. This permit verifies their right to leave. Students must sign out in the office before leaving, and sign in upon returning. Violators will be considered truant and will be disciplined accordingly. Parental verification after the fact will not be accepted as authorization. **Students are not to leave the building between classes.**

UNEXCUSED ABSENCES

It is the responsibility of an administrator to determine whether an absence is to be considered excused or unexcused. Consequences for unexcused absences may include detentions, Saturday detentions, parent conferences, suspension, and referral to court system or other measures.

Students who are suspended will not be denied the opportunity to take any quarterly, or grading period examinations or to complete coursework missed during the suspension period per Wisconsin Statue 120.13.

BARRON COUNTY HABITUAL TRUANCY ORDINANCE

The Barron County Board of Supervisors does hereby ordain as follows:

That Section 9.05 of the General Code of Barron County shall be created as follows:

9:05 HABITUAL TRUANCY

- (1) It shall be unlawful for any child of school age to be habitually truant from school.
- (2) **DEFINITION.** A habitual truant means a pupil who is absent from school without an excuse acceptable under 118.15 Wis. stats. or the rules of attendance of the local school district in which the child attends school for any period of time as follows:
 - a) Part or all of 5 or more days on which school is held during a school semester.
- (3) **PROCEDURES FOR ENFORCEMENT**
 - (a) Upon certification to the court by an authorized school attendance official that the local school district has complied with 118.16 (5) Wis. Stats. and that the pupil is habitually truant as set forth above.
 - (b) The citation and supporting documents and certifications shall be filed with the Municipal Court and/or the Clerk of Juvenile Court in Barron County.
- (4) **PENALTY.** The penalty for violating this ordinance shall be one or more of the following:
 - (a) Suspension of the child's operating privileges or privilege to secure an operator's license as defined in Section 340.01 (40) for a period not less than 30 days nor more than 90 days. The court shall immediately take possession of any suspended license and forward it to the Department of Transportation together with notice stating the reason and the duration of the suspension.
 - (b) An order for the child to participate in counseling, community service or a supervised work program.
 - (c) An order for the child to remain at home except during hours in which the child is attending religious worship or a school program including travel time required to get to and from a school program or place of worship. The order may permit a child to leave his or her home if the child is accompanied by a parent or guardian.
 - (d) An order for the child to attend an educational program under Chapter 48.34 (12) Wis. Stats.
 - (e) Monetary fine.

18-YEAR-OLD STUDENTS

Rice Lake High School recognizes that when a student reaches the age of 18 he/she is afforded all the rights and privileges of adulthood. The student as an adult, however, is not exempt from complying with policies enacted by the Board of Education or school rules enacted by the administration or faculty. **SCHOOL RULES ARE BINDING ON PUPILS REGARDLESS OF AGE.**

A student upon reaching 18 years of age and still living at home must follow the required absence-excuse procedure requiring parent verification. A student who has elected to live at an address other than that listed by his/her parents, and who desires to take full responsibility for his/her attendance, must make this request known to the principal. The student is then responsible for the reporting of his/her own excuses to be monitored by the principal as indicated in a contract to be signed by the student. Parents/guardians of 18-year-old students will be kept aware of the student's academic status.

SKIP DAY

Students **are not** authorized to hold any type of "Skip Day". The Wisconsin Department of Public Instruction, the high school administration and the Rice Lake Board of Education do not and cannot condone the practice of students skipping school. Violation of this policy will result in disciplinary action.

TARDY TO SCHOOL

First period begins at **8:03 AM** and it is the responsibility of the student to be on time. Among the reasons **NOT CONSIDERED EXCUSABLE** are oversleeping, car trouble, working, baby-sitting, ride problems or missed bus.

TARDY TO CLASS

which may include, but are not limited to: (1) detention with the teacher, or (2) a referral to the office with consequences being determined by attendance personnel. Saturday detentions and/or suspensions will be issued for students who are habitually tardy to class. **Arriving 5 or more minutes tardy to class will result in an automatic detention.**

DISCIPLINE/BEHAVIOR GUIDELINES

Students are to conduct themselves in a mature manner at all times, whether they are in the classroom, hallways, or at school-sponsored activities. Respect for other people and property should be the basis for all behavior. Students have the right to move about the school and take advantage of instructional and related activities in an atmosphere where students can learn and teachers can teach. Students have the responsibility to abide by all District, building, and classroom rules established by school officials. Students shall practice common rules of courtesy that are necessary in group settings to avoid disruption in the school, and to protect the property, health, safety and welfare of teachers, students and staff.

The administration and faculty reiterate their philosophy that every student who has a sincere desire to remain in school, to be diligent in study, and to profit by the educational experience offered, will be given every opportunity to do so and will be assisted in every way possible to achieve scholastic success. The central focus at RLHS is learning. Any student whose behavior interferes with the learning process will be subject to disciplinary action.

THE DISCIPLINE SYSTEM

The discipline system is a progressive and sequential process, originating with a student referral to an administrator who is responsible for assigning consequences for disciplinary violations. Key components of the system include: reprimand, detention, Saturday detention, suspension, expulsion, or referral to law enforcement officials.

DETENTION

1. Detention will be assigned at the discretion of an administrator.
2. If a detention is missed, additional detention will be assigned; however, hours of detention

will not be allowed to accumulate without the student being subject to further disciplinary action.

3. Disciplinary referrals become part of the student's school record.

IN SCHOOL/ OUT OF SCHOOL SUSPENSIONS

School administrators may suspend students for a maximum of five days for misconduct.

Misconduct is defined as behavior while at school or at a school-sponsored activity which endangers the health, safety or property of others, or is in violation of school rules and regulations which are related to the orderly and efficient operation of the school.

In all cases of suspension, the following procedures will be followed:

1. The student shall be fully informed as to the reason for suspension.
2. The student shall be given the opportunity to present his/her version of the incident prior to the proposed suspension.
3. The parent or guardian of the suspended student shall be given prompt notice of the suspension and the reason therefore.
4. A conference with the parent or guardian of the suspended student may be held within five (5) days of the suspension

Students suspended **shall not be denied** the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period, as provided in the attendance policy established under state statute 118.16 (4) (a) (Also see district policy 446.2)

Students who are suspended out-of-school **will not** be allowed to take part in or attend any school-sponsored activities.

EXPULSION

Student expulsion is a right reserved by the Board of Education. The Board of Education may expel a student from school when it finds him/her guilty of persistent refusal or neglect to obey the rules of student conduct or whose conduct endangers the health, safety, or property of others.

When considering the possibility of student expulsion, the principal shall make such recommendation to the superintendent of schools with appropriate background documentation. The superintendent will make recommendations regarding student expulsion to the Board of Education. In certain cases, a pre-expulsion hearing may be held with the Superintendent or his designee.

EXPULSION PROCEDURES

- Prior to expulsion, the school board shall hold a hearing. Not less than five (5) days written notice of the hearing shall be sent to the pupil, and if the pupil is a minor, to his parent or guardian, specifying the particulars of the alleged refusal, neglect or conduct, stating the time and place of the hearing and stating that the hearing may result in the pupil's expulsion. Upon the request of the pupil, and if the pupil is a minor, the pupil's parent or guardian, the hearing shall be closed. The pupil, and if the pupil is a minor, the pupil's parent or guardian may be represented at the hearing by counsel. The school board shall keep written minutes of the hearing.
- Upon the ordering by the school board of the expulsion of a pupil, the District Clerk shall mail a copy of the order to the pupil, and if the pupil is a minor, the pupil's parent or guardian. The expelled pupil, or if the pupil is a minor, his parent or guardian may appeal the expulsion to the state superintendent. If the school board's decision is appealed to the state superintendent, within 60 days after the date on which the state superintendent receives the appeal, the state superintendent shall review the decision and shall, upon review, approve, reverse or modify the decision. The decision of the school board shall be enforced while the state superintendent reviews the decision. An appeal from the decision of the state superintendent may be taken within 30 days to the circuit court of the county

in which the school is located. This paragraph shall be printed in full on the face or back of the notice.

The following behaviors may result in detentions, suspension, restorative practice, and referral to law enforcement, expulsion or other appropriate consequences.

