



RICE LAKE HIGH SCHOOL

**"A Commitment to Excellence"
*2019-2020***

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.

Welcome to Your School!

High School Office Staff

Principal	Mr. Curt Pacholke
Assistant Principal/ Athletic Director	Mr. Tim Lipke
Assistant Principal	Mark Beise
Administrative Secretary	Lacy Groth
Financial Secretary	Peggy Hansen
Attendance Secretary	Tonia Leamy
Athletic Secretary	JoAnn Nanstad

Telephone Numbers

High School	234-2181
Principal	Extension 5003
Athletic Director	Extension 5245
Assistant Principal	Extension 5114
Attendance	234-2181 option #2
Student Services	Extension 5657
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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Bell Schedule for 2019-20

<u>Period</u>	<u>Begins</u>	<u>Ends</u>
<u>1</u>	<u>8:00</u>	<u>9:24</u>
<u>2</u>	<u>9:34</u>	<u>10:57</u>
3 "A" Lunch	11:02	11:32
Class Meets	11:37	1:00
Class Meets	11:02	11:31
"B" Lunch	11:34	12:04
Class Resumes	12:07	1:00
Lunch for Duty Staff	12:04	12:34
Class Meets	11:02	12:25
"C" Lunch	12:29	1:00
<u>4 (Homeroom/Resource)</u>	<u>1:05</u>	<u>1:43</u>
<u>5</u>	<u>1:48</u>	<u>3:12</u>

SCHOOL CALENDAR

August	28	Freshman Orientation and HS Open House 6:00-8:00 pm
September	2	No School- Labor Day
September	3	Freshman First Day
September	4	First Day for all Students
September	30	Teacher In-Service – All Levels- No school
October	3	HS Parent/Teacher Conferences 4:30 - 7:30 pm
November	1	End of First Quarter (43 days)
November	4	Teacher In-Service – All Levels- No school
November	26	Thanksgiving Vacation Begins at Close of School Day
December	2	School Resumes
December	10	HS Parent/Teacher Conferences 5:00 - 7:30 pm
December	20	Winter Vacation Begins at Close of School Day
January	2	School Resumes
January	17	End of Second Term (43 days)
January	20	Teacher In-Service- All Levels - No school
February	17	Teacher In-Service- All Levels - No school
February	20	HS Parent/Teacher Conferences 5:00 - 7:30 pm
March	3	ACT for Juniors
March	20	End of Third quarter-Spring Vacation Begins at Close of School Day
March	30	School Resumes
April	10	Vacation Day-No School
April	13	School Resumes
April	20	Academic Awards Night
April	29	ACT Aspire for Freshmen and Sophomores
May	5	HS Parent/Teacher Conferences 5:00 - 7:00 pm
May	25	Memorial Day - No School
May	31	Graduation
June	5	Last Day for Students (End of Fourth Term -48 days)

RESOURCE/ INTERVENTION PERIOD

The Rice Lake High School offers each student a 38 minute resource period. This Resource Period is an opportunity for students to get extra help, make up work, complete work, and meet with teachers. Students are assigned to either Level 1 or Level 2 Resource. The criteria for Level 1 and 2 Resource are below:

Level 1 Resource <ul style="list-style-type: none">• Students who hold a B or higher• No attendance issues• No referrals	Level 2 Resource <ul style="list-style-type: none">• Students with a grade average of below a B• Students who have documented attendance and/or behavior referrals• First Semester: all 9th grade students• Second Semester: 10th – 12th grade students who have not completed Academic and Career Plan requirements for the CURRENT year of high school
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Criteria for Resource assignments are checked every 4.5 weeks. All freshmen students are assigned a Level 2 Resource for Terms 1 and 2. Resource assignments are posted on student Skyward accounts.

HARASSMENT/BULLYING

Students have the right to attend school and benefit to the fullest from the educational opportunities offered. The Rice Lake Area School District does not tolerate harassment or bullying in any form and will take all necessary and appropriate action to eliminate it.

As defined by board policy “harassment” means behavior directed towards another person:

1. which either: (1) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student’s race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (2) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student’s physical appearance, economic status, or social status; or (3) does not serve a legitimate purpose;
AND
2. which either: (1) substantially interferes with a student's school performance, an employee’s ability to do his/her work, or any person’s ability to perform or participate in a District related function; (2) substantially interferes with a student’s ability to participate in or benefit from any school activity or program; (3) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (4) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (5) causes a substantial disruption to any school-related activity or program; or (6) compromises the District’s ability to operate efficiently and effectively.

