



RICE LAKE HIGH SCHOOL

"A Commitment to Excellence"

2023-2024

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	Curt Pacholke
Assistant Principal/ Athletic Director	Tim Lipke
Assistant Principal	Mark Beise
Administrative Secretary	Lacy Groth
Financial Secretary	Jodi Drost
Attendance Secretary	Tonia Leamy
Athletic Secretary	Jodie Lenhart
Student Resource Officer	Andy Jondreau

Telephone Numbers

High School	715-234-2181
Principal	Extension 5003
Athletic Director	Extension 5245
Assistant Principal	Extension 5114
Student Resource Officer	Extension 5701
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**

Contents

<u>Daily Time Schedule</u>	4
<u>School Calendar</u>	5
<u>Harassment/Bullying</u>	6
<u>Attendance</u>	7
<u>Procedures When Absent</u>	6
<u>Pre-Arranged Absences</u>	7
<u>Make-Up Work</u>	8
<u>Unexcused Absences</u>	8
<u>Tardy to School/Class</u>	9
<u>Success Skills</u>	10
<u>Behavior Guidelines</u>	10
<u>Discipline</u>	10
<u>Detention</u>	11
<u>Suspension</u>	11
<u>Student Code of Conduct</u>	12
<u>Student Services and Other Information</u>	13
<u>School Counselors</u>	13
<u>School Nurse</u>	14
<u>LMC/Chromebooks</u>	15
<u>Cell Phone Policy</u>	15
<u>Course Options/ Early College Credit/</u>	16
<u>Parent Teacher Conferences</u>	17
<u>Standards Based Learning</u>	17
<u>Honor Roll/Academic Awards</u>	19
<u>Graduation Requirements</u>	20
<u>Early Graduation</u>	20
<u>Fees/Lockers</u>	21
<u>Student Searches</u>	22
<u>Parking Lot</u>	22
<u>Eating and Drinking</u>	23
<u>Safety Procedures and Drills</u>	23
<u>Dance and Party Regulations</u>	24
<u>Work Permits</u>	25
<u>School Bus Policy</u>	25
<u>Visitors</u>	26
<u>National Honor Society</u>	26
<u>Athletics/Student Activities</u>	26
<u>Student Dress Code</u>	27
<u>Statutes/Policies</u>	28-30
<u>Building Maps</u>	31-32

Bell Schedule

<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	12:04	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>1:04</u>	<u>1:43</u>
<u>5</u>	<u>1:48</u>	<u>3:12</u>

SCHOOL CALENDAR

August	30	Freshman Orientation and HS Open House 6:00-8:00 pm
September	1	Freshman First Day
September	4	No School- Labor Day
September	5	First Day for all Students
September	28	HS Parent/Teacher Conferences 4:30 - 7:30 pm
September	29	Teacher In-Service – All Levels- No school
November	3	End of First Quarter (45 days)
November	6	Teacher In-Service – All Levels- No school
November	21	Thanksgiving Vacation Begins at Close of School Day
November	27	School Resumes
December	7	HS Parent/Teacher Conferences 5:00 - 7:30 pm
December	22	Winter Vacation Begins at Close of School Day
January	2	School Resumes
January	18	End of Second Term (44 days)
January	19	Teacher In-Service- All Levels - No school
February	19	Teacher In-Service- All Levels - No school
February	22	HS Parent/Teacher Conferences 5:00 - 7:30 pm
March	8	Vacation Begins at Close of School Day
March	18	School Resumes
March	29	Vacation Day-No School
March	31	End of Third quarter-Spring (43) Days
April	1	Teacher In-Service- All Levels - No school
May	2	HS Parent/Teacher Conferences 5:00 - 7:00 pm
May	3	Teacher In-Service- All Levels - No school
May	24	Graduation
May	27	Memorial Day - No School
June	5	Last Day for Students (End of Fourth Term -43 days)
June	6	Teacher In-Service- All Levels - No school

RESOURCE/ INTERVENTION PERIOD

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. Resource rules of conduct can be found [here](#). 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 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
---	---

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 ([Board Policy #411.3](#))

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.

ATTENDANCE ([Board Policy #430](#))

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. 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.

PLEASE NOTE: Absences and tardies are automatically electronically reported to the State. The School District is required to take legal action based on the automatic reports of absences to comply with State Attendance Laws.

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 (715-234-2181) preferably before 8:00AM. 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. If possible, please try to schedule appointments outside of school hours.

