

# **Parent / Student Handbook River Valley Early Learning Center and River Valley Elementary**



## **WELCOME TO THE RIVER VALLEY ELEMENTARY AND EARLY LEARNING CENTER**

Welcome to the 2023-2024 school year! We look forward to another great year focusing on the total growth of your child. We are committed to educating the whole child while providing a safe and nurturing environment that promotes a passion for learning, respect for self and others, and an appreciation for individual differences.

The purpose of this handbook is to provide basic information about our elementary schools. Please read our handbook carefully and go over the rules and suggestions with your children. It will provide you with a great deal of valuable information and will answer many of your questions. We feel that open and clear communication between school and home is important to the success of our educational program. We look forward to working with you and your child and to a wonderful, productive school year filled with rich academic experiences. We appreciate your cooperation and support, and we welcome your suggestions and ideas for improvement.

Our elementary team looks forward to working with you!

## **PHILOSOPHY**

We at River Valley Elementary and Early Learning Center will generate collaboration and consistency amongst staff, students, parents, and community, while fostering a wealth of support, resources, and positive relationships.

## **MISSION STATEMENT**

At River Valley we believe...

- Students are our number one priority
- Every student has a right to learn
- Instruction is rigorous and relevant
- Assessment is purposeful and drives instruction
- Learning is a collaborative process

## **NONDISCRIMINATION/EQUAL EDUCATIONAL OPPORTUNITIES**

*The River Valley School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588- 2551, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554. Board Policy 411 for full disclosure.*

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# 2023-2024 RIVER VALLEY SCHOOL DISTRICT CALENDAR

## 2023-2024 DISTRICT CALENDAR

APPROVED 1/12/23; corrected 4/13/23

Month	Calendar Grid	Days Off	Days Off	Calendar Grid	Notes																																																																																																		
<b>July 2023</b> No Student Contact Days  * 1.0 Day (8 hours) In-service worked by Teaching Staff in Summer 2023. * 1.0 Day (8 hours) Workshop worked by Teaching Staff in Summer 2023. * 1.0 Day (8 hours) Parent/Teacher Conferences to be scheduled by each building.	<b>JULY 2023</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td>31</td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31						0	21	<b>JANUARY 2024</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31				<b>January 2024</b> • 1: No School • 2: Teacher In-Service (No School)							
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<b>October 2023</b> • 6: School Fair/ Teacher In-Service (No School) • 20: <b>End of Quarter 1</b>	<b>OCTOBER 2023</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td></tr> <tr><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td></tr> <tr><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td></tr> <tr><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td></tr> <tr><td>29</td><td>30</td><td>31</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31					21	21	<b>APRIL 2024</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td>1</td><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td></tr> <tr><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td></tr> <tr><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td></tr> <tr><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td></tr> <tr><td>28</td><td>29</td><td>30</td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30					<b>April 2024</b> • 19: Teacher In-Service (No School)														
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<b>November 2023</b> • 22-24: No School	<b>NOVEMBER 2023</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30			19	17	<b>MAY 2024</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td>1</td><td>2</td><td>3</td><td>4</td></tr> <tr><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td><td>10</td><td>11</td></tr> <tr><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td><td>17</td><td>18</td></tr> <tr><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td><td>24</td><td>25</td></tr> <tr><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td><td>31</td><td></td></tr> </table>	S	M	T	W	Th	F	S				1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		<b>May 2024</b> • 23: <b>Last Day of School for Students and End of Quarter 4/ Semester 2</b> • 24: Teacher Workshop (No School) • 25: <b>Graduation, 11 AM</b> • 27: No School														
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<b>December 2023</b> • 20: <b>End of Quarter 2/ Semester 1</b> • 21: Teacher Workshop (No School) • 22, 25-29: No School	<b>DECEMBER 2023</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td>1</td><td>2</td></tr> <tr><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td><td>9</td></tr> <tr><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td><td>16</td></tr> <tr><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td><td>23</td></tr> <tr><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td><td>30</td></tr> <tr><td>31</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S						1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31							14	0	<b>JUNE 2024</b> <table border="1"> <tr><th>S</th><th>M</th><th>T</th><th>W</th><th>Th</th><th>F</th><th>S</th></tr> <tr><td></td><td></td><td></td><td></td><td></td><td></td><td>1</td></tr> <tr><td>2</td><td>3</td><td>4</td><td>5</td><td>6</td><td>7</td><td>8</td></tr> <tr><td>9</td><td>10</td><td>11</td><td>12</td><td>13</td><td>14</td><td>15</td></tr> <tr><td>16</td><td>17</td><td>18</td><td>19</td><td>20</td><td>21</td><td>22</td></tr> <tr><td>23</td><td>24</td><td>25</td><td>26</td><td>27</td><td>28</td><td>29</td></tr> <tr><td>30</td><td></td><td></td><td></td><td></td><td></td><td></td></tr> </table>	S	M	T	W	Th	F	S							1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30							<b>June 2024</b> No Student Contact Days
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## DAILY SCHEDULES

RIVER VALLEY EARLY LEARNING CENTER	
Arrival Time	Anytime between 7:45 and 8:05
Breakfast Served – 5K	7:45 - 8:05 (5K students eat immediately upon arrival. (offered to any students arriving late)
Breakfast Served – 4K	8:10 - 8:30 (4K students who are eating breakfast at school go to lunchroom after check-in)
Class Start Time	8:05 (arrivals after 8:05 will need to stop in office for tardy slip)
4K Lunch	Lunch: 11:15 - 11:45 (rest time afterwards)
5K Lunch	Lunch: 11:30 - 11:50      Recess: 11:50 - 12:20
Dismissal Time (Regular)	2:40: Bussers 3:00: Picker-Uppers
RIVER VALLEY ELEMENTARY	
Arrival Time	Anytime between 7:45 and 8:05
Breakfast Served	7:45 - 8:05 (offered to any students arriving late)
Class Start Time	8:05 (arrivals after 8:05 will need to stop in office for tardy slip)
First Grade Lunch + Recess	Lunch: 11:15 - 11:35      Recess: 11:35 -12:00
Second Grade Lunch + Recess	Lunch: 11:30 - 11:50      Recess: 11:50 - 12:15
Third Grade Lunch + Recess	Lunch: 11:45 - 12:05      Recess: 12:05 - 12:30
Fourth Grade Lunch + Recess	Lunch: 12:00 - 12:22      Recess: 12:25 - 12:45
Dismissal Time (Regular)	3:02 (Picker-Uppers first, followed by bussers, then walkers)

## SCHOOL CANCELLATION

The following stations will broadcast information regarding school closures due to inclement weather or emergency situations:

WRCO 100.9 FM, 1450 AM  
 WDMP 99.3 FM | WRDB 1400 AM  
 WOLX 94.9 FM | WTSO 1070 AM | WMGN 98.1 FM  
 WLMV 105.5 FM | WMMM 105.5 FM  
 WISC-TV (CH 3), WMTV-TV (CH 15), WKOW-TV (CH 27)

*SCHOOL DELAYS/CANCELLATIONS WILL ALSO BE SENT VIA ELECTRONIC NOTIFICATION TO YOUR PHONE AND/OR EMAIL. IF YOU WOULD LIKE TO "OPT OUT" OF RECEIVING NON-EMERGENCY NOTIFICATIONS, YOU MAY DO SO BY LOGGING INTO SKYWARD FAMILY ACCESS, SELECTING SKYLERT, AND SELECTING THE EDIT BUTTON TO CHANGE YOUR NOTIFICATION SETTINGS.*

## STUDENT ATTENDANCE

If your student is unable to attend school due to illness, medical or personal reasons, please contact your respective school office.

- Early Learning Center: Nadine Westphal at [nwestphal@rvschools.org](mailto:nwestphal@rvschools.org) or 608-546-2228 to excuse the absence.
- RV Elementary: Sarah Schaller at [sschaller@rvschools.org](mailto:sschaller@rvschools.org) or 608-588-2559 to excuse the absence.