As defined in board policy:

1. "Bullying" refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following:
 - a. Substantially interfering with any student's education;
 - b. Substantially interfering with a person's ability to participate in or benefit from any school activity or program;
 - c. Endangering the health, safety, or property of the target(s) of the behavior; or
 - d. Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.
2. "Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school-sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; or (5) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person). Student violations of this policy will as a rule be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history. Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The RLASD Board of Education Bullying and Harassment Policy can be found by clicking [here](#) or by going to the district website.

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 (50 class periods) 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 (50 class periods).

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 **8:00 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

Students are expected to arrive to each class period on time. Being on time means being seated and ready for learning when the bell rings. Students who are tardy to class without an acceptable excuse will face consequences, which may include, but are not limited to: (1) detention, 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.**

SUCCESS SKILLS

Rice Lake High School has adapted a series of skills that students should work to obtain for developing characteristics to improve their success both in and out of school. These success skills allow teachers to give students feedback on items of importance that are not included in a student's academic grade.

 Success Skills	Meeting Expectations	Room For Improvement	Action Required
Prompt & Prepared	<ul style="list-style-type: none"> <input type="checkbox"/> I am organized and bring all necessary materials to class. <input type="checkbox"/> I complete my work on time. <input type="checkbox"/> I am always in class and on time. <input type="checkbox"/> I follow up when I have questions in class and/or after an absence. 	<ul style="list-style-type: none"> <input type="checkbox"/> I am somewhat organized and usually bring all necessary materials to class. <input type="checkbox"/> I usually complete my work on time. <input type="checkbox"/> I am usually in class and on time. <input type="checkbox"/> I usually follow up when I have questions in class and/or after an absence. 	<ul style="list-style-type: none"> <input type="checkbox"/> I am disorganized and often do not bring necessary materials to class. <input type="checkbox"/> I often fail to complete work on time. <input type="checkbox"/> I am frequently absent from class and/or not on time. <input type="checkbox"/> I do not follow up when I have questions in class and/or after an absence.
Persistent & Productive	<ul style="list-style-type: none"> <input type="checkbox"/> I consistently have a high level of academic concern and effort. <input type="checkbox"/> I consistently maintain a growth mindset, even when tasks are challenging. <input type="checkbox"/> I stay actively engaged in my learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> I usually have a high level of academic concern and effort. <input type="checkbox"/> I usually maintain a growth mindset, even when tasks are challenging. <input type="checkbox"/> I usually stay actively engaged in my learning. 	<ul style="list-style-type: none"> <input type="checkbox"/> I have a low level of academic concern and effort. <input type="checkbox"/> I do not have a growth mindset and often give up when tasks are challenging. <input type="checkbox"/> I am often disengaged from my learning.
Responsible & Respectful	<ul style="list-style-type: none"> <input type="checkbox"/> I am respectful to staff and peers. <input type="checkbox"/> I consistently use technology appropriately. <input type="checkbox"/> I contribute to a quality learning environment. 	<ul style="list-style-type: none"> <input type="checkbox"/> I am usually respectful to staff and peers. <input type="checkbox"/> I usually use technology appropriately. <input type="checkbox"/> I do not contribute to a quality learning environment. 	<ul style="list-style-type: none"> <input type="checkbox"/> I am disrespectful to staff and/or peers. <input type="checkbox"/> I rarely use technology appropriately. <input type="checkbox"/> I detract from a quality learning environment.

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. Teaching staff will control minor discipline issues in their classrooms. If a behavior goes beyond being minor or becomes habitual, a student referral will be generated 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. 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. Ref: Section 941.299 Wisconsin State Statutes.
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, vape pens (JUULS), 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

SCHOOL COUNSELORS

Each student has been assigned to one of the school counselors. Students with last names beginning with the letter **A-L** will be assigned to work with Ms. Ebner; **M- Z** with Mr. Shomion.

Withdrawals, Transfers

Students planning to withdraw or transfer from school must see their school 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 school counselor as a first step.

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 school 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 school 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.

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.

A variety of other special services are available to students, including school psychologists. School 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 aid 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, Dexedrine, 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 is the location of the after school 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. Additionally, students have access to a series of Chromebook carts. Use of these Chromebooks should be appropriate and follow the guidelines laid out for any school computer. Ref: Section 118.258 Wisconsin State Statutes.