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 their 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. Students missing in excess of 5 days (25 class periods) for illnesses during Semester 1 and 2 will be required to bring in a medical note for every subsequent illness (5 per semester).
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, at 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.

MEDICAL NOTES

The school may require medical notes due to the amount of absent days or chronic absenteeism of a student. Excused absences excused by a medical note may not exceed **30** days. Once the 30 days has passed, a new medical note from a provider must be provided for the absences to be excused.

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.

Please attempt to schedule vacations around the School District's pre scheduled breaks.

Please note that it is the responsibility of the parents or guardians to keep track of the total of their students' absences. Per statute and school policy, the student may not be absent more than five days per semester, or ten days for the full school year.

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

3. If due to unforeseen circumstances the student shall exceed five days per semester or ten for the school year, please contact the building principal or truancy officer.

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 student. The students will be issued a permit to leave the building. This permit verifies their right to leave. Students must sign out at the attendance 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.**

A student who is feeling ill must stop by the school nurse prior to calling home to leave. If a student contacts a parent/guardian to leave without notifying the school nurse or attendance secretary, the absence may be unexcused. For safety reasons the school must talk to a parent or guardian on a school line not a student's cell phone.

UNEXCUSED ABSENCES

It is the responsibility of a building principal or truancy officer 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. If a student is habitually truant for unexcused absences they will be referred to the Rice Lake Municipal Court, Barron County District Attorney's office or the Department of Health & Human Services. Parents/guardians are legally required to ensure that their student is attending school. If the parent or guardian is refusing to attempt to get their student to school, per statute a referral may be made against the parent/guardian to the District Attorney's Office for Contributing to Truancy. **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 Statute 120.13](#).**

WISCONSIN STATE HABITUAL TRUANCY STATUTE

The Wisconsin Habitual Truancy Statute states the following:

- (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 they are 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 their parents, and who desires to take full responsibility for their attendance, must make this request known to the principal. The student is then responsible for the reporting of their 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 at 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 offenses are maintained in Skyward. Parents and students can view these by logging into Skyward.

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 their 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 them 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 a recommendation to the district administrator with appropriate background documentation. The district administrator will make recommendations regarding student expulsion to the Board of Education. In certain cases, a pre-expulsion hearing may be held with the district administrator or their designee. Please see board [policy 446.3](#) for more information.

The following behaviors may result in detentions, suspension, restorative practice, and referral to law enforcement, expulsion or other appropriate consequences. Unacceptable behaviors include, but are not limited to:

1. Possession of dangerous or illegal items
2. A false emergency by such acts as setting off a fire alarm, causing a bomb threat or similar acts
3. Acts of vandalism
4. Physical assaults, threats or intimidation
5. Possession or use of alcoholic beverages, tobacco, e-cigarettes, 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 (Board [Policy#442/Rule #442](#))

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 Special Education and Pupil Services.

ACADEMIC INTEGRITY

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

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

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

Plagiarism is taking credit, whether deliberate or not, for another person’s or source’s (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be “common knowledge” i.e., factual information that is considered in the “public domain” because it is published in multiple standard reference works.

Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance.

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

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

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

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-G** will be assigned to work with Mr. Kowalski; students with last names beginning with letter **H-N** will be assigned to Ms. Spear and last names starting with **O-Z** with TBD.

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. Additional information on course sign up can be found [here](#).

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, they 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. Information on obtaining a transcript can be found [here](#).

Testing

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

Other Services

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. The Rice Lake Area School District policy on medicine administration can be found [here](#).

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. Please refer to board [policy #445](#) and [Rule #445](#) for more information.

LIBRARY MEDIA CENTER PROCEDURES

All students and staff are welcome in the Library Media Center (LMC). The staff maintains a safe, quiet atmosphere to ensure everyone a reliable space for study, reading and research. Regular hours for the 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.

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.

CHROMEBOOKS/STUDENT USE OF TECHNOLOGY/

Each student at RLHS is provided a Chromebook. Students are responsible for the proper care of their device. Students are also responsible for making sure their device is properly charged at all times. A complete list of student responsibilities concerning their Chromebooks and an option for device insurance can be found [here](#).

The educational switch to 1:1 technology has made the demand for day to day use of computer labs less relevant. However, desktop computers can be found in the LMC, Student Services, rooms 132, room 134 and room 227 of the high school. Students are welcome to use the computers located in these areas when part of a class or supervised by an adult. Furthermore, when accessing any district technology, students must follow the guidelines for Responsible Use of Information Technology Resources by Students (See Board [Policy #363/Rule #363](#)).