Unacceptable behaviors include, but are not limited to:

1. Possession of dangerous or illegal items.
2. A false emergency by such acts as setting off a fire alarm, causing a bomb threat or similar acts.
3. Acts of vandalism.
4. Physical assaults, threats or intimidation.
5. Possession or use of alcoholic beverages, tobacco, e-cigarettes, vapor pens and/or other drugs on school grounds or at school functions.
6. Repeated offenses of any of the unacceptable behaviors described below.
7. Being under the influence of alcohol or other drugs while on school property or at a school function.
8. Violation of federal, state or local statutes.
9. Failure to complete detention by assigned date.
10. Refusal to follow reasonable directives from school personnel to change unacceptable behavior.
11. Use of profanity.
12. Possession of look-alike drugs, look-alike weapons or "non-alcoholic" look-alike drinks.
13. Inappropriate locker décor.
14. Physical display of romantic affection.
15. Repeated violations of the attendance policy.
16. Any falsified notes or telephone calls concerning attendance.
17. If a senior has any outstanding detentions that are not served before graduation, the student will not be allowed to participate in commencement exercises.

STUDENT CODE OF CONDUCT

The Rice Lake Area School District has adopted a "Student Code of Conduct" which outlines procedures for both short and long-term removal of a student from class for disruptive behaviors that affect the learning of others.

Specific questions regarding the Code of Conduct can be directed to a building administrator or the District's Director of Pupil Services. The entire Code of Conduct Policy can be found on the school website.

STUDENT SERVICES AND INFORMATION

COUNSELORS

Each student has been assigned to one of the counselors. Students with last names beginning with the letter **A-L** will be assigned to work with Ms. Ebner; **M- Z** with Mr. Shomion. In order to see their counselor, students must obtain counseling appointment passes from the Student Services staff or from the study hall teachers.

Withdrawals, Transfers

Students planning to withdraw or transfer from school must see their counselor.

Course Sign-Up

Course sign-ups are held at mid-year for the next school year. Students should not expect to change their schedules, but those who feel there is a strong need for a schedule change should see their counselor as a first step.

Permanent Records

Records containing academic information and test information are filed in the main office. Transcripts will be provided upon written request.

Testing

Various academic and vocation tests are given each year through the Student Services Department. Dates and times will be announced in newsletters and in the daily announcements.

Schedule Changes

All students have the opportunity to select their own courses and as much as possible, the courses previously selected by the student are expected to be followed. Applications for **schedule changes** are to be made on forms that are available in the Student Services office, and must be submitted with a parent or guardian's signature **within two days of the start of the term**. A committee made up of administrators and counselors will review the application for a schedule change.

Withdrawal from a Course in Progress

Once a student has enrolled in a course, he or she may withdraw from the class only with a recommendation of the counselor and permission of the principal. Parents will be consulted before any decision is made. Students who withdraw from courses two days after the start of the class may receive a failing grade for the term in that course.

A variety of other special services are available to students, including school psychologists. Counselors can provide additional information about these services.

POST SECONDARY RESOURCE CENTER

A Resource Center is provided in the Student Services Center. It contains computerized college and career search programs such as university and college catalogs, occupational outlook information, school bulletins and brochures and applications, armed forces information, college testing materials, and scholarship forms.

SCHOOL NURSE

Nurses are employed by the school district to aid students who are ill and to act as a consultant for students who would like to discuss personal health or physical problems. In the nurse's absence, staff trained in basic first aide are prepared to respond to student health needs. The nurse's office is located in the Student Services Department. Any student who wishes to see the nurse should notify the student services secretary. **STUDENTS WHO ARE ILL MUST CHECK OUT IN THE**

ATTENDANCE OFFICE BEFORE LEAVING THE BUILDING. The school provides an area for ill students who are waiting to be picked up by parents.

The school health office has a stock supply of acetaminophen and ibuprofen on hand for students who experience unexpected headaches, aches or pains during the school day. Per school policy, NO MEDICATION (including over the counter products such as Tylenol) WILL BE DISPENSED BY SCHOOL STAFF WITHOUT THE REQUIRED MEDICATION PERMISSION FORM BEING SIGNED BY THE PARENT. In addition to a parent signature, a physician signature is required for any prescription medication that will be distributed by school staff. Parent and Physician medication authorization forms must be updated annually. Students may carry and self administer a single, daily-dose of medication tablets with parent permission.

Notify the school nurse if a student takes a controlled substance medication such as Ritalin, Dexadrine, Adderall, or Cylert. Students are not allowed to carry and self-administer these medications. Controlled substances must be dispensed by staff in the health office. Please be sure to return the yellow emergency card to the office at the start of the school year so that parents/guardians can be contacted in case of an emergency. Please update these as needed throughout the school year so our emergency contact information is as up-to-date as possible.

QUESTIONING BY NON-SCHOOL PERSONNEL

No student shall be questioned in the school or taken from school by a non-school agency, or its duly authorized representative, unless the same is first authorized by the student's parent or guardian, or is permitted and authorized by law. Parent/guardian notification is not required in child abuse cases where the student may be in need of protective services.

Except where previously authorized as aforesaid, principals will:

1. Make reasonable efforts to notify parents/guardians of requests or demands to question the student or take the student from school. The principal or agency representative shall inform the parents/guardians of the student's Constitutional rights. In cases where criminal prosecution is contemplated, interrogation shall not be commenced unless a parent/guardian is present.
2. Inform, or require the agency representative to inform, the student of his/her constitutional rights.
3. Make reasonable efforts to persuade agency representatives to defer interrogation and/or removal from school until a parent/guardian is present.
4. Keep accurate records of all aforesaid incidents.

LIBRARY MEDIA CENTER PROCEDURES

All students and staff are welcome in the LMC. The staff maintains a safe, quiet atmosphere to ensure everyone a reliable space for study, reading and research. Regular hours for the Library Media Center (LMC) are from 7:30 a.m. to 4:00 p.m. on school days, offering checkout service, reference and research help and computer support. The LMC also is the location of the "Lights On" program, providing extended hours before and after school, from 7:00 a.m. until 5:15 p.m. Most library materials may be checked out for 4 weeks. Reference material is checked out for 3 days. Current issues of magazines are available for use during regular class periods in the LMC. The LMC has 25 computers for student and class use. Reservations for incoming classes are posted behind the main desk each day. Students in classes will have priority over study hall students' computer use. Every effort is made to accommodate all library patrons as efficiently as possible.

Study hall students sign out with study hall teachers to go to the LMC for the entire class period. Students from study hall stay in the LMC for the entire hour. All library rules will be reviewed at the beginning of each quarter and are posted in the LMC. Generally, there is no limit to the number of students allowed to sign into the LMC. However, during large study hall periods, and when classes have reserved the LMC, there may be some restrictions. Suggestions on how your LMC can be improved are always appreciated.

COMPUTER LABS/STUDENT USE OF TECHNOLOGY

Students are welcome to use the computer labs located throughout the High School. These areas are used primarily for supervised class instruction during the school day. Computers are also available for student use in the Library Media Center (LMC). Students who check into the LMC from study hall may sign up to use a computer on a first-come first serve basis. Use of the LMC computers before and after the normal school day is permitted as long as there is a staff member present to supervise.

To make better and more efficient use of the computer labs with the least number of problems, the following general guidelines will be enforced.

1. Students are not to be in any computer lab unless the lab is supervised by a member of the faculty or staff.
2. Students' use of the hard-drives should be for accessing computer software only. Students should store their work on their own computer disks or on the network.
3. All food, beverages, gum, etc. must be kept out of all computer labs.
4. Students using the school's computers must be working on programs of an educational nature; no game playing will be tolerated.
5. Students using the LMC computers from classes other than study hall must bring a pass from the teacher before being allowed to begin their work.
6. **Use of the Internet is subject to the guidelines established by the District Telecommunications Acceptable Use Agreement (Policy 363 listed in student handbook)**

YOUTH OPTIONS

Junior and senior students desiring to obtain credits outside the regular high school curriculum may enroll in courses at the Wisconsin Indianhead Technical College or the University of Wisconsin - Barron County during their junior and/or senior year. See your counselor for more details.

COURSE LOAD

The minimum class load for all students is four classes for at least two terms, and three classes for the two remaining terms. Students will not be allowed to fall below the minimum class load. In rare and extreme cases a student's schedule may be shortened or modified to accommodate special circumstances. This may only be done through recommendation of the Student Achievement Team, and with approval from the principal or designee.