To make better and more efficient use of the computer labs/Chromebooks 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 devices 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)**

STUDENT CELL PHONE USE / PERSONAL DEVICE (Apple Watch, Ipads, Ipods, etc)

Students are only allowed the use of cell phones/personal devices during the following times of the day.

1. In hallways during passing time. (Prohibited in locker rooms).
2. During lunch hour. (Prohibited in locker rooms).
3. Before and after school. (Prohibited in locker rooms).

Students must follow the directive of their classroom teacher for any cell phone use in the classroom. Any student using a cell phone without the teacher's permission will have their cell phones confiscated and given to an administrator. The cell phone will be returned to the student or parent/guardian, depending on number of offenses. Refusal to turn over a cell phone will result in disciplinary action.

Consequences:

- 1st Offense:** Students cell phone is put in the office for pick up at end of the day.
2nd Offense: Students cell phone is put in the office for pick up at end of the day. Parents will be contacted.

3rd Offense: Parent or Guardian is contacted and must pick cell phone up from office at the end of the day. **(The phone will only be given to the parent/guardian.)**

4th Offense: Parent or Guardian is contacted and must pick the phone up from office at the end of the day. If the cell phone is brought to school, the following day the student must place phone in office for five (5) school days or do not bring the phone on school grounds.

Subsequent offenses: Meeting with parents and a plan put in place to limit phone possession at school

If student a refuses to hand the phone over to an administrator, they will be sent to the high school office. If a student continues to refuse to hand over the phone, parents and the School Resource Officer will be contacted.

COURSE OPTIONS / EARLY COLLEGE CREDIT PROGRAM / START COLLEGE NOW

Students can earn college credit through the **Early College Credit Program (ECCP)**. A student who applies for the program and who is approved for the program may be permitted to enroll in a UW System institution, or an alternative private, non-profit institution of higher education (IHE) to take one or more courses for which the student may earn high school credit, post-secondary credit, or both.

The **Start College Now** program allows high school students to attend a Wisconsin technical college — either full- or part-time — and earn both high school and technical college credit. Students are eligible to apply if they have completed 10th grade with good academic standing, have met any course prerequisites, have written approval from their parent or guardian, and have no history of disciplinary problems.

See your school counselor for more details on these programs.

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.

STUDY HALLS

Students should take classes that follow their academic career plan or are areas of interest. Students should refrain from taking study halls, unless circumstances or a course schedule warrants this. It is recommended that a student take no more than one study hall in a given academic year.

INDEPENDENT STUDY - Grades 11-12

In order to take independent study for credit students MUST:

Independent opportunities are available to any student who meets the following requirement:

- Student has passed all of the pre-requisite coursework with a grade of B or higher/or teacher approval
- Student has articulated post-secondary goal in requested area of independent study
- One teacher recommendation from area of requested independent study that supports:
 - * Student is able to work independently
 - * Student is able to follow safety guidelines and procedures
 - * Student has documented ability to follow school attendance and behavioral expectations
- One teacher recommendation from another teacher that supports:
 - * Student is able to work independently

- * Student is able to follow safety guidelines and procedures
- * Student has documented ability to follow school attendance and behavioral expectations

A form is available in Student Services or online on the Student Services webpage. Deadline—one term prior

PASS / FAIL OPTION

Keyboard Applications 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. Parents will have the opportunity to sign up for a ten-minute conference with each of their student's teachers, during Parent/Teacher conferences; this can also be a scheduled phone conference. If you have any questions or feel that there has been a misunderstanding, please contact the teacher, school counselor, or principal. Teachers are encouraged to 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 assigned 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 with the principal is required before an extension will be granted.

GRADING/CREDIT

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

STANDARDS BASED GRADING AND LEARNING

As Rice Lake High School transitions to a Standards Based Learning and Grading system, new grading polices practices are being put into use. Some of these policies and practices are:

Rubrics

A rubric is given to the students for each essential outcome covered in a standards-based class. Each of the levels builds on the others and explains what learning the students have to demonstrate in order to earn that score. The students must master each level as they move up the rubric. The use of a rubric allows the student to know what the expectations are, where they are at in the learning process and what they need to do to reach mastery level. It allows the student to self-assess. Through weekly collaboration efforts, the staff at Rice Lake High School continues to develop a building rubric for use during the 2019-2020 school year. Below is a sample building rubric that will be replaced by a collaboratively developed rubric made up of RLHS teaching staff and administration, This rubric will be ready for publishing by the beginning of the 2019-20 school year.