If leaving a message, please provide a detailed reason for absence so we may record appropriately. Late arrivals should also be called/emailed in. If your student has a medical excuse, please bring/email/fax it to the office.

Your child's attendance in school is important. Every day missed has an impact on your child. Any days beyond those listed in the table below are considered unexcused unless a medical or administrative excuse is provided. Any absences that are medically/administratively excused do not count towards allowed days. Absences that exceed the policy guidelines will prompt truancy proceedings. You can view the RVSD Attendance Policy in this handbook and also online at: <https://www.rvschools.org/district/policyseries400.cfm>

### Absence Reference

SEMESTER 1	SEMESTER 2
5 ill-related days allowed per semester	5 ill-related days allowed per semester
10 Personal Days allowed over the course of the entire school year.	

\*If your child is sent home from school by nursing staff due to illness, the absence is considered medically excused. If you are instructed to keep your child home for a specific amount of time by the nursing staff, that time is also considered medically excused and does not count towards policy stated days.

\*\*You can view your child's attendance in Skyward. Contact the office if you have any questions regarding.

## STUDENT TRANSPORTATION

Please contact Lamers Bus Company with questions regarding student transportation.

608-588-2222, ext: 2. Please also contact Lamers if your child will not need morning pick up on any given day so that they can relay a message to your driver.

Bus riders will need to stay on only the bus tied to their designated route. This means that they will not be able to randomly take a different bus to a different address. An exception to this would be if your child needs to follow a set schedule with a calendar with specific days to go to alternating addresses. In addition, they will not be able to have friends ride home / no extra riders on the bus who aren't already assigned to that route. (example: having friends come over for playdate or birthday party or needing your child to go to another person's house because you won't be home. You will need to to make other arrangements)

## DISTRICT CONTACT INFORMATION

- River Valley Early Learning Center | 608.546.2228
- River Valley Elementary | 608.588.2559
- River Valley Middle School | 608.588.2556
- River Valley High School | 608.588.2554
- River Valley District Office | 608.588.2551

## **ADMINISTRATIVE CONTACTS**

- Mr. Loren Glasbrenner. District Administrator | [lglasbrenner@rvschools.org](mailto:lglasbrenner@rvschools.org) | 608.588.2551
- TBD. Business Manager | | 608.588.2551
- Mrs. Carla Peterson. Elementary Principal | [cpeterson@rvschools.org](mailto:cpeterson@rvschools.org) | 608.588.2559 or 608.546-2228
- Mr. James Radtke. Middle School Principal | [jradtke@rvschools.org](mailto:jradtke@rvschools.org) | 608.588.2556
- Mr. Darby Blakley. High School Principal | [dblakley@rvschools.org](mailto:dblakley@rvschools.org) | 608.588.2554
- Ms. Lisa Kjos. Pupil Services Director/School Psychologist | [lkjos@rvschools.org](mailto:lkjos@rvschools.org) | 608.588.2554

## **BOARD OF EDUCATION**

Kathy Jennings | Area 1 | President  
Pam Gauger | Area 2 | Representative  
Jeff Maier | Area 3 | Representative  
Sara Carstensen | Area 4 | Representative  
Elisabeth Minich | Area 5 | Representative  
Sara Young | Area 6 | Representative  
Frederic Iausly | Area 7 | Treasurer  
Kiley Cates | Area 8 | Representative  
John Bettinger | Area 9 | Vice-President

View School Board Information, Notices, Meetings, and Minutes at:  
<https://www.rvschools.org/district/schoolboardrivervalley.cfm>

## **RIVER VALLEY EARLY LEARNING CENTER**

1370 CHERRY STREET | PLAIN WI 53577 | phone: 608.546.2228 fax: 608.588.8566

### **PRINCIPAL**

Carla Peterson: [cpeterson@rvschools.org](mailto:cpeterson@rvschools.org)

### **ADMINISTRATIVE BUILDING COORDINATOR**

Shannon Gutknecht-Hagmann: [sgutknecht-hagmann@rvschools.org](mailto:sgutknecht-hagmann@rvschools.org)

### **COUNSELOR**

Stacy Hauden: [shauden@rvschools.org](mailto:shauden@rvschools.org)

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Heather Olson, CMA: [holson@rvschools.org](mailto:holson@rvschools.org)

Brittiney Belche, RN, BSN: [bbelche@rvschools.org](mailto:bbelche@rvschools.org)

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5-Year-Old Kindergarten	Shannon Hagmann	<a href="mailto:sgutknecht-hagmann@rvschools.org">sgutknecht-hagmann@rvschools.org</a>
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Assistant	Sandy DuCharme	<a href="mailto:sducharme@rvschools.org">sducharme@rvschools.org</a>
Assistant	Emily Butteris	<a href="mailto:ebutteris@rvschools.org">ebutteris@rvschools.org</a>
Assistant	Oxana Peper	<a href="mailto:opeper@rvschools.org">opeper@rvschools.org</a>
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Assistant	TBD	
Assistant	Shawn Hess	<a href="mailto:shess@rvschools.org">shess@rvschools.org</a>
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Food Service	Peggy Becker	<a href="mailto:pbecker@rvschools.org">pbecker@rvschools.org</a>
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Before & After School Program Director	Jennifer Moore-Kerr (608.459.5880)	<a href="mailto:jmoorekerr@rvschools.org">jmoorekerr@rvschools.org</a>

## **RIVER VALLEY ELEMENTARY STAFF**

830 WEST DALEY STREET | SPRING GREEN WI 53588 | phone: 608.588.2559 fax: 608.588.2550

### PRINCIPAL

Carla Peterson: [cpeterson@rvschools.org](mailto:cpeterson@rvschools.org)

### ADMINISTRATIVE BUILDING COORDINATOR & MATH/BEHAVIOR INTERVENTIONIST

Terri Smith: [tsmith@rvschools.org](mailto:tsmith@rvschools.org)

### COUNSELOR

Stacy Hauden: [shauden@rvschools.org](mailto:shauden@rvschools.org)

### RVE NURSING TEAM

Heather Olson, CMA: [holson@rvschools.org](mailto:holson@rvschools.org) and Brittney Belche, RN BSN: [bbelche@rvschools.org](mailto:bbelche@rvschools.org)

### SECRETARIAL TEAM

Sarah Schaller: [sschaller@rvschools.org](mailto:sschaller@rvschools.org) and Michelle Orcutt: [morcutt@rvschools.org](mailto:morcutt@rvschools.org)

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Interventionist	Emily Liegel	<a href="mailto:eliegel@rvschools.org">eliegel@rvschools.org</a>
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Assistant	TBD	
Assistant	TBD	
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Custodian / CSM	Lauren McCarthy	
Custodian / CSM	TBD	
Before & After School Program Director	Jennifer Moore-Kerr (608.459.5880)	<a href="mailto:jmoorekerr@rvschools.org">jmoorekerr@rvschools.org</a>



## Serving ALL Elementary

Psychologist	Claire Knoll	<a href="mailto:cknoll@rvschools.org">cknoll@rvschools.org</a>
Art	Megan Quigley	<a href="mailto:mquigley@rvschools.org">mquigley@rvschools.org</a>
Music	Nick Ehlinger	<a href="mailto:nehlinger@rvschools.org">nehlinger@rvschools.org</a>
Physical Education	Nikki Berry (RVE)	<a href="mailto:nberry@rvschools.org">nberry@rvschools.org</a>
Physical Education	Mike Mani (ELC & RVE)	<a href="mailto:mmani@rvschools.org">mmani@rvschools.org</a>
Occupational Therapist	Niki Bailey	<a href="mailto:nbailey@rvschools.org">nbailey@rvschools.org</a>
Physical Therapist (Upland Hills Health)	Renee Weber	<a href="mailto:rweber@rvschools.org">rweber@rvschools.org</a>

## ELC / RVE SCHOOL-WIDE APPROACH TO POSITIVE BEHAVIOR

At River Valley Elementary and ELC we are committed to working with our students and staff to create a respectful, safe, and productive school-wide learning community that is free from disruption. We strive to help every student be ready, respectful, responsible, and safe. In addition to these four simple concepts, we want our students to “Be Blackhawks” and have created the Blackhawk Code as expectations and guidelines for how to treat each other with respect and kindness.