INDEPENDENT STUDY - Grades 11-12

In order to take independent study for credit (other than technology education courses) you MUST:

1. Receive permission from the instructor of the department involved.
2. Write a detailed week-by-week plan for completion of the research project. (Seek advice and assistance from your advisor.)
3. Submit your proposal to the building principal by date indicated in the scheduling bulletin. All requests will be reviewed by a committee of staff members. You will then be notified as to the project's eligibility for Independent Study. (1/2 credit)
4. Students taking Independent Study must carry at least three (3) classes plus the Independent Study.

PASS / FAIL OPTION

Keyboard Applications and Human Growth and Development may be taken on a pass /fail basis.

More information and forms are available in Student Services.

Forms must be returned to Student Services within 10 days after the start of the term.

PARENT/TEACHER CONFERENCES

Parents are notified of a student's progress through the report card, which is mailed out, and mid-term progress report, which is given out at Parent-Teacher Conferences. If you have any questions or feel that there has been a misunderstanding, please contact the teacher, counselor, or principal. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings. Parents and students will also have the opportunity to view up to date information through a secure "Family Access" account. This account will include grades, lunch account, missing assignments, attendance as well as other information.

REPORT CARDS AND INCOMPLETE GRADES

All students are given a grade at the end of each term. These grades are used for determining grade point average and class rank. In addition, mid-term grade reports will be available half way through each term.

Grades issued in A/B day classes at the end of term 2 and term 4 will reflect work done for the first or second half of the course, respectively. These grades will be for credit and will be used in determining a student's class rank and grade point average. Grades issued in A/B day classes for term 1 and term 3 will simply be progress grades.

A student receiving an incomplete (I) in a subject must make arrangements with the teacher and complete all missing work within five school days from the last day of the term. If the work is not completed within this time frame, the student will receive a failing grade for the incomplete work. Whatever grade is assigned to the incomplete work will then be figured in to the student's term grade. Exceptions may be made for students who have been absent from school for an extended period of time due to illness or extenuating circumstances beyond the students' control. Arrangements must be made with the principal before an extension will be granted.

GRADING/CREDIT

Academic credits are awarded based upon a student's term grade. The student's passing/failing is determined by whether or not the student has met the minimum requirements of the class.

HONOR ROLL

The honor roll is compiled at the end of each term. Those students whose term grade is a 3.0 or higher will be on the honor roll. The following point system is used to average grades:

A	=	4.0	C	=	2.0
A-	=	3.67	C-	=	1.67
B+	=	3.33	D+	=	1.33
B	=	3.00	D	=	1.00
B-	=	2.67	D-	=	.67
C+	=	2.33	F	=	0.0

WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

The Rice Lake Area School District will use the criteria enumerated below in the order listed as the basis for breaking any ties that exist between students being considered for the Wisconsin Academic Excellence Scholarships:

1. Declaration by the student and parent(s) that the student intends to utilize the scholarship.
2. American College Test score (highest official score from ACT reported to the High School by February 1st of senior year).
3. Students with the most points from the following criteria based on their schedule to the end of term 2:
 - a. 2 points for every high school credit earned through term 2 of senior year and every credit signed-up for in terms 3 and 4 of senior year.
 - b. 1 point for every term of core courses successfully completed through term 2 of senior year and every core course signed-up for in terms 3 and 4 of senior year. Core courses consist of the following: English, mathematics, science, social studies, and foreign language.
 - c. 1 point for each advanced placement course completed and signed-up for by the end of the senior year (.5 points awarded for partial completion of an advanced placement course).
4. Written paper (independently judged).

ACADEMIC AWARDS PROGRAM

Rice Lake High School has an Academic Recognition Program to further reward students who excel academically and to provide an incentive for others. The following is a description of the program:

1. Cumulative GPA after term 2 of their junior year is used to determine Blue Awards.
2. Students can receive a Blue Award their junior year if they earn a cumulative GPA 3.6 – 4.0. Students who earn a Blue award will be awarded an academic letter or an academic pin.
3. 4.0 Award
Students will be awarded a 4.0 grade point pin if they earn a 4.0 grade point average in 2 out of the first 3 terms of their current school year.
4. Seniors will be recognized according to the RLHS Laude Honor system.
 - Summa Cum Laude (With Highest Honor/Distinction)
 - Magna Cum Laude (With Great Honor/Distinction)

- Cum Laude (With Honor/Distinction)

For complete details on the RLHS Laude System please refer to the Career Planning & Course Description Guide

GRADUATION REQUIREMENTS

In order to graduate from Rice Lake High School, a student must have accumulated a minimum of 26 credits and complete all requirements of the **E-portfolio**. These credits must include the following required coursework:

Social Studies - 3 credits (6 terms) including:

- U.S. History 9 (1 term)
- U.S. History 10 (2 terms)
- World History 11 (2 terms)
- American Citizenship (1 term)

English - 4 credits (8 terms) one course must be taken during your senior year.

Science - 3 credits (6 terms) including:

Pre-Chemistry, Pre-Physics, Cell Biology and one elective

Mathematics - 3 credits (6 terms)

Physical Education - 1 1/2 credits (3 terms)

Human Growth and Development - 1/2 credit (1 term)

Freshman Success-1/2 credit (1 term)

***Completion of all E-portfolio requirements**

EARLY FULFILLMENT OF GRADUATION REQUIREMENTS

Students who will complete their graduation requirements by the end of the second term of their senior year and who wish to be considered for early graduation must contact their counselor no later than the end of their junior year. Students must pick up an Early Graduation Form from the Student Services Department and submit the written request for early graduation to the High School Principal:

1. **The student and his parents must make a written request to the Board of Education prior to the completion of his/her junior year.**
2. The student must meet all of the school's graduation requirements.
3. The student must have a cumulative grade point average of 2.50 for twelve terms and maintain that average through the fourteenth term.
4. The student must show evidence of plans for full-time involvement in school or work.
5. The student must be in attendance a minimum of fourteen terms.
6. A screening committee composed of an administrator, a counselor, and a teacher (may be chosen by the student) will review the request and make a recommendation to the Board of Education.
7. A student who graduates early will be eligible to receive a diploma at the regularly scheduled commencement exercises.
8. In unusual circumstances, the principal, with the advice of the screening committee, may review unusual problems associated with grade point averages, terms of attendance, or health and approve or disapprove requests on their individual merit.

COMMENCEMENT

The purpose of the commencement ceremony is to honor students who have met the requirements for graduation from the Rice Lake Area School District. Therefore, only these individuals will participate in the commencement.

Graduation is a very special event. In order to assure that everyone receives the most from this experience, we remind each senior that all school rules related to attendance, alcohol and tobacco are in effect through graduation.

Students must have all obligations to the school completed in order to participate in the graduation ceremony. This includes any fees, fines or detentions still owed by the student.

LENGTH OF SCHOOL DAY

All students enrolled at the high school must attend the full length of the school day. Only students who are on a supervised cooperative education work program or an approved alternative educational program are eligible for early release from school. Wisconsin Department of Public Instruction and the Rice Lake Board of Education regulations do not permit other students to be released early on a regular basis.

FINES

Students are responsible for the books, materials and facilities given them for use. If, in the judgment of school authorities, any such items are misused or abused, a fine will be imposed. Punitive action may also be invoked. Obligations are expected to be paid before the end of each school year.

FEES

Rice Lake High School has a few set fees that must be paid by each student. Some of them are listed below, while others may arise during the school year, depending on the types of classes students have signed up for. The following fee schedule applies to all students:

Registration Fee	\$14	Paid by all students.
Class Dues	\$ 2	Paid by all students.

A number of “**check-points**” have been established to assure that students do not accumulate a number unpaid fines and fees over long periods of time. Students with unpaid fines or fees will not be issued a high school diploma.

LOCKERS

School lockers are the property of the Rice Lake Area School District. At no time does the Rice Lake Area School District relinquish its exclusive control of lockers provided for the convenience of students. School authorities for any reason, may conduct periodic general inspections of lockers at any time, without notice, without student consent, and without a search warrant.

Insofar as possible, the student to whom the locker is assigned should be present when the inspection is conducted.