<u>Point Value</u>	<u>Descriptor</u>
4.0 A	The student has mastered the standard
3.0 B	The student is proficient on the standard
2.0 C	The student has a basic understanding of the standard
1.0 D	The student has minimal understanding of the standard
0.0 F	The student shows no understanding of the standard

The intermediate scores of 0.5, 1.5, 2.5, and 3.5 are used to show that a student has partial understanding of the next level.

Assessment

Standards Based Grading and Learning focuses on two main types of assessments: Formative and Summative. **Formative** means assessment *for* learning—the results can help teachers plan instruction to meet their students’ current needs and students plan for their learning. **Summative** means assessment *of* learning—the results are for evaluation or accountability.

Examples of **formative assessments** might include exit tickets, running records, student work, checks for understanding during instruction, or non-evaluative tests that cover recently taught material and align with the standards.

Examples of **summative assessments** might include unit tests, final exams, teacher evaluations, quizzes, projects, presentations, labs, essays, and state standardized tests.

Retakes

Retakes encourage students to continue to learn. As educators we know at times students are unable to perform to their ability for a variety of reasons. Students are given additional opportunities to reach proficiency on specific learning targets. Retaking just for the sake of retaking will not provide the learning we wish to see. Instead, students need to show they have improved

their understanding of the standard. A retake or reassessment opportunity is a privilege, not a right.

In order for students to earn the opportunity to retake a summative assessment, they will need to complete one or more of the following steps that should be discussed with the class and shared in the course syllabus. These demonstrations of understanding may include but are not limited to:

1. completion of additional homework/classwork as practice
 2. verbal conversation and/or meeting with the teacher
 3. corrections on previous assessment
 4. written paragraph explaining original misunderstandings
 5. completion of designated formative assessments
- Students must complete the retake process within the timeline set by the classroom teacher. Typically, this is prior to the next summative assessment.
 - A retake is not available for assessments given during the final week of the term.
 - The score earned on the retake of the summative test will replace the original score.

Throughout a unit of study, teachers will inform students of formative work that will be considered “required” and allow for the opportunity for a summative retake.

- *This may not apply to all types of summative assessments including long term, multi-step assessments such as a research paper, project, or presentation.*
 - *In many of these cases, such as a research paper, students receive feedback on each step of the process and have multiple opportunities to revise portions of the paper or project before final submission.*

Upon their discretion, instructors may provide additional opportunities for students to display proficiency or mastery of learning for extenuating circumstances.

Google Classroom

Teaching staff at Rice Lake High School utilize Google Classroom as a platform to allow students and parents access to course assignments, assessments, notes and daily goals. Google Classroom allows for students and parents to know what is taking place in a classroom during a given day or unit. This allows students to access materials during periods of absence, school vacations, etc.

Course Syllabuses

Teachers will provide a course syllabus to students for each course they are enrolled. The syllabus will summarize the course in terms of material of study, expectations and other vital information that the student should be aware for a particular course. The summative assessment retake process will also be a component of the course syllabus.

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. Freshman whose cumulative GPA of 3.9 or higher after term 2 of their freshman year will be awarded a certificate.
2. Sophomores whose cumulative GPA of 3.8 or higher after term 2 of their sophomore year will be awarded a certificate and an academic letter.
3. Juniors whose cumulative GPA of 3.7 or higher after term 2 of their junior year will be awarded a certificate, an academic pin and an academic letter.

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 **Academic and Career Plan (ACP) formerly e-portfolio**. These credits must include the following required coursework:

Social Studies - 3 credits

English - 4 credits

Science - 3 credits

Mathematics - 3 credits

Physical Education - 1 1/2 credits

Health - 1/2 credit

Freshman Success-1/2 credit

***Completion of all Academic and Career Plan (ACP) 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 school 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 removed by the maintenance staff.
7. It is important that student lock all valuables in their school locker or if they are assigned a locker in one of the physical education classes / locker rooms.

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. Snowmobiles, ATV's or UTV's are not allowed.
2. To be legally parked, your vehicle must be parked in a designated student 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.**

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 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 vender 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 15 years of age and not working for a parent or guardian, 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

The school bus is considered an extension of the classroom; therefore, students shall conduct themselves while on the bus in a manner consistent with standards for classroom behavior. School buses do have onboard cameras. In addition, bus rider rules shall be followed.

The behavioral expectations when students ride the bus include:

- Students stay seated while the bus is moving ·
- Students follow the driver's directions ·
- Students will not eat or drink on the bus

The bus driver is in full authority when on a route. The driver has the right to discipline in a reasonable manner. The driver will instruct students in safe crossing procedures. The driver has the right to assign seats, give verbal warnings, give instructions to students, and send written reports of misconduct to the building principal.