STUDENT CELL PHONE USE

Student cell phones are not permitted in the classroom. Cell phones must be stored in lockers or backpacks during the school day (bell to bell) with the following exceptions:

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)

Any student possessing a cell phone in a classroom will need to bring their phone to the office. The cell phone will be returned to the student or parent/guardian, depending on the number of offenses. Refusal to turn over a cell phone will result in disciplinary action.

Consequences:

- 1st Offense:** Student's cell phone is sent to the office for pick up at the end of the day.
- 2nd Offense:** Student's cell phone is sent to the office for pick up at the end of the day. Parents will be contacted.
- 3rd Offense:** Parents or Guardian are contacted and must pick the cell phone up from the office at the end of the day. **(The phone will only be given to the parent/guardian.)**

4th Offense: Parents or Guardian are contacted and must pick the phone up from the office at the end of the day. If the cell phone is brought to school, the following day the student must place the phone in the 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 the teacher, they will be sent to the high school office and the phone will be handed over to an administrator. 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 (Board [Policy #343.45/Policy #343.46](#))

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.

More information on “Start College Now” can be found [here](#) or 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. Study halls will be assigned on a as needed basis. Study Hall rules can be found [here](#).

INDEPENDENT STUDY - Grades 11-12

In order to take independent study for credit students must meet the following requirement:

- Student has passed all of the prerequisite 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.

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. Students and parents are made aware of posted final grades via communication from the high school principal. Final grades can be found in each student's Skyward account. Parents can download an electronic (PDF format) report card.

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 into 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 are 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 policies and practices are being put into use. Some of these policies and practices are:

Rubrics

A rubric is provided 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 and receive formative feedback from the instructor.

Cite text evidence

To support my analysis of the text, I can:

- identify what happens in the book to support my analysis. (plot)
- analyze who is involved and what they say, think, and feel. (characters)
- cite specific details (words/sentences/passages) that are most important.
- infer.

*At least three specific quotes from the book: one quote per body paragraph.

4	3	2	1	0
Thorough and relevant text evidence is used to support ideas.	Sufficient and relevant text evidence is used to support ideas.	Adequate text evidence is used to support ideas.	Minimal text evidence is used to support ideas.	No text evidence is used.

Analyze and explain

To draw evidence, I can:

- choose strong pieces of evidence that support my analysis of the theme.
- compose thoughtful explanations and analyses to add my voice to my writing.

4	3	2	1	0
Thoughtful explanations and analysis; reader can hear authentic student voice. No repetition of the cited text.	Explanations and analysis evident; at points, the student voice echoes the research.	Some explanation and analysis evident; some research lacks student voice.	Minimal explanation and analysis; research lacks student voice.	No explanation or analysis evident; no student voice.

*Rubric-SAMPLE***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

Teachers 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 in. The syllabus will summarize the course in terms of material of study, expectations and other vital information that the student should be aware of 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 (Board [Policy #460.1](#))

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. This can be found on the high school website [here](#).

GRADUATION REQUIREMENTS (Board [Policy #344.5/ Rule #344.5](#))

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 \(ACP\)](#). Graduation Requirements can be found in the Career Planning and Course Description Guide found [here](#). These credits must include the following required coursework:

Social Studies - 3 credits, including the completion of the Civics Exam

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 their parents must make a written request to the Board of Education prior to the completion of their 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 for 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 Rice Lake 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 of 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. The Rice Lake Areas School District policy on student lockers can be found [here](#).

A hall locker is provided for each student when they enter school. The following regulations apply not only to the student's hall locker, but also to any additional lockers assigned to them 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 their 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 students 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 of Education recognizes that the privacy of students or their 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.

VIDEO SURVEILLANCE

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

PARKING LOT - MOTORIZED VEHICLES

1. Students that plan to park in the student lots should fill the form found [here](#) and turn it in to Mrs. J. Drost in the main office.
2. Only over the road licensed vehicles are allowed. Snowmobiles, ATV's or UTV's are not allowed.
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 student's 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. **A form to apply for free and reduced lunch [here](#).**

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 their 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 visitor 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. More information on student insurance can be found by clicking [here](#).

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, they 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

Posters, advertisements and/or publications must be cleared through the high school office before being displayed or distributed.