The goals of our approach to student behavior are to teach students self-control, hold students accountable for their behavior, and facilitate the reparation of harm that may have occurred to other students, staff members, and the greater school community. Ultimately, we want students to take ownership over their actions and learn and grow from their mistakes. This positive approach to helping our students meet these expectations is based on the research based Responsive Classroom framework and the field of Restorative Practices.

The RV Elementary and ELC discipline philosophy regarding student behavior includes the following beliefs:

- **Foster awareness:** Most young people are so absorbed with the daunting task of growing up and finding themselves that they often don't realize how their behavior affects others. Staff members ask students restorative questions to foster awareness of how others are affected by the inappropriate behavior or they may just express their own feelings to the student.
- **Encourage Empathy and Avoid Lecturing:** We all may react defensively when lectured – and may see ourselves as victims. Students are no exception. We try to refrain from lecturing to give students room to notice how others are affected by their behavior and to allow them to feel empathy for the others involved.
- **Involve students actively:** Punishment alone allows students to remain completely passive and to assume the role of the victim. We try to involve students in the process as much as possible, asking them to think about how they can repair the harm done and how they plan to keep their commitment to changing inappropriate behavior.
- **Accept ambiguity:** Sometimes the answer to the question, “Who is at fault here?” is unclear and we simply have to accept this uncertain state and move forward, encouraging students to accept as much responsibility for the situation as possible.
- **Separate the deed from the doer:** We always start from the initial position that our students do not mean to harm anyone. We want to be clear that we recognize our students' worth as individuals and disapprove only of their inappropriate behavior.
- **See every instance of inappropriate behavior as an opportunity for learning:** We understand that many of our students have things to learn about appropriate behavior. We view school problems and incidents as opportunities to teach our young people what they need to know to be successful at school and in the future.
- **Differentiated discipline:** We recognize that the behavior of two students may look the same, yet the causes for this behavior and the subsequent interventions may be different. We believe in order for a student to learn and grow from her or his mistakes, the intervention must fit the needs of the individual student. Fair is not always equal. Consistency in handling behavior situations will be considered.
- **Connect behavior and interventions:** We believe as often as possible the disciplinary interventions should be logically connected to the students' behavior.

## RESPONSIVE CLASSROOM EXPECTED BEHAVIORS

Expectations	Hallways	Cafeteria	Bathroom	Playground	Bus
Be Respectful	<ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Give everyone personal space.</li> </ul>	<ul style="list-style-type: none"> <li>Use an inside voice.</li> <li>Follow adult directions.</li> <li>Use good manners.</li> <li>Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Give others privacy.</li> <li>Clean up after yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Including everyone.</li> <li>Follow adult directions.</li> <li>Put school equipment away.</li> <li>Line up quickly when recess is over.</li> </ul>	<ul style="list-style-type: none"> <li>Use quiet voices.</li> <li>Listen to the driver.</li> </ul>
Be Safe	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Walk on the right side of the hall.</li> <li>Stay in your classroom line.</li> </ul>	<ul style="list-style-type: none"> <li>Always walk.</li> <li>Eat your own food.</li> <li>Keep hands, feet, and objects to yourself.</li> </ul>	<ul style="list-style-type: none"> <li>Keep water in the sink.</li> <li>Keep feet on the ground.</li> <li>Hands to self.</li> </ul>	<ul style="list-style-type: none"> <li>Use equipment appropriately.</li> <li>Dress for the weather.</li> <li>Stay on school grounds.</li> </ul>	<ul style="list-style-type: none"> <li>Stay seated in your assigned seat.</li> <li>Face forward.</li> <li>Keep your hands and feet to yourself.</li> <li>No food</li> </ul>

### BREAKFAST & LUNCH

Pricing will depend on your status of Full-Price, Reduced-Price, or Free. You are encouraged to complete an application form if you qualify for Reduced or Free based on guidelines. You can complete the Free/Reduced application electronically in your Skyward Family Access account, by picking up a form from any building in the district, or printing off a form from our website: [https://www.rvschools.org/district/food\\_serv.cfm](https://www.rvschools.org/district/food_serv.cfm)

#### Meal Prices for 2023-2024 School Year - updated

- Breakfast (all grades). \$2.10 / full      \$0.30 / reduced
- Milk (all grades)                      \$0.50 / full      \$0.40 / reduced
- Lunch (Grades 4K – 4<sup>th</sup>)              \$3.15 / full      \$0.40 / reduced
- Lunch (Grades 5-8)                    \$3.40 / full      \$0.40 / reduced
- Lunch (Grades 9-12)                  \$3.65 / full      \$0.40 / reduced

\*\*If you are joining your child in eating school prepared lunch, you will need to notify your child's office before 8:30am so that you can be included in the lunch count. Charges cannot be added to your family account, so you will need to pay \$4.75 in the office prior to eating. We do not have petty cash on hand to make change, so please be prepared with an exact amount upon arrival. (Free/Reduced status does not extend to adult)

If your child eats hot lunch, keep these things in mind: (a) check the menu in advance to be sure your child will eat what is being served. (b) talk to your child about not sharing or accepting any food from others. (c) talk to your child about using good table manners and focusing on eating in the time allowed.

If sending a sack lunch with your child, keep these things in mind: (a) be mindful of including healthy foods. (b) try to include packaging your child can open independently (c) double check that all containers are sealed shut to avoid anything leaking (d) microwaves or refrigerators are not available for student use, pack accordingly. (e) kitchen knives should NEVER be sent. Pre-cut any foods if necessary at home before packing (f) talk to your child about not sharing or accepting any food from others (g) talk to your child about using good table manners and focusing on eating in the time allowed.

### CUBBIES

Students have designated hooks to hang their backpacks and outerwear on. Students are expected to respect others' belongings by not touching or taking what is not theirs.

The River Valley School District will not be responsible for any item of property left in or at a River Valley School building, whether with or without the knowledge of school district employees. The school district does not carry a non-ownership policy on these items. Any loss suffered, directly or indirectly, will be at the owner's risk. Please refrain from sending unnecessary money or valuables with children to school.

### APPROPRIATE DRESS

Students regularly participate in activities outside at recess and during physical education. Please be sure your child is dressed appropriately for the weather.

## **FIRE & TORNADO DRILL PROCEDURES**

The emergency evacuation drill will be held throughout the school year, in compliance with Procedures in the Act of the State Legislature (S118.07). Teachers will inform students of the procedure to be followed during a fire drill, tornado drill or other emergency evacuations. Directions are posted throughout the building. Please follow them carefully. Every person in the building is to leave promptly and quietly at the sound of the alarm. General emergency drill regulations are as follows:

1. When the alarm sounds, students are to stand immediately and walk briskly (not run) in single file to the designated exit. The teacher will follow the class out of the room and close the door.
2. The first student through the door will hold or fasten it open. The last person leaving the building will close the door.
3. Students will move away from the entrance to make room for those following. ALL ROADWAYS MUST BE KEPT CLEAR during a drill.
4. Return to the building when the recall bell sounds.
5. Students will be suspended and/or referred to appropriate authorities for interfering with the school's firefighting equipment (S941.12) and for intentionally setting off a false alarm (S941.13).

## **STUDENT ILLNESS AT SCHOOL**

We work very hard to provide a healthy atmosphere in our schools and want to keep students in attendance as much as possible. The nursing team will do their best in assessing your child's presented symptoms in determining whether they can remain in school or not. While not all symptoms or issues may be deemed medically necessary to go home, there are certain symptoms/conditions that are, and if presented, your child will need to be promptly picked up.