In cases of continuing misconduct on the bus or misconduct that can lead to suspension of bus riding privileges, the misconduct should be reported to the building principal for action. A student's bus riding privileges may be suspended for:

1. Behavior that compromises safe busing;
2. Behavior that endangers health, safety or property;
3. Repeated violation of bus rider rules; or
4. Violation of any other Board policies or school rules governing student conduct.

Bus Misconduct

There will be consequences for students who do not follow these expectations. Students will receive a verbal prompt when their behavior does not meet expectations. If the student does not comply, the bus driver will submit a written bus referral. Bus referrals will be forwarded to the building principal.

Unless there is student behavior that warrants more immediate action, consequences for not following bus expectations will be as follows:

- The first written referral - the principal meets with the student to discuss the expectations. The parents will receive a phone call.
- The second written referral - the principal meets with the student and calls a parent. The student will receive a two-day suspension from the bus.
- The third written referral - the principal meets with the student and calls a parent. The student will receive a four-day suspension from the bus.
- The fourth written referral-the principal meets with the student and calls a parent. The student's bus riding privileges may be suspended to the end of the current semester or the end of the school year.
- The fifth written referral-the principal meets with the student and calls a parent. A student who is suspended from bus riding privileges will not be allowed to ride the bus to field trips or extra-curricular activities.

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 to check in.

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

Boys

Girls

<u>Fall</u>	<u>Varsity Coach</u>		<u>Varsity Coach</u>
Football	Mr. Hill	Tennis	Ms. Maite Oyarbide-Sanchez
Cross Country	Mr. Stone	Cross Country	Mr. Stone
Soccer	Mr. Gilbert	Volleyball	Mrs. Sommerfeld
		Golf	TBD
		Swimming	Mr. Burdorf

Winter

Basketball	Mr. Orr	Basketball	Ms. Olson
Hockey	Mr. Engel	Gymnastics	Ms. Chelsea Becker
Wrestling	TBD		
Swimming	Mr. Liddle/Mr. Henningsen		

Spring

Baseball	Mr. Fisher	Softball	Mr. Sutton
Golf	Mr. Germanson	Track & Field	Mrs. Schmidt
Track & Field	Mr. Tebo	Soccer	Mr. Merkt

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
Yearbook	Mr. Panasuk
Skills USA	Mr. Carr
International Club	Mrs. Leal/Mrs. Staut
FFA	Mr. Kolpack
National Honor Society	TBD
Student Council(SWAG)	Mr. Thurston
Warriorettes	Ms. Katie Hanvelt
FBLA	Mrs. Orr
FCCLA	Mrs. Unbehaun
Math Team	Mrs. Wyse
Conservation Club	Mr. Munden
GSA	Mr. Morey
Blue, Gold, and Green Club	Mrs. Estreen
Fishing Club	Mr. Buchmann

CLASS ADVISORS

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

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, from the time of entering the building before school until the end of 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.

The RLASD Student Dress policy can be found [here](#) or by going to the school district website.

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. The RLASD Board of Education Directory Information Notice can be found by clicking [here](#) or by going to the district website.

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.

The RLASD Board of Education Access to Public Records Policy can be found by clicking [here](#) or by going to the district website.

STUDENT NONDISCRIMINATION POLICY AND COMPLAINT PROCEDURES

The Rice Lake Area School District shall not discriminate against any student who seeks admission to a school, wishes to participate in a curricular, extra-curricular, student services, recreational, or any program or activity because of the student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability as required by Section 118.13 of Wisconsin State Statutes, Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, and national origin), Section 504 of the Rehabilitation Act of 1973 (handicap), and the American with Disabilities Act of 1990 (disabilities).

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel. The District shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing to the (e.g. building principal).