A hall locker is provided for each student when he/she enters school. The following regulations apply not only to the student's hall locker, but also to any additional lockers assigned to him/her elsewhere in the building:

1. All students are assigned an individual hall locker for their own use.

2. Students are not permitted to share or switch lockers with other students.
3. The student must assume all responsibility for the security and contents of his/her locker. The school is not responsible for any losses that the student may incur. All contraband found in your locker is your responsibility. Therefore, never leave your locker unlocked or share your locker combination with another student.
4. Report any locker problems to the high school office.
5. Prior to checkout students will be expected to return their locker to the condition it was in at the start of the school year. Cleaning will include removal of all writing, stickers and other material from the locker. Students will be charged the replacement cost of locks.
6. Only school-issued locks are permitted on school lockers. Locks other than those issued by the high school will be cut off.

STUDENT SEARCHES

The Board recognizes that the privacy of students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion that the search will turn up evidence that the student has violated or is violating either a particular law or a particular rule of the school. Any search under this paragraph must be reasonable in scope and reasonable in the manner in which it is conducted. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age and gender, the student's disciplinary history, and any other relevant circumstances or information.

PARKING LOT - MOTORIZED VEHICLES

1. Only over the road licensed vehicles are allowed.
2. To be legally parked, your vehicle must be parked in a designated parking stall.
3. Vehicles must be parked in the designated student parking areas so that they do not interfere with normal traffic routes.
4. Students are expected to operate their motor vehicles in a reasonable, prudent, and lawful manner.
5. Students who park improperly or who drive in a reckless or imprudent manner will face disciplinary action that could include, but not limited to, detention, loss of parking privileges, parking citations, or have their vehicle towed at owner's expense.
6. No vehicle is to leave the school grounds during the school hours without permission from the office, with the exception of the students regularly scheduled lunch period.
7. All vehicles should be locked.
8. There are several spaces in the parking lot for handicapped parking. Any student who feels qualified to park in these spaces should obtain a permit from the Department of Motor Vehicles.
9. Violators of this policy may have their vehicle towed at the owner/operators expense and risk, or be issued a fine.
10. All vehicles parked in the school parking lot are subject to searches by school personnel.

BICYCLES/SKATEBOARDS AT SCHOOL

Students may ride bicycles to school. Bicycles must be parked in the bicycle rack and should be locked when not in use. They are not to be used during the school day. Skateboards are not to be used on school grounds.

LOST & FOUND

A lost and found area is kept in the main office. Students are asked to turn in any items that are found that belong to someone else. These items will be periodically given to a charitable organization. After this date, unclaimed items that remain will be disposed of.

EATING AND DRINKING

Food, candy, or beverages are not allowed in the classroom. **Bottled water is allowed.**

CAFETERIA RULES

No cutting in line, throwing food. NO lunch trays, food or garbage left on tables or floors. Students who continually violate the “common sense” rules will be subject to disciplinary action including detention, suspension from the cafeteria, or lunchroom clean-up duty. **Students stealing from the cafeteria will be punished and referred to the police.**

STUDENT PLANNERS

Students will be issued a planner at the beginning of the school year. This planner will include this informational booklet and students will be expected to know the content. Teachers will also sign in the back of this planner to allow students to travel during class time. Students who do not have a planner will not be allowed to travel. Extra planners will be available for purchase in the main office.

CLOSED CAMPUS DURING LUNCH HOUR

Rice Lake High School has an open campus policy during the lunch hour **for sophomore, juniors and seniors**. Freshman have closed campus. Students are reminded that this policy is a privilege and not a right granted to all students. Failure to exhibit proper behavior during this time may result in this privilege being removed by the principal. Returning late from lunch will result in an unexcused tardy/absence being recorded.

EXTRA-CURRICULAR AND FIELD TRIPS

All field trips and athletic contests held at other schools are considered to be school activities. As such, all school rules and district policies regarding student conduct/behavior will apply. Students participating in extracurricular activities or field trips must use school transportation. Any student riding on a school bus or school-approved vehicle must go and return on the vehicle unless the student rides with his/her parent or guardian. The supervisor in charge of the trip must receive prior notification from the principal or a written statement from the parent or guardian if such circumstances arise.

SAFETY

The safety of all students and staff at the senior high school is a prime concern. Please treat safety drills with seriousness and remember that they take precedence over all other activities.

FIRE DRILLS

Fire drill instructions are posted in each classroom. Teachers will go over the procedure for their particular room during the first week of school. The fire alarm consists of a continuous loud horn. When students and teachers arrive outside, they should stay far enough from the building to allow fire vehicles access to the school. Fire drills will be held at regular intervals throughout the school year. State statute 941.13 forbids giving false alarms, tampering or removing without authorization any fire extinguisher or other fire-fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school.

PROCEDURE FOR TORNADO AND OTHER DISASTER EMERGENCIES

Plans for moving of students to designated areas are posted in each classroom. Teachers will give specific directions to follow and help the students to safety.

LOCKDOWN DRILLS

Procedures for “preventative” and “emergency” lockdowns will be reviewed and practiced with students.

CIVIL DEFENSE DRILLS

Civil defense procedures will be used in the case of an impending disaster such as a violent storm. Within the school building, the all-call system of the intercom will be used to sound the alert.

SUSPICIOUS PERSONS OR SITUATIONS

For the safety of all, please report any suspicious persons or situations to the office immediately when such are present in the area of the school. **All visitors to RLHS must obtain a visitors pass from the office.**

STUDENT INSURANCE

Students and their parents/guardians are responsible for providing accident insurance for the student. The school assumes no financial liability in connection with any accident at any time. Low cost group insurance is offered through the school for those who feel they do not have adequate coverage or wish to have additional protection. Enrollment forms may be obtained in the high school office.

DANCE AND PARTY REGULATIONS

Dances are sponsored by various school organizations throughout the year for the enjoyment of Rice Lake High School students. The following rules apply:

1. Tobacco, alcohol and other drug laws are enforced.
2. If a student leaves, he or she will not be allowed to return.
3. 12:00 closing time.
4. Visitors are not allowed unless prior arrangements have been made in the office. A limit of one guest per host may be allowed. You will be held accountable for the conduct of your guest.
5. Violation of any school policies during dances will result in appropriate penalties, including suspension from school and/or future dances, or other school activities. Your cooperation is not only requested, but also expected and will guarantee the continuation of dance privileges for the various organizations.

POSTERS AND ADVERTISEMENTS

Poster and advertisement and/or publications must be cleared through the high school office before being displayed or distributed.

ACTIVITY CLUB PURCHASES

When classes or clubs wish to purchase items (sports apparel, club apparel, homeroom shirt etc.) the club advisor and student officer must follow the following guidelines:

- Decide on the design and secure a vendor that will provide you with an order sheet.
- Hand out order sheets and have them returned in to the financial secretary with payment before order is made. **No order should be submitted without prior payment.**
- Fill out a request for purchase order with advisors and students signature.
- Place order with PO.
- Once order is received give invoice with a request for payment to financial secretary.
- All monies must be made to the financial secretary, no advisor should be taking money at any time.

FUNDRAISING

Classes and clubs wishing to raise money must follow the following:

- All fund raising activities within the school must have the approval of a club or class advisor and a building administrator.
- If the fund raising project reaches out into the community, the project must also be approved by the superintendent and/or the Board of Education.

All moneys raised must be deposited in the Rice Lake Area School District activity fund. No more than one activity bank account shall be opened by any district school.

All disbursements of class or club funds must be requested by an activity fund requisition which must have the approval of the faculty advisor of the class or club, and the principal or assistant principal.

If a club is dissolved or a class graduates without officially determining what purpose remaining funds are to be used for, these funds will go directly into the general fund of the District.

WORK PERMITS

If you are less than 18 years of age; Wisconsin Law states that you must have a work permit to be employed. To obtain a work permit, you must bring the following information to the high school main office:

- Proof of age: Birth or Baptismal Certificate, Driver's License or State I.D.
- Letter from employer
- Letter from parent/guardian giving permission to work.
- \$10.00 application fee
- Social security card or number

Family/Community Night

Wednesday night is designated as "family/community night" and every effort is made not to schedule school activities on this night.

SCHOOL BUS POLICY & STUDENT RIDER RULES

Transportation is an important part of the school experience. Safety is the most important part of the daily ride. The school bus is the safest form of ground transportation. The bus experience is more than just a ride; it must be considered an extension of the educational process by students, parents, teachers, administrators, and bus drivers.