These symptoms are:

- Temperature of 100.0 or higher
- Vomiting
- Diarrhea
- Head Lice
- Unidentified rash (possibly)
- Possible pink-eye related symptoms
- Possible strep throat-related symptoms

You will be instructed as to when your child may return to school based on the specific illness or symptom. (Reminder that if your child is sent home by school staff, the remainder of the day is considered medically excused and does not count towards your child's allowed absences. This also includes any days beyond if instructed.) If your child is absent longer than the time indicated, contact a nursing team member to discuss if they will continue to medically excuse the absences, or if at that point you will need to get your physician to excuse the days or use one of their policy illness-days if available. If the situation is that the school is contacting you to simply notify you of your child's office visit with minor symptoms and you then decide to pick up your child, the absence will count against their policy of illness-days.

If your child has any medically diagnosed gastrointestinal issues that result in vomiting or diarrhea symptoms, please contact our nursing team so that they are aware and can use this information in their assessment.

Staff will contact a parent/guardian if action is needed for the student to leave school. If unable to reach listed parents/guardians, staff will then attempt to reach listed emergency contacts. For liability reasons the school policy states no students shall leave a school without permission of the parent/guardian or the contact person on the emergency card. Students are not to use cell phones to call home for permission to leave school.

## **MEDICATION ADMINISTRATION**

1. Prescription and nonprescription medication will not be administered by school district personnel without a completed Medication Administration Form. Prescription medication will also need the prescribing physician to complete and sign the Medication Administration Form. The medication must be in the original container with the label. The medication form can be downloaded off our district website (<https://www.rvschools.org/district/medicationhealthforms.cfm>) or obtained from the school office.
2. All medications (prescribed and/or over the counter) are kept locked in a secured cabinet in the nurse's office.
3. No medication may be carried by the student unless there is a medical order on file (ex: inhaler or epi-pen). In these cases, the school nurse will also need to assess in determining appropriate self-management skills.
4. The full Medication Policy can be view on the district's website at: <https://www.rvschools.org/district/policyseries400.cfm>

## **VISITORS**

We welcome parents in the school and classrooms. One of the best ways to understand our school is to visit. If you'd like to visit your child's classroom, please contact your child's teacher to make arrangements.

To limit classroom interruptions and assure safety in the building, the office will call your child up if you need to see them or will deliver any items that you are dropping off.

## **NEWSLETTERS and OTHER INFORMATION**

We keep parents informed of activities, events, and other areas of importance by sending the information out in multiple ways: email, Skyward Family Access, Seesaw app, webpage, and sometimes Facebook. Newsletters and Menus are sent monthly, other information is sent as it becomes available or necessary.

## **PROGRESS STUDY TEAM (PST)**

The Progress Study Team is composed of the principal, administrative building coordinator, school counselor, interventionists, and classroom teacher. When there are recurring concerns about a student (academic, social, or emotional) staff will sign up for a PST. The goal is to provide necessary assistance to a child to ensure success in school. Parents have a right to request program or curriculum modifications. The PST team will take these requests into consideration and make modifications as necessary.

## **CHANGE OF INFORMATION**

Any change in residence, phone numbers, or employment during the course of the year should be reported to the office as change occurs.

## **VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS**

Videotaping and/or photographing may be used in and by the District as a facet of instruction for enhancing learning, to assist in providing a safe and secure learning environment, and to monitor/record student achievement/behavior. Such videotaping/photography may be announced or unannounced on a random basis.

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of, videotaping, photographing, and filming to which they or their parents/guardians might reasonably object under the law. The following provisions outline the extent to which that protection can, and will be, provided: (1) When video cameras are in use to monitor public areas of a school facility (i.e., hallways, entrance areas, parking areas, cafeterias, etc.) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure. (2) Students shall only be videotaped and/or photographed in accordance with established District procedures. Such procedures shall identify conditions under which parental consent shall be required. (3) Videotapes and/or photographs of students shall be kept confidential to the extent required by state and federal laws and the District's student records policy and procedures. (4) Videotaping will not be conducted in private areas such as bathrooms, locker rooms, athletic locker rooms, and changing rooms. (5) Videotapes and/or photographs may be used for investigative/monitoring purposes for any/all activities that can result in disciplinary action (i.e., smoking, fights, vandalism, truancy, etc.). (6) Videotapes and/or photographs may be used for live streaming and/or archival format for future reference on the River Valley School Webpage.

Videotapes, digital media recording, and photographs of students may be utilized by teachers, administrators, or their designees within the District for educational purposes without advance consent of a student's parent/guardian. Such school district personnel shall maintain the confidentiality of these student records in accordance with state and federal laws and established District student records procedures.

An individual teacher or other certified staff member may utilize and maintain videotapes and photographs of students for his/her own professional use without advance consent of a student's parent/guardian. Examples of educational photographs/videotapes include documenting science experiments and drama performances, etc. Other Videotaping, Digital Media Recording and/or Photographing of Students can be found in the full Policy and Rule online.

## **SCHOOL VOLUNTEERS AND CHAPERONES**

In an attempt to ensure the safety of all students and staff members, the River Valley School District requires any adult wishing to volunteer time in our schools or chaperone a field trip to complete a background check. This process does require adults to provide personal information. Information must be provided in full on the Confidentiality Agreement/Disclosure Statement form prior to volunteering or chaperoning. ([https://www.rvschools.org/cms\\_files/resources/861%20exhibit3.pdf](https://www.rvschools.org/cms_files/resources/861%20exhibit3.pdf)) All information on the form is strictly confidential. Reports on all volunteers/chaperones will be repeated every 5 years. The full policy and forms can be found online at: [https://www.rvschools.org/cms\\_files/resources/861.pdf](https://www.rvschools.org/cms_files/resources/861.pdf)

## **ACADEMIC SUCCESS**

## REPORT CARD PURPOSE STATEMENT

The purpose of our Standards Based Report Card is to provide families with written communication about the learning progress of their individual students.

We expect the student progress report to be:

- Clearly understood by teachers, students, and families
- A reflection of the adopted state standards in ELA and Mathematics
- An accurate, concise, and consistent communication of student performance and growth over time, based upon grade-specific standards
- The basis for ongoing conversation between schools and families in supporting each student for success

## SUCCESS SKILLS AND ACHIEVEMENT

Success skills play an integral role in a student's success. Separating academic achievement from success skills provides parents with a clearer picture of their child's academic performance and success skills.

## UNDERSTANDING THE MARKING SCALE

To be fair and accurate in reporting both a student's achievement progress and learning habits, teachers use the marking scale defined below to report individual progress with the Content Standards.

Four levels of progress are noted using a numeric marking system (numbers 1-3, letter E). On the marking scale, the numbers themselves are not the focus. Rather, the descriptor that coincides with each number is most important. The descriptors indicate the student's level of skills in comparison to the end of year grade level standards.

### **E - Exceeds Grade Level Standards**

- Works consistently and independently on advanced grade level standards.

### **3 - Meets Grade Level Standards - Target**

- Consistently demonstrates solid understanding of end-of-grade level concepts and skills.
- Applies knowledge and skills that lead to meeting end-of-grade level expectations.
- Requires minimal support to complete grade level work.

### **2 - Developing Grade Level Standards**

- Developing steadily to be on target for end-of-grade level concepts and skills.
- Performance is characterized by the ability to apply skills with increasing success.
- Requires regular support to complete work.

### **1 - Does Not Meet Grade Level Standards at This Time**

- Area of concern, student has minimal understanding.
- Needs extra time and support.
- Student's progress is below grade level.

## UNDERSTANDING THE SUCCESS SKILLS

- I work independently and manage time effectively.
- I work neatly and carefully.
- I take responsibility for my choices and actions.
- I actively listen and participate in my learning.
- I show respect for my peers, adults, and property.
- I follow school routines and expectations.
- I keep myself and things organized.
- I don't give up when trying new things and I ask for help when needed.

## **MLSS (Multi Level Systems of Supports)**

Multi-Level Systems of Supports (MLSS) is a comprehensive system designed to ensure academic and behavioral success for all students. The River Valley School District uses this framework to implement proactive and responsive practices, providing every student the appropriate level of support to be successful.