ACTIVITY CLUB PURCHASES

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

- Decide on the design and secure a vendor that will provide you with an order sheet.
- Hand out order sheets and have them returned 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' signatures.
- Place order with PO.
- Once the order is received, give an invoice with a request for payment to the financial secretary.

- All monies must be made to the financial secretary; no advisor should be taking money at any time.

FUNDRAISING (Board [Policy #374.1](#) and [Policy #850](#))

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

- 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 district administrator and/or the Board of Education.
- All monies 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

More information on obtaining work permits can be found [here](#).

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. The Rice Lake Area School District policy on bus conduct can be found [here](#).

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 them 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 south entrance, door S1, 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

Fall

	<u>Varsity Coach</u>
Football	Mr. Hill
Cross Country	Mrs. Dickey
Soccer	Mr. Gilbert

Girls

Varsity Coach

	<u>Varsity Coach</u>
Tennis	Ms. Maite Oyarbide-Sanchez
Cross Country	Mrs. Dickey
Volleyball	Ms. Lehman
Golf	Mr. Lindow
Swimming	Mr. Burdorf

Winter

Basketball	Mr. Orr	Basketball	Ms. Olson
Hockey	Mr. Engel	Gymnastics	Mr. Stager
Wrestling	Mr. Victor Drost	Warriorettes	Mrs. Poehls/Ms. Brettingen
Swimming	Mr. Burdorf		

Spring

Baseball	Mr. Fisher	Softball	Mrs. J. Beise
Golf	Mr. Germanson	Track & Field	Mrs. Schmidt
Track & Field	Mr. Tebo	Soccer	Mr. Berger

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.

Co-Curricular Activity

Vocal Music
Instrumental Music
Forensics
FCCLA (Family Career Consumers of Am)
Math Team
Skills USA
FBLA (Future Business Leaders of Am)
FFA (Future Farmers of Am)
Robotics Team
Theatre/Catharsis

Faculty Advisor

Mrs. Franco
Mrs. Pashby
Mr. Pashby
Ms. Bergstrom
Mrs. Wyse
Mr. Buchmann
Mrs. Orr
Mr. Kolpack
Mr. Peterson/Mr. Adams
Mrs. Orson

Extra-Curricular Activity

Yearbook
National Honor Society
International Club
Conservation Club
GSA (Gay Straight Alliance)
Blue, Gold, and Green Club
Fishing Club
Student Council
Warriors for Christ

Faculty Advisor

Mr. Panasuk
Mrs. Helstad
Mrs. Mackiewicz
Mr. Munden
Mr. Morey
Mrs. Estreen
Mr. Buchmann
Mr. Schradle
Mrs. Orr

CLASS ADVISORS

Freshmen and	Mr. Zuzek/ Mr. Thurston
Sophomore Advisors	Mr. Zuzek /Mr. Thurston
Junior Advisors	Mrs. Korbel/Mr. Britton
Senior Advisors	Mr. Zuzek / Mr. Thurston

STUDENT DRESS (Board [Policy #442.1](#))

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. 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 bell to bell. 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.

STUDENT DIRECTORY DATA (Board [Policy #347.1](#))

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

ACCESS TO PUBLIC RECORDS (Board [Policy #823/#823 Exhibit \(1\)/Exhibit \(2\)](#))

The Board of Education of the Rice Lake Area School District shall allow persons to have access to District records in accordance with Board of Education policy and state law.

The District Administrator is designated as the Legal Custodian of the Records for any District authority. The Director of Finance and Operations is designated Deputy Custodian to act when the District Administrator is not available. The Legal Custodian shall safely keep and preserve records of the authority and shall have full legal power to render decisions and carry out duties related to those public records maintained by any District authority. The Legal Custodian may deny access to records only in accordance with the statutes. The Legal Custodian is authorized and encouraged to consult with the District's legal counsel in determining whether to deny access to a record in whole or in part.

STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES (Board [Policy #411/#411 Exhibit \(1\)](#))

It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and Chapter PI 9 of the Wisconsin Administrative Code, that no person may be denied admission to any school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on the basis of the protected classes of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES (Board Policy [#411, Rule \(1\)](#))

It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and Chapter PI 9 of the Wisconsin Administrative Code, that no person may be denied admission to any school or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program or activity on the basis of the protected classes of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex (including gender status, change of sex, or gender identity), or physical, mental, emotional, or learning disability. This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Section 118.13 of Wisconsin Statutes, Ch. PI 9 of the Wisconsin Administrative Code. If any person believes that the Rice Lake Area School District has inadequately complied with section 118.13 of the state statutes and the statute's implementing regulations or any of the federal nondiscrimination laws (including but not limited to Title VI, Title IX, Section 504, and the Americans with Disabilities Act), or if any person believes that a student has in

some other way been unlawfully discriminated against, then the person may attempt to resolve their complaint or concern by using either, or both of (1) the District's informal dispute resolution options; or (2) the District's formal complaint procedure, as further defined in this rule.