The **safety** of each student to and from school is the most important goal of transportation rules and guidelines. Riding the school bus is a **privilege**, which may be suspended for just cause. **Riding the bus is not necessarily a right.**

The bus driver is in full authority when on a route. He/she has the right to discipline in a reasonable manner. The driver will instruct students in safe crossing procedures. He/She has the right to assign seats, give verbal warnings, and give instructions to students. He/She may send written warnings to parents of misconduct. The driver may suspend students' riding privileges for up to three days for matters of serious misconduct.

Should a situation arise that prevents the driver from safely driving the bus or presents immediate danger to other students, the driver may have the student removed by law enforcement personnel.

THE SAFE BUS RULES

1. Obey all driver instructions promptly and cheerfully.
2. Be on time at designated loading sites. Wait for the bus to stop and driver to signal a safe crossing. **NO PUSHING OR SHOVING!**
3. Remain seated at all times. Keep hands inside bus windows and off other students and their property.
4. Be courteous and keep voices under control. Profane language is unacceptable and will not be tolerated. Students will not be allowed to verbally harass another student or driver. Sexual and racial comments are not only inappropriate, but are a violation of federal and state civil rights laws and regulations and will not be tolerated. No physical display of romantic affection is allowed.
5. Treat bus and equipment with respect. Do not litter. Vandalism must be paid for.
6. Unless special written authorization is obtained from the parent or the school, only authorized passengers will be allowed to ride, and passengers will be discharged at their assigned stop.

7. Follow safe discharge rules at unloading. Cross in front of the bus only. Do not pick up mail or play in roadway.
8. Extra-curricular trips: All rules above apply. The students are responsible for their personal possessions and picking up their own trash.

STAFF MEMBERS

Members of the staff (principals, teachers, secretaries, custodians and cooks) are in authority during school and at school activities. Staff members have every right to request the name of a student, or to ask a student to accompany him/her to the office. Students who are insubordinate to staff or who "hassle" staff members in these situations will be disciplined accordingly.

VISITORS

All visitors to the building are to report directly to the office. Permission to bring a visitor to school may be granted by the administration provided that a parent has made the request at least three days in advance and there appears to be a legitimate educational reason for the visitor to be in the building.

NATIONAL HONOR SOCIETY

The Rice Lake High School chapter is part of a national organization, which honors students who excel in high school. At the beginning of the first term, juniors and seniors who have met the scholarship criterion of a cumulative grade point average of at least 3.5 are identified. Based upon a review of student activity information forms and teacher recommendations, a Faculty Council then selects students for membership who have also demonstrated outstanding performance in the areas of character, leadership, and service. The specific criteria used by the Faculty Council to determine outstanding achievement in each of these areas are available from the chapter advisor.

ATHLETICS

Students are encouraged to participate in athletics as their involvement in school activities helps give the school the "spirit of pride". Students planning on going out for interscholastic athletics must have a physical examination, have a parent permission slip signed, and have all appropriate fees paid. All athletic equipment checked out to an athlete must be turned in to the coach at the completion of the athlete's season. The student to whom the equipment is issued must pay for any equipment that is missing.

The following is a list of sports available to students through the school and the varsity level coach:

<u>Boys</u>		<u>Girls</u>	
<u>Fall</u>	<u>Varsity Coach</u>		<u>Varsity Coach</u>
Football	Mr. Hill	Tennis	Mr. Berger
Cross Country	Mr. Stone	Cross Country	Mr. Stone
Soccer	Mr. Gilbert	Volleyball	
		Golf	Mr. Germanson
		Swimming	Mr. Burdorf
<u>Winter</u>			
Basketball	Mr. Orr	Basketball	Ms. Olson
Hockey	Mr. Engel	Gymnastics	Ms. Van Gilder
Wrestling	Mr. Musil		
Swimming	Mr. Blackaller		
<u>Spring</u>			
Baseball	Mr. Neil	Softball	Mr. Sutton
Golf	Mr. Germanson	Track & Field	Ms. Madsen
Track & Field	Mr. Sasada	Soccer	Mr. Shomion

All athletic events are available on the Big Rivers website. www.bigriversconference.org

STUDENT ACTIVITIES AND ORGANIZATIONS

Listed below are activities and organizations which students may want to participate in at Rice Lake Senior High School. Additional organizations may be formed as students show interest.

<u>Activity</u>	<u>Faculty Advisor</u>
Vocal Music	Mrs. Franco
Instrumental Music	Mrs. Pashby
Forensics	Mrs. Helstad/ D. Pashby
Theatre/Catharsis	Mrs. Pelle
Year book	Mr. Panasuk
Skills USA	Mr. Schullo / Mr. Carr
International Club	Mrs. Schmitzer
	Mrs. Leal/Mrs. Staut
FFA	Mr. Kolpack
National Honor Society	Mrs. Andrews
Student Council	Mr. Thurston
Warrionettes	Mrs. Kurzynski
FBLA	Mrs. Orr
FCCLA	Mrs. Unbehaun
Key Club	Ms. Baumgartner
Math Team	Mrs. Wyse
Conservation Club	Mr. Beise/Mr. Munden
HMV	Mr. Cutsforth
Warbirds	Mr. D. Frank Jr.

CLASS ADVISORS

Freshmen and	Mr. Zuzek and
Sophomore Advisors	Mr. Thurston
Junior Advisors	Ms. Ebner/ Mrs. Wyse
Senior Advisors	Mr. Zuzek / Mrs. Schmitzer

STUDENT DRESS

All students are expected to wear school appropriate clothing at all times when in attendance at Rice Lake High School.

Clothing should always completely cover the torso from above the chest to mid-thigh.

Strapless tops and or dresses are not allowed during the school day.

Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk will not be permitted.

Hats, caps or other headgear are not to be worn in the building during the school day.

Sunglasses are not to be worn in school during the school day.

Student attire, which has slogans, words or in any other way, illegal, vulgar, or suggestive themes will not be permitted. In addition, inappropriate attire, which could in some way be considered of a disruptive nature (including hats), will not be permitted. In addition, in an effort to combat the devastating effects of tobacco, alcohol and other drug abuse, students will not be permitted to wear attire, which advertises tobacco, alcohol or other drugs.

STATUTES

**OFFICIAL NOTICE REGARDING
DIRECTORY INFORMATION POLICY**

Included in the law the “No Child Left Behind Act of 2001.” is language that requires secondary schools to provide access to students’ names, addresses, and telephone listings by military recruiters or an institution of higher learning when requested. However, a secondary school student or the parent/guardian of a student may request that the student’s name, address, and telephone listing not be released to military recruiters or institutions of higher learning without prior written parental consent.

This is an implied consent form process. If you do not object to the release of all directory data including address and telephone listings, **you do not have to return this “Access to Directory Data” form.** If you do object and do not wish the release of all directory data, you must return the form with the categories of records that you do not want released identified by a check mark in the box next to that category

ACCESS TO DIRECTORY DATA

I request that information identified by the areas checked below not be considered directory data and therefore not be released to military recruiters or institutions of higher learning.

- student’s name;
- student’s date of birth;
- student’s participation in officially recognized activities and sports;
- student’s weight and height if a member of an athletic team;
- student’s dates of attendance;
- student’s photograph;
- student’s degrees and awards;
- name of the school most recently previously attended by the student;
- address;
- telephone listing.

Student Name: _____

Signed: _____ Date: _____

(Parent signature if student is not 18)

Signed form must be returned to Student Services Department.

ACCESS TO PUBLIC RECORDS

Section 19.34 (1) of the Statues requires that each authority adopt, prominently display and make available for inspection and copying to its offices, for the guidance of the public, a notice containing a description of its organization. Also, a statement of the established times and place at which, the legal custodian under S.19.33 from whom, and the methods whereby, the public may obtain information and access to records in the custody of the district, make requests for records, or obtain copies of records, and the costs thereof.

Rice Lake Area School District Board of Education has designated the District Administrator as the legal custodian of the public records and property of the school district. Also, the Business Manager has been designated as the deputy custodian to act when the District Administrator is not available. The public may obtain information and access records, make requests for records, or obtain copies of records in the custody of the school district at the following place and times:

Place: Rice Lake Area School District Administration Building,
700 Augusta Street, Rice Lake, Wisconsin 54868

The Rice Lake Area School District is authorized by State Statutes 19.35(c) to impose a fee on the requester that does not exceed the actual, necessary and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law. A list of such fees is available at the Rice Lake Area School District Administration Building, 700 Augusta Street, Rice Lake, Wisconsin 54868.