Three essential components guide this work:

- High quality instruction
- Strategic use of data
- Collaboration

At River Valley School District, we believe students are our number one priority. Our goal is to provide a continuum of support to meet the needs of ALL students beginning with a strong universal foundation. Our commitment to supporting the academic and behavioral needs of students is strengthened by a positive culture utilizing shared leadership. Using evidence-based practices and systemic implementation at all levels guides this work. Building and maintaining family and community relationships strengthens collective responsibility for our students' success. Lastly, we are committed to continuous improvement of this process to further serve the present and future students of River Valley.

## **RIVER VALLEY TITLE 1**

Title 1, which is part of the Every Student Succeeds Act (ESSA), supports programs in school and school districts to improve the learning of children, especially relating to low-income families. The U.S. Department of Education provides Title 1 funds to states to give to school districts based on the number of low-income families in the districts. Any questions concerning the Title 1 program or staffing, please contact Carla Peterson ([cpeterson@rvschools.org](mailto:cpeterson@rvschools.org)) or Tracy Frosch ([tfrosch@rvschools.org](mailto:tfrosch@rvschools.org)).

## **BUS BEHAVIOR**

The River Valley School District Board of Education's primary concern in transporting its students is the safety of the children. Misconduct will not be tolerated. Misconduct reports will be completed by the bus driver, and copies will be sent to the building principal and shared with the parent. Misconduct may result in suspension of bus riding privileges, depending upon the seriousness of the misbehavior. Continued misconduct may result in permanent removal from the bus. See complete bus policy included in this document and online at: <https://www.rvschools.org/district/policyseries700.cfm> View Bus Handbook at: <https://www.rvschools.org/district/busservices.cfm>

*Per RVSD Policy #751.3 Rule 1 - Bus Rules and Regulations Discipline Procedures*

*2. The following actions will follow the issuance of a misconduct report:*

*a. FIRST LEVEL - The bus company will inform the parent or guardian and school official responsible for handling the situation.*

*b. SECOND LEVEL - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days.*

*c. THIRD LEVEL - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days. Parent and student will be required to meet with the Building Administrator to be informed of possible Board action on future misconduct reports.*

*d. FOURTH LEVEL - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board policies for expulsion from the bus for the remainder of the year. The student will be denied transportation for a maximum of 10 or 15 days (depending on whether special ed is involved) while the expulsion hearing is pending.*

## **STUDENT USE OF TWO-WAY COMMUNICATION DEVICES (ie: CELL PHONES / SMART WATCHES)**

Students who bring cellular phones to school are responsible for keeping their phones turned off and out of sight during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the school day. Text messaging and cellular camera photography is also prohibited under the

standards of this policy.

FIRST OFFENSE

- a. phone taken to office
- b. student can pick phone up at end of the day

SECOND OFFENSE

- a. phone taken to office
- b. phone call to parent

THIRD OFFENSE

- a. phone taken to office
- b. phone call to parent
- c. parent must pick up phone
- d. student must keep phone in office daily for remainder of school year

**BULLYING /HARASSMENT**

River Valley School District strives to provide a safe, positive learning environment for all students. In order to maintain a school environment that encourages optimum human growth and development, it is the policy of the district to maintain and ensure a learning and working environment free of any form of bullying or harassment. All bullying behavior is prohibited whether it is the action of students or staff members. Bullying/harassment is prohibited on all school property whether the property is owned, leased or used by the school district, during school-sponsored activities, on school buses and at bus stops or through the use of electronic, computer, cell phones, or messaging devices (cyber bullying).

Related conduct that occurs away from school that creates a threat to someone while attending school and/or conduct that is likely to cause a disturbance at school is subject to discipline, including possible law enforcement involvement.

The district will not tolerate bullying or harassment in any form and will take all necessary and appropriate action to eliminate it, including, but not limited to: discipline, such as suspension or expulsion of the offenders. Furthermore, if needed, the district may pursue court action to prevent an individual from being on school property or in the presence of those people being harassed.

Definitions:

Bullying includes aggressive or hostile behavior that is intentional, involves an imbalance of power, and is typically repeated over time.

Harassment refers to physical, verbal or visual conduct that interferes with a student's schoolwork, ability to attend class or participate in extracurricular activities, or creates an intimidating, hostile, or offensive school environment. It may consist of a single act or course of conduct, or be repeated over time.

Bullying/Harassment takes many forms: physical, verbal, social/emotional & cyber.

Physical: involves harming a person's body or possessions, and includes, but is not limited to: hitting, kicking, punching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures. •

Verbal: involves harassing, teasing, intimidating, or threatening comments, which includes, but is not limited to: inappropriate sexual comments, taunting, threatening to cause harm, comments or other expressions which insult, degrade, or stereotype any person or group because of gender, race, religion, national origin, ancestry, color, disability, sexual orientation, class, creed, marital or parental status, pregnancy, or other protected status.

Social/Emotional: involves hurting someone's reputation or relationships, and includes, but is not limited to: leaving someone out on purpose, telling someone not to be friends with someone, spreading rumors, and embarrassing someone in public.

Cyber: involves misuses of technology, and includes, but is not limited to: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool.

Knowingly filing a false bullying/harassment report against another student/staff member is prohibited.

Delegation of Responsibility:

*Staff:* Each staff member shall be responsible to maintain an educational environment free of bullying/harassment. All staff members and contracted district employees are required to report bullying incidents they have witnessed to an administrator. Failure to take action or to report the behavior is considered to be in violation of this policy and subject to disciplinary action.



*Students and Parents:* It is recommended that students and parents report bullying complaints to any staff member. Retaliation against a victim, reporter, or a witness is prohibited and will be subject to disciplinary action. Forms for reporting bullying/harassment are available from the school counselors or from the building secretary. They are also available on the district website.

*Administration:* If the behavior is found to meet the definition of bullying the administration will take the necessary disciplinary actions. Taken into account will be the developmental and maturity levels of the students involved, the circumstances, the severity of the behavior and past incidences or continuing patterns of behavior. The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

ANTI-BULLYING RESPONSIBILITIES CHART						
Parent/Guardian	Victim	Student Bystander	Wrong-Doer	Administrator	Counselor	Teacher
Be aware of your child's actions and relationships	Act confident. Hold your head up, stand straight, make eye contact, and walk confidently. Be assertive in telling the bully to stop	Refuse to join in if you see someone being bullied.	Recognize bullying behavior and work to think before acting and speaking negatively towards others	Create a climate that doesn't tolerate bullying	Create a climate that doesn't tolerate bullying	Create a climate that doesn't tolerate bullying
Maintain open communication with your child	It's not useful to blame yourself for someone else's actions	Attempt to defuse bullying situations when you see them starting up	Participate in Restorative Justice	Be visible. Increase supervision in areas that are known as "hotspots" for bullying	Provide means for students to deal with bullying behavior and encourage empathy	Be visible in the halls and other "hotspots"
Communicate information to the school	Talk to your parents or an adult you trust, such as a teacher, school counselor, or principal	If you can do so without risk to your own safety, get a teacher, parent, or other responsible adult to come help immediately	Review character education	Implement a system that reinforces positive behavior	Teach skills for character education, problem-solving, decision making, self-confidence, and self-esteem	Recognize all types of bullying behavior
Coach positive problem solving techniques with your child	Do not resort to violence	Speak up and/or offer support to bullied person when you witness bullying	Problem solve and change behavior	Enforcement of the bullying/harassment school policy	Provide information and resources to parents	Provide skills for students to deal with bullying behavior
	Avoid situations where bullying can happen.	Encourage the victim to talk with parents or a trusted adult	Meet with counselor to foster self-awareness	Monitor discipline referrals	Monitor discipline referrals	Document bullying behavior
	If necessary, take steps to rebuild your self-confidence/meet with the school counselor			Communicate with parents and teachers	Communicate with parents and teacher	Communicate with Administration

Offense levels may be waived depending on the severity of the incident.