The District encourages informal resolution of complaints. However, to address allegations of violations of its Non-Discrimination Policy, the Rice Lake Area School District has a formal complaint resolution process. Any questions concerning the Board's Non-Discrimination Policy should be directed to: Superintendent 700 Augusta Street Rice Lake, WI 54868 Phone: (715) 234-9007

The RLASD Board of Education Non Discrimination Policy can be found by clicking [here](#) or by going to the district website.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

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's Administrative Offices and comply with the following procedures:

Step 1: A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the District employee designated to receive complaints. The designated District employee will complete an investigation of the complaint. The designated District employee will send written acknowledgement of the receipt of the complaint to the complainant within 45 days. Complaints under USC s. 1415 and Chapter 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedures authorized by

Chapter 115, Subchapter V, WI Statutes. Complaints under 20 USC s. 1231 e-3 and 34 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 2: The District shall provide a prompt, complete, independent, and impartial investigation of the complaint. In most cases, the investigation will be conducted by the District Administrator's Designee. In some cases, the investigation may be conducted by an investigative team or outside consultant. The investigative team may consist of the District Administrator's Designee or Legal Counsel. The investigation shall include a thorough review of the circumstance under which the alleged discrimination occurred and any policies and practices related to the situation. The investigation may include the review of various documents and information acquired during the investigation which may include, but is not limited to, the response of the alleged discriminating employee, written or oral statements from witnesses, copies of or extracts from records, policy statements, on-site visit, or regulations of the District.

Step 3: After the investigation has been completed, the District Administrator's Designee shall inform the District Administrator of the District position on such determination of the complaint, and the District Administrator or the District Administrator's Designee shall communicate in writing such determination of the complaint to the complainant and respondent(s) within 90 days from the time the complaint is filed, unless an extension is agreed to by both parties.

Step 4: If the complainant is not satisfied with the District's position on such determination, or in lieu of utilizing these complaint procedures, the complainant may pursue alternate actions available under state or federal laws (e.g., appeal to State Superintendent of Public Instruction (for teachers), filing of complaint with the Equal Rights Division of the Department of Workforce Development, the U.S. Office for Civil Rights/Chicago and/or the courts having proper jurisdiction).

Step 5: Maintenance of Complaint Records-Records of all complaints shall be kept for the purpose of documenting compliance and past practices.

The records shall include information on all levels of the complaint and any appeals. The records should include: The name of the complainant and his/her status. The date the complaint was filed. The specific allegation made and any corrective action requested by the complainant. The name(s) of the respondents. The levels of processing followed, and the resolution, date, and decision-making authority at each level. A summary of facts and evidence presented by each party involved. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken. The RLASD Board of Education Discrimination Complaint Procedures can be found by clicking [here](#) or by going to the district website.

STUDENT DISCRIMINATION COMPLAINT FORM

A copy of this form is found on the district website under the school board policy. The form requests the student's name and address, nature of alleged discrimination and statement of complaint. Submit all copies to (employee designated to receive complaints) or the immediate supervisor, or their respective secretaries. The employee receiving the complaint will sign and date it. One copy will be returned to the complainant; one copy will be sent to the school or department affected by the complaint; and one copy will be sent to the complaint investigation officer. A copy of the form can be found by clicking [here](#) by going to the district website.

BULLYING AND HARASSMENT

The District does not tolerate harassment or bullying in any form and will take all necessary and appropriate action to eliminate it. Defining Bullying as used in this policy: "Bullying" refers to severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying usually (but not always) involves an actual or a reasonable perception of an imbalance of power between the bully and the victim/target. Bullying occurs when someone purposefully engages in written, spoken, nonverbal, or physical behaviors or

communications (including but not limited to actions that threaten, intimidate, insult, degrade, or ostracize) that have the effect of doing any of the following: Substantially interfering with any student's education; Substantially interfering with a person's ability to participate in or benefit from any school activity or program; Endangering the health, safety, or property of the target(s) of the behavior; or Creating a threatening, intimidating, hostile, or offensive environment within any District school, activity, or program.

"Cyber-bullying" is defined as bullying that involves the use of digital technologies, including but not limited to, e-mail, cell phones, text messages, instant messages, chat rooms, and social media.

Cyber-bullying is prohibited and treated the same as all other types of bullying.

Younger students might better understand the meaning of "bullying" when the term is defined to include conduct that one person uses on purpose and more than just one time to hurt, put down, embarrass, or scare another person, where the person who is being bullied would have difficulty protecting or defending him/herself.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.)

While bullying involves deliberate/purposeful conduct, intent/purpose may properly be inferred from the totality of the circumstances (e.g., where the behavior is persistent/repeated or where the responsible party reasonably should have been able to foresee the consequences of his/her actions and the manner in which his/her conduct would be likely to be perceived by the target(s) of the conduct).

Not all behaviors that (1) hurt another person's feelings; (2) are a manifestation of an interpersonal conflict; or (3) are in some way unkind amount to acts of bullying (or harassment) as defined in this policy. However, such negative behaviors are still a legitimate subject of concern and regulation within the school environment.