PUPIL NONDISCRIMINATION STATEMENT and COMPLAINT PROCEDURE

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

The District encourages informal resolution of complaints under this policy. If any person believes that Rice Lake Area School District or any part of the school organization has failed to follow the state and federal laws, or in some way discriminates against pupils on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Rice Lake Area School District, 700 Augusta Street, Rice Lake, WI 54868.

The person who believes he/she has a valid basis for a complaint is encouraged to discuss the concern with the employee(s) involved, and/or the employee(s) supervisor, in order to seek resolution. If the complaint is not resolved, the complainant may obtain a Discrimination Complaint Form from the District Administrative Offices and comply with the following procedures:

Step 1. A written statement of the complaint shall be prepared by the complainant and signed.

This complaint shall be presented to the District employee designated to receive complaints. That employee shall send a written acknowledgment of receipt of the complaint within 45 days.

Step 2. A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch.115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch.115, subchapter V, WI Statutes.

Complaints under 20 USC s. 1231e-3 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub-grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3. If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the state superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the state superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 4. Discrimination complaints on some of the above bases also may be filed with the federal government at The Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

TITLE IX / SECTION 504 COMPLAINT PROCEDURE

If any person believes that Rice Lake Area School District or any part of the school organization had inadequately applied the principles and/or regulations of Title IX (sex) AND SECTION 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, handicap, or religion, he/she may forward a complaint to the administration office at the following address: 700 Augusta Street, Rice Lake, WI 54868

Informal Procedure

The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title IX or Section 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. The complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

Step 2. If the complainant wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the superintendent of schools within five (5) business days after the receipt of the local coordinator's response to the complaint. The superintendent shall meet with all parties involved, formulate a conclusion, and respond to the complaint within ten (10) business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the School Board within five (5) business days of his/her receipt of the superintendent's response in Step 2. In an attempt to resolve the complaint, the School Board shall meet with the concerned parties and their representatives within fifteen (15) days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the Board secretary to each concerned party within ten (10) business days of this meeting.

Step 4. If, at this point, the complaint has not been satisfactorily settled, further appeal may be made to the Office of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

SEXUAL HARASSMENT

The School District of Rice Lake, in accordance with Title IX, Title VII, and the Wisconsin Statutes, is committed to the provision of a positive and productive working environment free of discrimination. The District prohibits sexual harassment or intimidation of its employees or students, and finds such behavior just cause for disciplinary action. The District has appointed designees to facilitate a complaint procedure to ensure proper protection of student/staff rights. Furthermore, the District prohibits retaliation against any employee or student because he or she has made a report of alleged sexual harassment or against any employee or student who has testified, assisted, or participated in the investigation of a report. Retaliation includes, but is not limited to, actions such as:

- Subtle pressure for sexual activity;
- Sexual contact as defined by statutes;
- Demands for sexual favors, accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status;
- Sex-oriented "kidding" or abuse.

Sexual harassment is a prohibited action when it results in discrimination for or against an employee or student on the basis of conduct not related to their working or learning performance. Such practices would include any job related or academic action that is based upon an individual's acceptance of resistance to, or resistance to, or refusal of sexual overtures. This form of sexual harassment may be more difficult for employees or students to cope with when individuals offer or threaten to use the power of their position to control, influence, or affect the career, salary, or job of

another employee or academic status of a student in exchange for sexual favors, individuals who instigate this type of harassment are subject to disciplinary action, including suspension, demotion, or discharge.

It is possible for sexual harassment to occur at various levels; among peers or co-workers, between supervisors and subordinates, between employees and students, or imposed by non-employees on employees and/or students. In fulfilling our obligation to maintain a positive and productive working and learning environment, the Rice Lake Area School District will make every effort to halt any harassment of which it becomes aware by calling attention to this policy, or by more direct disciplinary action, if necessary.

Supervisory personnel will be informed that they are responsible for working to prevent such harassment and to take appropriate action if it does occur. Any person who believes he or she has been sexually harassed may file a written or oral complaint with their supervisor or the Board appointed District Designee.

See: Complaint Procedure

References: S. 118.13, Wis. Stats; 111.36, Wis. Stats.;
S. 111.321, Wis. Stats.; Title IX, Title IV;
Approved 11/23/92 United States E.E.O.C.; CESA 11

SEXUAL HARASSMENT COMPLAINT PROCEDURE

The Rice Lake Area School District is committed to give all employees/ students access to someone in administration whom they will talk confidentially with about a harassment concern. For persons who believe they have experienced or observed harassment, there are several ways to deal with the issue. People to contact include:

- Your immediate supervisor
- Your school administrator
- Your school counselor
- District designees (male or female)

All District personnel involved in informal or formal investigation of a complaint shall maintain confidentiality to protect the parties involved and information shall only be shared with third persons involved in the investigation.

Informal Action: The person who believes he/she has a valid basis for complaint shall discuss the concern with the local Title IX or Section 504 Coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within two days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed. Verbal complaints are accepted. However, it is suggested that any complaint be placed in writing. Whichever action is taken, written or verbal, outline the following:

1. State the facts as you see them. Be as precise as possible and give times and dates if possible.
2. Describe your own personal feelings or reactions to the incident(s)
3. State what you would like to happen next. If you want the behavior to stop, then state just that.

Document your meeting by including harasser's reaction to your request.

If you are sending a written request, deliver the letter to the alleged harasser yourself. You may wish to have someone accompany you to witness the delivery. Your witness need not know the content of the letter.

Several objectives can be accomplished by utilizing the informal recourse:

- Letting the individual see the offensive behavior from your perspective;
- Giving that person a chance to correct the situation or to explain the behavior;

- Providing a fair warning to those accused of inappropriate behavior (direct and clear examples stated):
- Allowing you to present a clear response to the alleged harasser's behavior;
- Allowing you to deal with the actions in a non-threatening manner and environment.

In the event an informal approach is not utilized or is unsuccessful, more formal action is required.

Formal Action: Employees or students who have chosen to file a formal complaint are instructed to utilize the following procedure:

Step 1. The complainant must submit a written "Statement of Complaint" to the District Designee/Supervisor. The "Statement of Complaint shall state the facts giving rise to the complaint, and the names of the persons involved in the complaint; the relief requested; and shall be signed by the complainant. The District Designee/Supervisor will investigate the complaint and attempt to determine a prompt and the resolution of the complaint.

Step 2. The person receiving the complaint shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange a private meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The District Designee/Supervisor shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Step 3. If the complainant is not satisfied with the answer of the District Designee/Supervisor, he or she may submit a written appeal to the Superintendent indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the decision rendered at the meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent shall give a written answer to the complainant's appeal within ten (10) working days of receipt of the written appeal by the Superintendent's office.

Step 4. If the complainant is not satisfied with the decision of the Superintendent regarding the appeal, a complaint with the Rice Lake Area School District Board of Education may be filed within ten (10) working days after receipt of the Step 3 decision. The school board shall, within twenty (20) working days of receipt of the appeal to the board, conduct a hearing in executive session during which the complainant shall be given the opportunity to present the complaint. The Board shall give a written answer to the complainant within ten (10) working days following completion of the hearing.

NONDISCRIMINATION POLICY

It is the policy of the Rice Lake Area District that no person may 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, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap as required by S.118.13, WI Statutes. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (Sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and Section 504 of the Rehabilitation Act of 1973.

The District encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the Rice Lake Area School District.

Any questions concerning this policy should be directed to:

Director of Pupil Services
700 Augusta Street
Rice Lake, WI 54868 (715) 234-9007

SPECIAL EDUCATION SCREENING & REFERRAL PROCEDURES

Any person aware of a child between the ages of birth through 21 who may be experiencing physical, mental, emotional, or learning problems may contact Director of Special Services of the Rice Lake Area School District, at 700 Augusta St., Rice Lake, WI 54868, phone #234-9007, to initiate screening services that will determine if a referral for special education is appropriate. In addition to the director, any teacher or administrator would be able to assist in making a referral.

Referral Procedure

The Rice Lake Area School District shall solicit and receive referrals of students with suspected exceptional educational needs from all persons who have responsible cause to believe that such needs exist. Specific state criteria will be adhered to in determining eligibility for specific handicapping conditions. Referrals of suspected EEN children shall be referred to the Director of Special Services.