First Offense: (1) Fix-It (2) Parent Notification



Second Offense: (1) Fix-It + Discipline Referral. (2) Conference with Student, Parent, Principal, and Counselor (3) Loss of Privilege

Third Offense: (1) Suspension {1-5 days} (2) Police Involvement (3) Fix-It + Discipline Referral

**VANDALISM (State Statute 943) / DANGEROUS WEAPONS IN SCHOOL (Board Policy #443.4 and 837) / ASSAULT AND BATTERY (State Statute 940)**

First / Second Offense: (a) Parent notification. (b) Suspension, in or out, of school 1-5 days (c) Possible law enforcement notification (d) payment of damages

Third Offense: (a) Parent notification (b) Suspension, in or out, of school 1-5 days (c) Law enforcement notification (d) Payment of damages (e) Possible expulsion procedures

Listed below are some RVSD Board Policies to make note of. You can find these and all other RVSD School Board Policies listed on our district website: <https://www.rvschools.org/district/policymanual2010.cfm>

**STUDENT ATTENDANCE - Board Policy #431**

The Board and staff of the River Valley School District believe that a student's education is one of the most important things in his/her life and that the quality of the student's education depends upon the student's physical attendance at school. Because each day of school missed can never be fully made up, it is essential that students attend school regularly.

In accordance with state law, all children between 6 and 18 years of age must attend school full-time, unless they have a legal excuse. Any student who has reached the age of 16 may excused from school attendance by the Board provided:

- a. The student has requested permission to withdraw.
- b. The school has received written approval of the student's parent or guardian.
- c. The student and his/her parent or guardian agrees, in writing, that the student will pursue further education in accordance with state law requirements.
- d. The written agreement is approved by the Board.
- e. The student complies with the written agreement. If the agreement is suspended due to noncompliance, the student will be expected to resume attendance at school on a regular basis in accordance with state law and Board policy.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with recommendations of the respective County Truancy Committee and state law, and shall be approved by the Board.

This policy, along with its implementing procedures, shall be included annually in student and staff handbooks and shall be reviewed with students and staff at the beginning of each year by the building principal/unit leader, or his/her designee. The policy will also be published prior to the beginning of each school year in the *Home News*.

**STUDENT ATTENDANCE GUIDELINES - Board Policy #431-Rule (1)**

- A. Student Absences and Excuses 1. Regular attendance is a responsibility that should be shared by parents, students, and the school. 2. Students will be required to attend all their scheduled classes, activities, and study halls, unless they have legal permission and a pass approved by a building administrator. 3. Each school (Elementary, Middle, and High) has their tardy and absence for ½ day or full day outlined in their Student Handbook. 4. A student may be excused from school attendance as follows a. Absences that DO count toward the "10 day rule" related to state law Absences authorized solely by parent/guardian: A student is excused from school attendance if his/her parent/guardian notifies the school prior to the student's absence from school. A student may be excused under this provision for not more than 10 occurrences in a school year. Examples include: 1) All personal family vacations 2) Attendance at special events of educational value not sponsored by the school (i.e. college visits) 3) Appointments (medical/dental/legal that cannot be scheduled outside the school day) 4) Court appearances or other legal proceedings or related matters A student that has 10 or more days absent as authorized by the parent/guardian must do the following for absence beyond 10 occurrences to be excused: A pre-arranged absence must be completed in advance for any additional absences for personal/family vacations. In addition the student must be in good academic standing. For students leaving for health related appointments,

administration reserves the right to require a written appointment card from the Clinic or Doctor before the student leaves or when the student returns. b. Absences that DO NOT count toward the "10 day rule" related to state law The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons: 1) Personal illness or injury. 2) Illness or injury of the student resulting in hospitalization or medical ordered home rest for mental health or AODA issues. Administration reserves the right to require a note from the student's health care provider or treatment director for more than 5 days of absence in a semester. 3) Accidents or death in the immediate family. 4) Suspension from school. 5) Religious observances. 6) School-sponsored activities. 7) A quarantine as imposed by a public health officer. 8) Special circumstances that show good cause. Such circumstances shall be considered on a case by case basis by the school attendance officer or their designee. 5. Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant). 6. When a student is absent, his/her parent(s), guardian, or the student, if he/she is 18 or an emancipated student, shall contact the school prior to 9:00 a.m. Failure to contact the school will result in a school contact to the home or place of employment before the end of the second day of absence. 7. Parents/guardians will be expected to provide a written explanation of absences at the time the student returns to school, or in the case of absences authorized by the parent, prior to absence. 8. Students with excused absences shall be entitled to make up the work missed, including examinations, and shall be responsible for doing so. Examinations and work missed shall be completed at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one-day. 9. Students that leave school grounds without notification and authorization will be considered as unexcused absence/truant. 10. Students with unexcused absences will not be allowed to make up work missed. Major examinations including semester examinations must be made up on the day the student returns to school. 11. Four unexcused tardies will be treated as an unexcused absence. (Administration can consider these unexcused absences as truancy.) 12. Students who are absent as a result of a suspension shall be permitted to take any quarterly, semester or grading period examination missed during the period of suspension and shall be permitted to make up course work missed during a period of suspension under the following conditions: a. A quarterly, semester or grading period examination missed as a result of a suspension shall be made up on the first day on which the student returns from suspension unless a different date is established by the teacher. b. Course work and examinations missed during a period of suspension shall be completed at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one day. 13. Students under the age of 18 may be excused from regular school attendance or permitted to attend in lieu of regular school attendance to participate in specific alternative programs or curricular modifications according to state statutes. B. School Attendance Officer 1. The building principal, or designee, will serve as the school attendance officer for each school in the district and deal with all matters relating to school attendance and truancy. 2. The school attendance officer shall determine daily which students enrolled in the school are absent and whether that absence is excused in accordance with Board policy and established procedures. 3. The school attendance officer shall notify the parent or guardian of a child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept. "Truancy" means any absence of part or all of one or more school days during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. 4. The school attendance officer shall notify the parent or guardian of a child who is a habitual truant at the time the child becomes a habitual truant. This will be done by registered or certified mail. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five days in a semester. The notice shall include the following: a. A statement of the parent's or guardian's responsibility under state law to cause the child to attend school regularly. b. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk. c. A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet; a date, time and place for the meeting; and, the name, address and telephone number of a person to contact to arrange a different date, time, or place. d. A statement of the penalties under state law that may be imposed on the parent or guardian if he/she fails to cause the child to attend school regularly as required by state law and Board policy. 5. The school attendance officer may visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law. He/she shall require that school certificates and lists of minors who are employed there, be produced for inspection, and shall report all cases of illegal employment to the proper authorities and to the Department of Industry, Labor and Human Relations. 6. The school attendance officer may have access to information regarding the attendance of any child between the ages of six (6) and eighteen (18) years who is a resident of the school district and claims to be in attendance at a private school located in the school district, including home-based private educational programs. 7. Annually, on or before August 1, the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be forwarded to the Department of Public Instruction. 8. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate

"release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy. 9. The school attendance officer shall provide parents and students with information regarding program and curriculum modifications, including the types of modifications available, the procedures to be used in requesting and obtaining approval for modifications, their rights to request that the school board review decisions made in response to such requests and the time lines and procedures applicable to such board review. C. Truancy Prevention Procedures Upon a student's return to school after a truancy or repeated truanancies, school personnel will take positive measures to help prevent additional truanancies by the student. These measures may include: 1. A student conference with the school attendance officer in regards to truancy. 2. A student conference with guidance staff, psychologist, social worker or other designated personnel in regards to personal or social problems that may be influencing non-attendance or truancy. 3. A parental conference set up with the student and his/her parent(s)/guardian(s) to discuss the problem of truancy. 4. Enrollment of the student(s) in the district's children at risk program. 5. Evaluation of the student to discover if he/she is in need of special educational support services. 6. A meeting with the student and his/her parent(s) or guardian to discuss alternative education programs that are available within the district and county. D. Procedure Toward Legal Referral Prior to any legal proceeding being brought against a student or against the student's parent or guardian, the school attendance officer shall provide evidence that the appropriate school personnel in the district have, within the school year during which the truancy occurred: 1. Met with the student's parent(s) or guardian to discuss the student's truancy, or attempted to meet with the student's parent(s) or guardian and has been refused. 2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and considered curriculum modifications. 3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals. 4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals. E. Legal Referral 1. Following receipt of evidence that activities under Section D have been completed, the school attendance officer may make a referral to the county authorities in which the student resides. This will be in accordance with each respective county truancy policy. 2. The school attendance officer may make referrals for prosecution of misdemeanor actions related to school truancy directly to the district attorney's office. Any referral should contain as complete and clear a statement of supporting facts as is possible and identify the author of the referral, telephone number and address at which he/she may be contacted for further information. a. Referrals may be made to the district attorney's office for prosecution of children and/or their parents under state law (section 118.15(5)). These referrals must include documentation that the activities required in Section D above have been completed by the school. In addition, the referral must indicate that the evidence unequivocally shows that the disobedience of the child has not rendered the parent(s), guardian(s), legal custodian(s) or other allegedly responsible party unable to comply with the law. This proceeding may not be pursued against a person with regard to a child who has been sanctioned under Wisconsin's Learnfare law. b. Referrals may be made to the district attorney's office for persons contributing to a child's truancy. Any person eighteen years of age or older who, by any act or omission, knowingly encourages or contributes to the truancy of a child may be subject to a fine not to exceed \$500, imprisonment not to exceed thirty (30) days, or both. Referrals containing allegations of evidence supporting such a charge may be referred directly to the district attorney's office, reported to local law enforcement agencies for further investigation, or included with information referred to the Department of Human Services in conjunction with other referred matter.

#### **STUDENT USE OF TWO-WAY COMMUNICATION DEVICES – BOARD POLICY #443.6**

Student use of electronic pagers, cellular phones, or two-way communication devices is generally prohibited during the school day, in school buildings, and at all school-sponsored activities. Students who bring cellular phones to school are responsible for keeping their phones turned off and out of sight during the school day, which includes the full period of time between the beginning of the first class and the end of the last class of the school day. Text messaging and cellular camera photography is also prohibited under the standards of this policy.

However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety, and educational purposes. Therefore, use of pagers, cellular phones, and two-way communication devices may be permitted only if use by the student is determined to be for a medical, school, educational, vocational, personal safety, or other legitimate use. Such possession or use of a pager or two-way communication device may not, in any way:

- Disrupt the educational process in the school district;
- Endanger the health or safety of the student or anyone else;
- Invade the rights of others at school; or
- Involve illegal or prohibited conduct of any kind.

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, which may include suspension and/or

consideration for expulsion, as determined to be appropriate by the administration and/or Board. The device shall be immediately surrendered to administration and will be returned to the student's parent or legal guardian, unless the device is confiscated by law enforcement officials. (Note: This policy pertains to cellular phones, mp3 players, CD players, etc.) BOARD POLICY 443.6, LEGAL REF.: 118.258 Wisconsin Statutes

#### **STUDENT SEARCHES – BOARD POLICY #445**

The River Valley School District recognizes its responsibility to provide students and staff with a safe environment that is conducive to learning. Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. When necessary and appropriate, School Officials are empowered to conduct searches of students and/or their property (including automobiles) when they have reasonable suspicion that students may be in possession of drugs, weapons, alcohol and other materials (“contraband”) in violation of district policy, school rules, or state law. (Full Policy available online)

- A. Lockers and Other School Property: The school board retains ownership and possessory control of all pupil lockers at all times and thus retains the right to conduct searches. Students should not expect privacy regarding items placed in school property. The District expressly reserves the right to search lockers with or without reasonable suspicion of a violation of the District's substance abuse policy, other school policies, or state law. Student lockers and other school property are subject to search at any time by school officials, without the consent of the student, without notifying the student, and without obtaining a search warrant.
- B. Personal Searches: Searches of a student or the student's personal belongings (e.g. backpack) may be made when there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies, or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and gender of the student and nature of the infraction. Searches of a student's person or personal belongings should be conducted outside the presence of other students to the extent possible. This search shall be conducted by a school official and at least one other person. C. Strip Searches: Strip searches are not allowed under any circumstances.
- C. Strip Searches are not allowed under any circumstances.
- D. Searches of Vehicles: District parking lots are the property of the district, and parking in District lots subjects students using them to District rules. Vehicles parked on school property, including non-motorized vehicles or bicycles, may be subject to searches. A vehicle search may be conducted by school officials where reasonable suspicion exists that the vehicle may contain items or substances which violate school rules, policies, or the law.
- E. Canine Searches: Searches by dogs specially trained for drug detection may be conducted by law enforcement officials on school grounds. These searches will be scheduled by school officials on a random, unannounced basis. Students face prosecution if drugs or illegal contraband are discovered. Lockers and vehicles parked on school property will be searched. The student's person and personal belongings carried by students will not be searched unless reasonable suspicion exists that a school policy or law has been violated. The canine searches may be conducted during school hours.

#### **PARENT INVOLVEMENT POLICY (TITLE 1) – BOARD POLICY #342.4**

The School District of River Valley will involve parents in regular communication addressing student achievement and ensuring:

- That parents play an integral role in assisting their child's learning
- That parents are encouraged to be actively involved in their child's education
- That parents are full partners in their child's education and are included, as appropriate, in decision making and on advisory committees to assist in the education of their child. In compliance with Section 1118(a)(2), of the Elementary and Secondary Education Act (ESEA), the School District of River Valley agrees to implement required statutory requirements to:
  - Involve parents in the joint planning and development of the district's Title I plan through representation on the district ESEA Team.
  - Involve parents in an Annual Local Review of the Title I Program and use the results of the Annual Review to address any identified barriers to parental participation.
  - Involve parents in the development, implementation, and review of Parent-School Compacts.
  - Involve parents in the planning and development of effective parent involvement activities through representation on each building's Title I Needs Assessment/Evaluation Committee or Schoolwide Committee.
  - Build the schools' and parents' capacity for parent involvement by
    - o Providing parents with information on the state standards, assessments, requirements of Title I, monitoring their child's progress, and working with educators.
    - o Providing materials, resources and training to help parents work with their children to improve academic achievement.
    - o Implementing a two-way communication system with parents that provides information in clear and understandable terms.
    - o Coordinating parent involvement activities with other initiatives including Head Start, after school programs, etc.

#### **NONDISCRIMINATION / EQUAL EDUCATION OPPORTUNITIES – BOARD POLICY # 411**

The River Valley School District is committed and dedicated to the task of providing the best education possible for every student in the district

for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired. The River Valley School District does not discriminate on the basis of gender, race, color, national origin, ancestry, religion, creed, sex, age, pregnancy, marital or parental status, sexual orientation, or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, and Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554.

Sexual Harassment Pursuant to Title IX – The River Valley School District does not discriminate on the basis of sex in the education program or activity that it operates. The District is required by Title IX and Part 106 of Title 34 of the Code of Federal Regulations not to discriminate in such a manner.

Complaints regarding the interpretation or application of this policy shall be referred to the building principal/ABC and processed in accordance with established procedures. Retaliation against complainants or other participating in an investigation is prohibited.

Students who have been identified as having a disability, under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act, shall be provided with reasonable accommodations in educational services or programs. Students may be considered disabled even if they are not covered under the district's special education policies and procedures.

Children of homeless individuals and unaccompanied homeless youth (youth not in 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 residing 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 will provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, being excluded from participation in an activity, alternative assignments, released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Notice of this policy and its accompanying complaint procedures shall be published annually in the official news publication and posted in each school building in the district. In addition, a student nondiscrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

#### **BULLYING / HARASSMENT - BOARD POLICY #411.1**

River Valley School District strives to provide a safe, positive learning environment for all students. In order to maintain a school environment that encourages optimum human growth and development, it is the policy of the district to maintain and ensure a learning and working environment free of any form of bullying or harassment. All bullying behavior is prohibited whether it is the action of students or staff members. Bullying/harassment is prohibited on all school property whether the property is owned, leased or used by the school district, during school-sponsored activities, on school buses and at bus stops or through the use of electronic, computer, cell phones, or messaging devices (cyber bullying).