As used in this policy, the term "harassment" means behavior directed towards another person:

1. which either: (1) is based, in whole or in part, on any legally-protected characteristic or classification, including (with respect to a student victim/target) a student's race, color, national origin, ancestry, sex, sexual orientation, religion, creed, pregnancy, marital or parental status, or any physical, mental, emotional or learning disability; (2) is based on some other actual or perceived, but irrelevant, distinguishing characteristic, such as (with respect to a student victim/target) a student's physical appearance, economic status, or social status; or (3) does not serve a legitimate purpose; AND

2. which either: (1) substantially interferes with a student's school performance, an employee's ability to do his/her work, or any person's ability to perform or participate in a District related function; (2) substantially interferes with a student's ability to participate in or benefit from any school activity or program; (3) creates an intimidating, hostile or offensive environment within any District school, activity, or program; (4) substantially interferes with or endangers the education, health, safety, or property of the victim/target; (5) causes a substantial disruption to any school-related activity or program; or (6) compromises the District's ability to operate efficiently and effectively.

Bullying and Harassment by Students is Prohibited

The District prohibits students from bullying or harassing any person when either the aggressor and/or the target (victim) of the behavior is (1) at school or on school grounds; (2) at any school sponsored activity; (3) using District-provided transportation; (4) under the supervision of a school district authority; or (5) otherwise within the scope of the District's disciplinary jurisdiction (such as conduct that occurs away from school that endangers the health, safety or property of a person).

Student violations of this policy will normally be addressed through remedial interventions and/or consequences. The exact response applied to a particular incident shall take into consideration the totality of the relevant circumstances, including but not limited to the nature and severity of the conduct, the age and developmental level of the student, and the student's behavioral history.

Possible consequences for students who engage in bullying or harassment (or prohibited retaliation) include, but are not limited to revocation of school-related privileges, temporary removal from class

or school activities, suspension, expulsion, and/or referral to law enforcement officials for possible legal action.

The District is not able to investigate and impose the same school-related consequences on a student for all out-of-school conduct that, if the conduct had taken place under other circumstances, would have constituted a violation of this policy and been within the school's jurisdiction for suspension or expulsion. However, where a District employee determines, based on communications with students or parents or guardians, that an out-of-school incident (or alleged incident) is having, or is likely to have, a negative effect within the school environment, the Board of Education authorizes District 3 staff to respond to non-school incidents that are brought to the District's attention through activities that may include a parent meeting, safety planning, counseling, or other appropriate interventions.

Reports/Complaints; Confidentiality

The District shall establish and implement procedures under which incidents and concerns involving bullying, harassment, or any related allegations of retaliation can be reported and addressed in an appropriate manner.

In addition to any other reporting procedures that are established:

1. When the victim/target of the alleged behavior is a student, a person may report the behavior as a complaint using the Report of Bullying or Harassment form; or
2. When the victim/target of the alleged behavior is an employee, a person may report the behavior as a complaint using the Harassment Complaint form under the District's Employee Harassment complaint procedures; or
3. When the victim/target of the alleged behavior is neither an employee nor a student, a person may report the behavior to the appropriate activity supervisor, building principal, or to the Director of Pupil Services. A written complaint is preferred, but, no matter how the report is presented, the person making the report should clearly and expressly identify that he/she is reporting a concern with bullying, harassment, or retaliation.

Although absolute confidentiality cannot be assured, the District will maintain the confidentiality of reports and complaints to the extent required by any applicable law, and the District will otherwise make efforts to maintain confidentiality where non-disclosure does not interfere with the District's ability to appropriately process and respond to the report or complaint. Nonetheless, investigating a matter often involves disclosing (directly or indirectly) the identity of persons involved in the particular events/issues. Individuals who have specific concerns about confidentiality should arrange to discuss those concerns with the District as early as possible in the process.

Retaliation is prohibited against any person who has reported in good faith (or who is believed to have reported) a possible violation of this policy, or against any person who otherwise participates in any investigation, inquiry, or other proceeding related to an incident, report, or complaint of bullying or harassment. Retaliation includes, but is not limited to, any form of intimidation, harassment, or inappropriate disparate treatment. Such retaliation shall be considered a serious violation of Board policy independent of whether the report, complaint, or allegation in question is substantiated. Allegations or concerns regarding retaliation may be reported to the District using the procedures that are established for reporting harassment and/or bullying.