Individual Education Program Team Evaluation

Whenever a child is referred who is suspected of having an exceptional educational need, the student's progress will be monitored by the high school Student Achievement team (SAT). The appointment of this team shall be the responsibility of the Director of Special Services. The Director of Special Services shall approve the evaluation process and may request additional information. Procedural safeguards for evaluation include the following: The notice of intent to evaluate shall be sent to the parents that will include a full explanation of the due process/procedural safeguards; a description of the evaluation proposed and explanation of why the evaluation is proposed; any options that were considered and the reasons those options were rejected; a description of each evaluation procedure used as a basis for the evaluation; the type of professionals conducting the evaluation; and a description of any other relevant factors.

Written parental consent shall be obtained when a child is being evaluated for the first time within the District. This consent form shall include a statement documenting that the parent understands the content of the notice, and information on the general types of procedures to be used.

The Rice Lake Area School District provides programming for students exhibiting any of the following handicapping conditions: learning disabled, cognitively disabled-borderline or severe, physically handicapped, hearing impaired, visually handicapped, speech and language disabled, emotionally disturbed, traumatic brain injury, and autism.

ASBESTOS NOTICE

As required by Federal Law, Rice Lake Area School District has surveyed all of the District's buildings for asbestos containing building materials. In addition, the Rice Lake Area School District conducts semi-annual surveillance inspections of all asbestos containing building materials within the District's buildings. It is the intention of the District to maintain a safe and healthful environment for students and employees. Copies of the District's Asbestos Management Plan and the periodic surveillance reports are on file in the office of each school building and the District's Office, 700 Augusta Street, Rice Lake, Wisconsin 54868. Questions concerning the Asbestos Management Plan or the surveillance reports can be directed to the District's designated person, Patrick Blackaller, Business Manager.

COMMUNICATION OR ELECTRONIC DEVICES (CELL PHONES)

Cell phone use is not permitted when the student is in the library, classroom, and locker rooms. Use of cell phones in class for educational purposes is the discretion of the individual teacher. If a

student is found in violation of the cell phone policy, it will result in disciplinary action such as detention or suspension.

Students are prohibited from possession and/or usage of laser pointers or look-alike devices at any time on property owned or rented by the district, school buses, or at any school-sponsored event either home or away. The student may be referred to the local police department for potential prosecution.

Students in possession of prohibited electronic devices will be subject to the disciplinary action and the electronic device(s) will be confiscated.

The school board shall annually provide each pupil enrolled in the district with a copy of this policy.

Ref.: Section 118.258, 941.299 Wisconsin State Statutes

Notice to Public Access to and Release of Student Information

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's education records. They are:

- (1) The right to inspect and review the student's education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal 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.
- (2) The right to request the amendment of the student's education records that the parent or eligible students may ask the Rice Lake Area School District 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 as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their 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.
- (3) The right to consent to disclosures of personally identifiable information contained in the student's education record, except to the extent that FERPA authorizes disclosure without consent. One exception which permits disclosure without consent is disclosure 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.
- (4) 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
600 Independence Avenue, SW
Washington, DC 20202-4605

TELECOMMUNICATIONS ACCEPTABLE USE GUIDELINES AND AGREEMENT

Rice Lake Area School District is providing network users access to the district's electronic network. The network is provided for educational purposes and includes access to the Internet, computer services, videoconferencing, and a variety of computer equipment. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. This document contains the rules and procedures for network users' acceptable use of the Rice Lake Area School District's electronic network.

1. Network users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Rice Lake Area School District's electronic network.
2. The Rice Lake Area School District's electronic network has been established for a limited educational purpose. The term "educational purpose" includes classroom activities, career development, and limited high-quality self-discovery activities.
3. The Rice Lake Area School District's electronic network has not been established as a public access service or a public forum. Rice Lake Area School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
4. Parent/guardian permission is implied for all students under the age of 18. Access is a privilege — not a right.
5. The district reserves the right to monitor all activity on this electronic network. Network users will compensate the district for any damage that is caused by network users' inappropriate use of the network.

A. General Unacceptable Behavior

While utilizing any portion of the Rice Lake Area School District's electronic network, unacceptable behaviors include, but are not limited to, the following:

1. Network users will not post information that, if acted upon, could cause damage or danger of disruption.
2. Network users will not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Network users will not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a network user is told by a person to stop sending messages, they must stop.
4. Network users will not knowingly or recklessly post false or defamatory information about a person or organization.

5. Network users will not use criminal communication in the course of committing a crime such as threats to the president, instructions on breaking into computer networks, child pornography, drug dealing, purchase of alcohol, gang activities, threats to an individual, etc.
6. Network users will not use speech that is inappropriate in an educational setting or violates district rules.
7. Network users will not abuse network resources such as sending chain letters or "spamming."
8. Network users will not display, access or send offensive messages or pictures.
9. Network users will not use the Rice Lake Area School District's electronic network for commercial purposes. Network users will not offer, provide, or purchase products or services through this network unless the activity is educational related and approved by a building level administrator.
10. Network users will not use the Rice Lake Area School District's electronic network for political lobbying. However, Network users may use the system to communicate with elected representatives and to express their opinions on political issues.
11. Network users will not attempt to access non-instructional district systems, such as student information systems or business systems such as Skyward.
12. Network users may obtain guest access to the Rice Lake Area School District's wireless network to obtain filtered Internet browsing through the student's personal devices for educational purposes. The use of personal devices on the wireless network is subject to approval of district staff and the Internet/network activity is to be monitored by district staff. The district is not responsible for any management of student personal devices so that wireless, wired, Internet, or network access can be obtained.
13. Network users will not use district equipment, network, or credentials to threaten employees, or cause a disruption to the educational program.
14. Network users will not use the district equipment, network, or credentials to send or post electronic messages that are abusive, obscene, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal.

B. E-Mail

1. E-mail for students in the elementary and middle school grades will only be provided through a teacher or classroom e-mail account.
2. High school students may be provided with e-mail accounts so that they can complete specific educational projects or activities.
3. Network users may access Web-Based e-mail accounts on commercial services as long as the activity is educational related and the service is open on the network. All activity using the Rice Lake Area School District Network is subject to the Telecommunications Acceptable Use Guidelines and Agreement.
4. Network users will not repost a message that was sent to them privately without the permission of the person who sent them the message.
5. Network users will not post private information about another person.

C. World Wide Web

1. Elementary School Level - Access to information for students on the Web be provided through filtered sites and be limited to sites that are closely supervised by the teacher.
2. Middle and High School Level - Access to information for students on the Web will generally be provided through filtered sites and in a manner prescribed by their school.

D. Real-time, Interactive Communication Areas

1. Network users may use chat or instant messaging, but only under the direct supervision of a teacher or in a moderated environment that has been established to support educational activities and has been approved by the district or individual school.

E. Web Sites

1. Elementary and Middle School Level - Group pictures without identification of individual students are permitted. Student work may be posted with either student first name only or other school-developed identifier (such as an alias or number).
2. High School Level - Students may be identified by their full name with parental approval. Group or individual pictures of students with student identification are permitted with parental approval. Parents may elect to have their child assigned to the elementary/middle school level of use.
3. Material placed on network user Web pages are expected to meet academic standards of proper spelling, grammar and accuracy of information.
4. Material (graphics, text, sound, etc.) that is the ownership of someone other than the network user may not be used on Web sites unless formal permission has been obtained.
5. All network user Web pages should have a link back to the home page of the classroom, school or district, as appropriate.

F. Personal Safety

1. Students will not share personal contact information about themselves or other people. Personal contact information includes address, telephone, school address, or work address.
2. Elementary and middle school students will not disclose their full name or any other personal contact information for any purpose to anyone outside of their school community.
3. High school students will not disclose personal contact information, except to education institutes for educational purposes, companies or other entities for career development purposes, or without specific building administrative approval.
4. Students will agree not to meet with someone they have met online.
5. Network users will promptly disclose to a teacher or other school employee any message received that is inappropriate or makes the network user feel uncomfortable.