STUDENT DISCRIMINATION COMPLAINT FORM (Board Policy [#411, Exhibit \(2\)](#))

A copy of this form can be found by clicking [here](#) and is available on the district website.

PROMOTION AND RETENTION OF STUDENTS IN GRADES 1-12 (Board [Policy #344.41](#), [Rule #344.41](#))

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 the Director of Special Education and Pupil Services of the Rice Lake Area School District, at 30 Phipps Avenue, Rice Lake, WI 54868, phone (715) 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 exceptional educational needs children shall be referred to the Director of Special Education and Pupil Services.

Individual Education Program Team Evaluation

Whenever a child 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 Office, 30 Phipps Avenue, 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, Director of Finance and Operations.

Notice to Public Access to and Release of Student Information

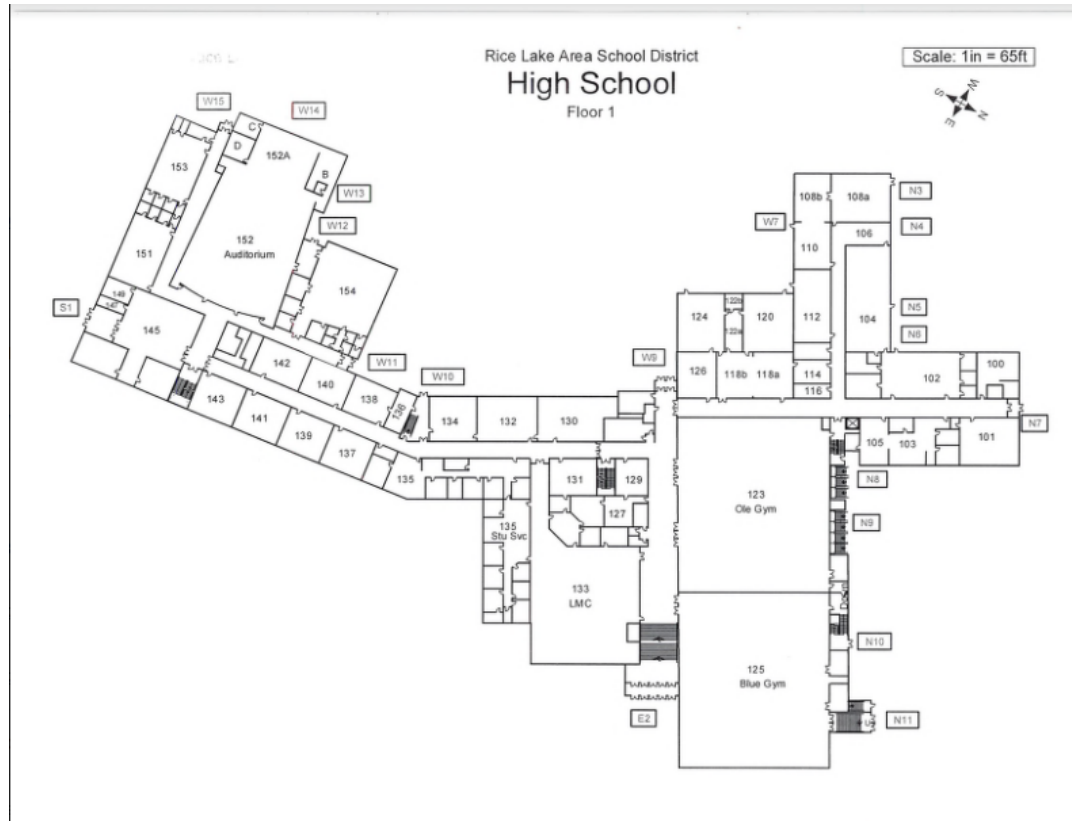
The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (eligible students) certain rights with respect to the student's educational records. They are:

- (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 to 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

For a complete listing of all Rice Lake Area School District annual notices, please [click here](#) or visit the district website.

Rice Lake High School Main Floor



Rice Lake High School Upper Floor