Knowingly providing false information regarding alleged bullying or harassment, fabricating incidents/allegations, and similar bad-faith conduct shall also be regarded as a serious offense and will result in disciplinary action or other appropriate sanctions.

The RLASD Bullying and Harassment Policy can be found by clicking [here](#) by going to the district website.

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.

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

RULE(1)

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INSTRUCTION

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.

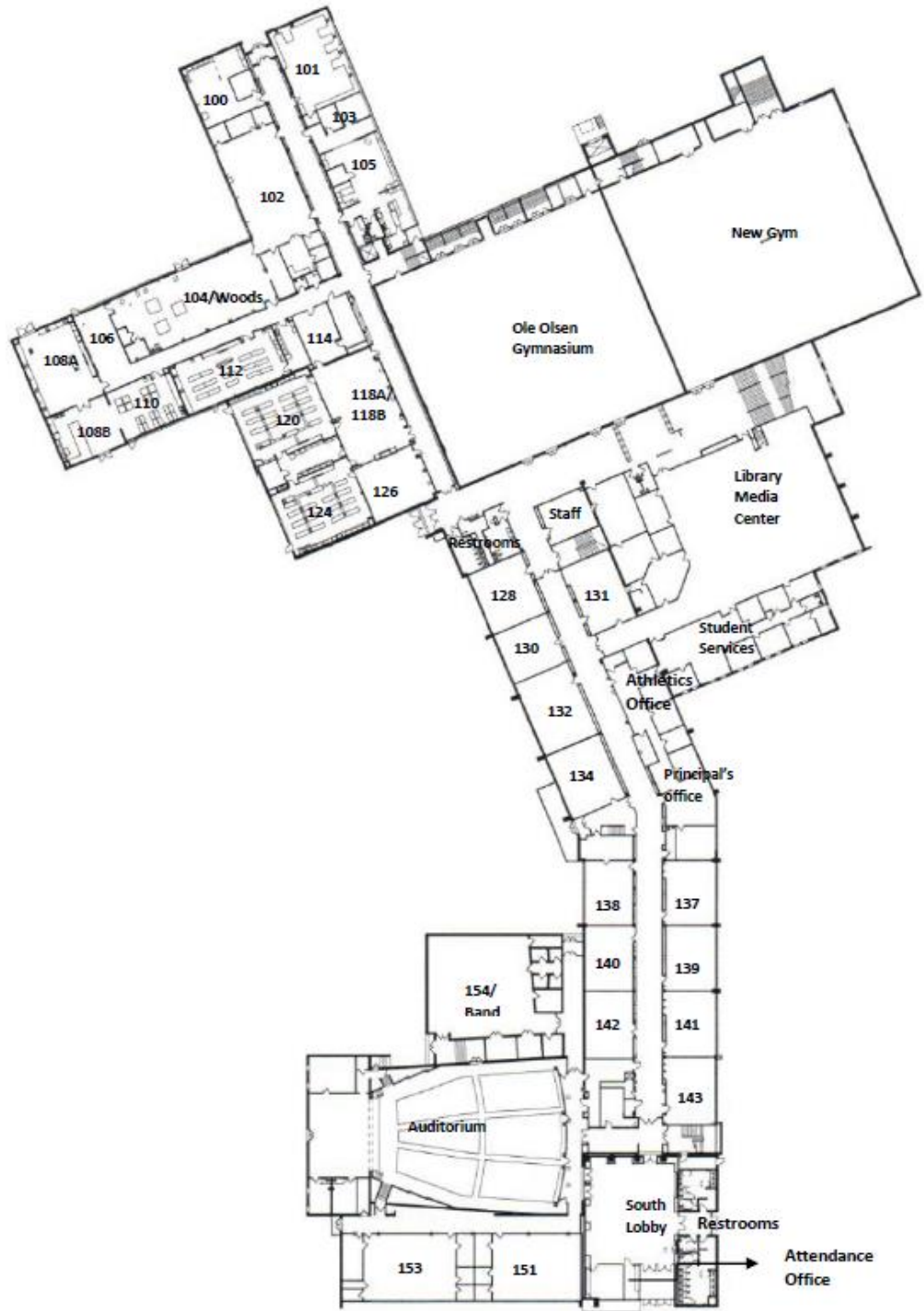
P. Violations of this Acceptable Use Policy

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. The RLASD Guidelines for Responsible use of Information Technology Resources by Students can also be found [here](#) by going to the district website.

Rice Lake High School Main Floor



Rice Lake High School Upper Floor