G. System Security

1. Network users are responsible for their individual accounts and should take all reasonable precautions to prevent others from being able to use them. Under no conditions should Network users provide their password to another person.
2. Network users must immediately notify a teacher or the system administrator if they have identified a possible security problem. Network users should not go looking for security problems, because this may be construed as an illegal attempt to gain access.
3. Network users will not attempt to gain unauthorized access to any portion of the Rice Lake Area School District's electronic network. This includes attempting to log in through another person's account or access another person's folders, work, or files. These actions are illegal, even if only for the purposes of "browsing".
4. Network users will not make deliberate attempts to disrupt the computer system or destroy data by spreading computer viruses or by any other means. These actions are illegal.
5. Network users will not attempt to access Web sites blocked by district policy, including the use of proxy services, software, outside resources or Web sites.
6. Network users will not use sniffing or remote access technology to monitor the network or other user's activity or other technologies to gain information about other users' personal information.

H. Software and Files

1. Software is available to Network users to be used as an educational resource. No network user may install, upload or download software without permission from the district technology department.
2. A student's account may be limited or terminated if a student intentionally misuses software on any district-owned equipment.
3. Files stored on the network are treated in the same manner as other school storage areas, such as lockers. Routine maintenance and monitoring of the Rice Lake Area School District's electronic network may lead to discovery that a student has violated this policy or the law.
4. Network users should not expect that files stored on district servers are private.

I. Technology Hardware

1. Hardware and peripherals are provided as tools for network user use for educational purposes. Network users are not permitted to relocate hardware (except for portable devices), install peripherals or modify settings to equipment without the consent of the district technology department.

J. Vandalism

1. Any malicious attempt to harm or destroy data, the network, other network components connected to the network backbone, hardware or software, will result in cancellation of network privileges. Disciplinary measures in compliance with the district's discipline code and policies will be enforced.

K. Plagiarism and Copyright Infringement

1. Network users will not plagiarize works found on the Internet. Plagiarism is taking the ideas or writings of others and presenting them as if they were the Network users'.
2. District policies on copyright will govern the use of material accessed and used through the district system.
3. Copyrighted material will not be placed on any system without the author's permission. Permission may be specified in the document, on the system or must be obtained directly from the author.

L. Videoconference

1. Videoconferencing is a way that network users can communicate with other speakers, museums, etc. from other parts of the country and the world. With videoconferencing equipment, network users can see, hear, and speak with other students, teachers, speakers, museum personnel, etc. in real-time.
2. Videoconference sessions may be videotaped by district personnel or by a participating school involved in the exchange in order to share the experience within ours or their building or district.
3. Network users' voices, physical presence, and participation in the videoconference are transmitted to participating sites during each session. Rules and procedures relative to acceptable use and behavior by network users apply during all videoconference sessions.

M. Student Rights

1. Network users' right to free speech applies to communication on the Internet. The Rice Lake Area School District's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons. The district will not restrict a student's speech on the basis of a disagreement with the opinions that are being expressed.
2. An individual search will be conducted if there is reasonable suspicion that a network user has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

N. Due Process

1. The district will cooperate fully with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.
2. In the event there is an allegation that a network user has violated the Telecommunications Acceptable Use and Guidelines and Agreement, the network user will be provided with a written notice of the alleged violation, such as a discipline referral in Skyward. An opportunity will be provided to present an explanation before a neutral administrator (or network user will be provided with notice and an opportunity to be heard in the manner set forth in the disciplinary code).
3. Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the network user in gaining the self-discipline necessary to behave

appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

4. If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a network user's use of his/her network account.

O. Limitation of Liability

1. The district makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data or interruptions of service.
2. The district is not responsible for the accuracy or quality of the information obtained through or stored on the network.
3. The district will not be responsible for financial obligations arising through the unauthorized use of the network.

P. Violations of this Acceptable Use Policy

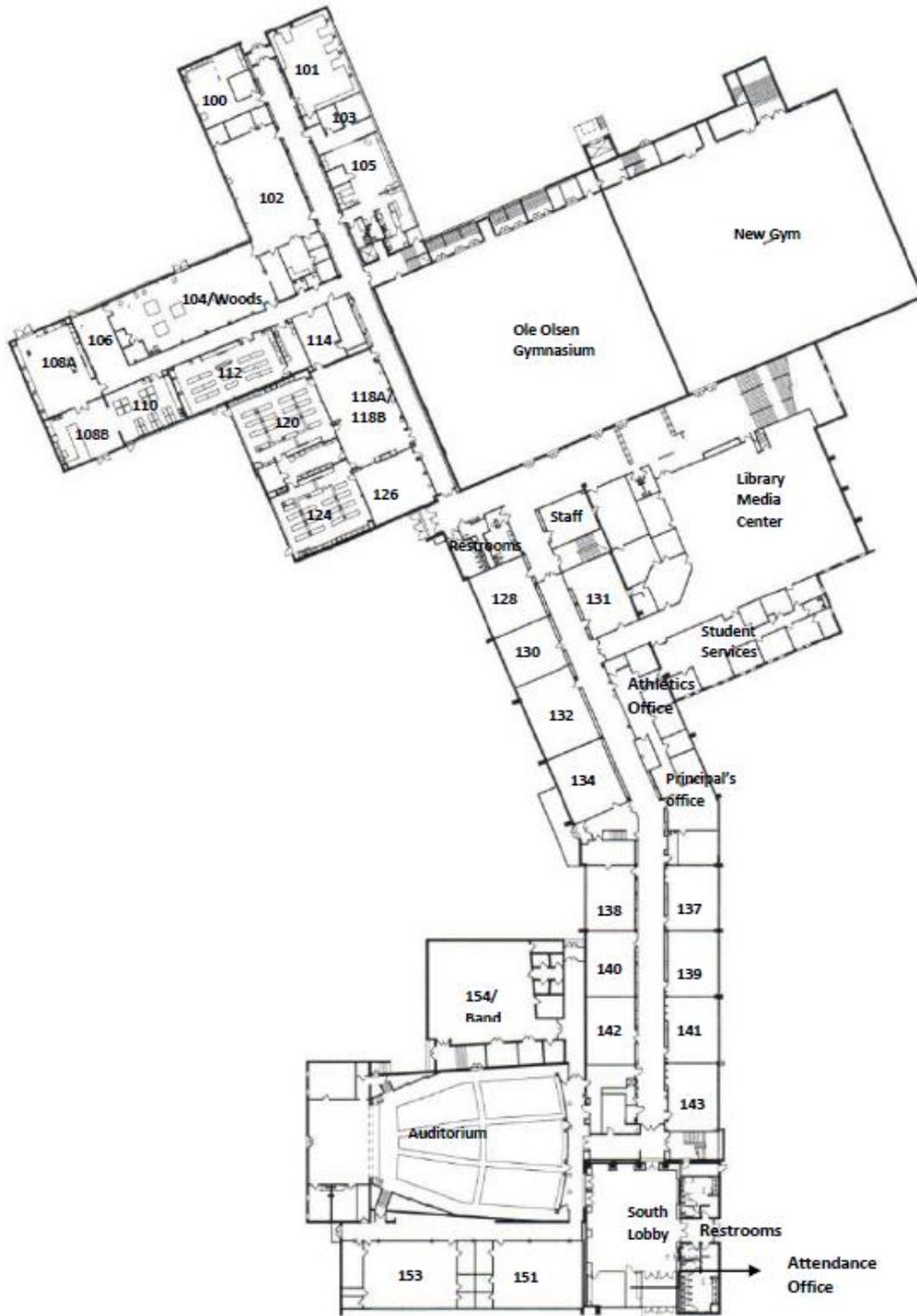
Violations of this policy may result in loss of access as well as other disciplinary or legal action. Network users' violation of this policy shall be subject to the consequences as indicated within this policy as well as other appropriate discipline, which includes but is not limited to:

1. Use of district network only under direct supervision
2. Suspension of network privileges, including access to tools and resources
3. Revocation of network privileges, including access to tools and resources
4. Suspension of computer privileges
5. Suspension from school
6. Expulsion from school and/or Legal action and prosecution by the authorities

The particular consequences for violations of this policy shall be determined by the school administrators. The superintendent or designee and the board shall determine when school expulsion and/or legal action or actions by the authorities are the appropriate course of action.

Adopted: 06/09/97
Revised: 08/09/04
02/27/06
11/27/07
06/30/09
04/28/11

Rice Lake High School Main Floor



Rice Lake High School Upper Floor