Related conduct that occurs away from school that creates a threat to someone while attending school and/or conduct that is likely to cause a disturbance at school is subject to discipline, including possible law enforcement involvement. Also, such conduct may be subject to the activity/athletic code(s).

The district will not tolerate bullying or harassment in any form and will take all necessary and appropriate action to eliminate it, including, but not limited to: discipline, such as suspension or expulsion of the offenders. Furthermore, if needed, the district may pursue court action to prevent an individual from being on school property or in the presence of those people being harassed.

Knowingly filing a false bullying/harassment report against another student/staff member is prohibited.

Definitions: Bullying includes aggressive or hostile behavior that is intentional, involves an imbalance of power, and is typically repeated over time.

Harassment refers to physical, verbal or visual conduct that interferes with a student's schoolwork, ability to attend class or participate in extracurricular activities, or creates an intimidating hostile, or offensive school environment. It may consist of a single act or course of conduct, or be repeated over time.

Harassment also includes "hate speech" - the use of language, behavior or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s). Examples are: • Making statements that promote violence towards a racial or ethnic group; • Drawing, displaying, or posting images or symbols of prejudice (e.g., confederate flag, swastikas)

Bullying/Harassment takes many forms: physical, verbal, social/emotional & cyber.

- Physical: involves harming a person's body or possessions, and includes, but is not limited to: hitting, kicking, punching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.
- Verbal: involves harassing, teasing, intimidating, or threatening comments, which includes, but is not limited to: inappropriate sexual comments, taunting, threatening to cause harm, comments or other expressions which insult, degrade, or stereotype any person or group. The River Valley

School District does not discriminate on the basis of race, gender, religion, color, national origin, ancestry, sex, disability, sexual orientation, class, creed, marital or parental status, pregnancy, age or other protected status in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, or Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554.

- Social/Emotional: involves hurting someone's reputation or relationships, and includes, but is not limited to: leaving someone out on purpose, telling someone not to be friends with someone, spreading rumors, and embarrassing someone in public.

- Cyber: involves misuses of technology, and includes, but is not limited to: harassing, teasing, intimidating, threatening, or terrorizing another student or staff member by way of any technological tool.

Delegation of Responsibility:

Staff: Each staff member shall be responsible to maintain an educational environment free of bullying/harassment. All staff members and contracted district employees are required to report bullying incidents that have been reported to them or that they have witnessed to an administrator. Failure to take action or to report the behavior is considered to be in violation of this policy and subject to disciplinary action.

Students and Parents: It is recommended that students and parents/guardians report bullying complaints to any staff member. Retaliation against a victim, reporter, or a witness is prohibited and will be subject to disciplinary action. Forms for reporting bullying/harassment are available from the school counselors or from the building secretary. They are also available on the district website.

Administration: If the behavior is found to meet the definition of bullying the administration will take the necessary disciplinary actions. Taken into account will be the developmental and maturity levels of the students involved, the circumstances, the severity of the behavior and past incidences or continuing patterns of behavior. The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

This policy shall be distributed annually to all students enrolled in the district and their parents/guardians, and shall be provided to any person upon request. It is also available on the District website.

#### **ACCEPTABLE USE OF NETWORKED COMPUTERS, ELECTRONIC MAIL, AND INTERNET SAFETY POLICY - BOARD POLICY #743**

The River Valley School District network and Internet access enables district students and staff to explore thousands of libraries and databases and connect with other people in the District and throughout the world. The Board believes that the benefits to users from access in the form of information resources and opportunities for collaboration exceed the disadvantages. When connecting to the network on a personal device, the user is subject to the rules and regulations in this policy.

Students and staff shall be trained yearly on the use of Internet Safety and Digital Citizenship to include communicating with other individuals on social networking websites as well as cyber bullying awareness and response. Principals will be responsible for informing students and staff of the District's policies, procedures, and rules annually.

Access to the network is provided solely for educational purposes. Users are responsible for good behavior and proper conduct on school computer networks just as they are in a classroom or a school hallway. All activity through the River Valley network is subject to the right of the River Valley School District to monitor, access, read, and review.

CIPA and N-CIPA The School District must comply with the Children's Internet Protection Act (CIPA) and the Neighborhood Children's Internet Protection Act (N-CIPA), which protect students from prohibited material.

Prohibited Use of District Computers The following activities are prohibited for all users of the RVSD computer network: - Sending or displaying messages that defame, slander, or libel another person - Sending or displaying offensive messages, symbols, or pictures including, but not limited to, pornographic or erotic images or racial, sexual, or religious jokes - Using obscene language and/or racial slurs - Harassing, insulting, or attacking others - Cyber bullying or cyber harassment of others - Damaging computers, computer systems, or computer networks - Use of or downloading unauthorized software - Violating copyright laws - Disclosing one's password to anyone else, or using another's password - Trespassing in another's folder, work, or files - Intentionally wasting limited resources and/or spending an unusual or extraordinary amount of time on personal email conversation or Internet "surfing" - Employing the network for unapproved commercial purposes - Engaging in criminal activity - Use of social networking sites deemed to be inappropriate - Unauthorized access, including "hacking" and other unlawful activities - Unauthorized disclosure, use, and dissemination of personal identification and/or confidential information (such as student records, employment records, health information) - Any other activity inappropriate for an educational setting

Violations may result in a loss of access, as well as other disciplinary or legal action. A summary of this policy is contained in student handbooks for each building level.

Management, Administration, Monitoring, and Privacy 1. The District has software and systems in place that monitor and record all computer usage to ensure the systems are being used for educational purposes, consistent with the District's goals. The security systems are capable of recording, for each and every use, each site visit, attempts to reach sites, the amount of time spent actively using the Internet, each chat, social media, email message, and every file and/or program transfer into and out of our internal networks to the Internet. No District user should have any expectation of data stored, transmitted or received through the District network. The District will monitor all user activity on the Internet at the network level to ensure compliance with CIPA, N-CIPA, and RVSD policies. 2. The District, through appropriate management personnel that includes the district network administrator and/or members of administration, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning. 3. The District policy is to block internet content that is inconsistent with the educational and professional development goals of the District. This means blocking sites that may reasonably be construed to be obscene, disruptive or harmful to the educational or working environment. Offensive, disruptive, or harmful data include, but are not limited to any messages, files, or websites that contain the following: - Pornographic or erotic images - Sexual implications, nudity - Racial slurs, discriminatory comments - Derogatory gender-specific comments and/or other inappropriate language - Information or instructions designed to cause physical harm to another person - Comments that offensively address a person. The River Valley School District does not

discriminate on the basis of race, color, national origin, sex, disability, sexual orientation, religious beliefs, political beliefs or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding nondiscrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554 - Any comment which in any way defames, slanders, or libels another person - Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person - Those data or activities that invade the privacy of another person - Drugs, violence, crime and/or the encouragement thereof - Auction sites that don't monitor for weapons or other sexual items or illegal items 4. The District will fully cooperate with requests from law enforcement and regulatory agencies. 5. The District will charge students/families for negligent use resulting in computer damage.

Filtering 1. With the completion of the Digital Citizenship instruction, the District will lessen the stringent Internet filtering in the Middle School and High School providing students with greater access. This greater access comes with the expectation of proper conduct in Internet use. 2. The District reserves the right to block sites that do not enhance classroom activities and/or career development. 3. Students should contact their instructor should any one inadvertently access a site that is inappropriate for the school setting. 4. Staff should contact their supervisor should any one inadvertently access a site that is inappropriate for the school setting.

Removing a Filter Anyone wanting a filter removal will submit a request in writing to the building principal. All students and parents will sign an agreement/consent form annually. (Policy #743-Exhibit). The policy will be included annually in each building Faculty/Staff Handbook. The Board authorizes the Administration to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement.

### **STUDENT DRESS CODE – Board Policy # 443.1**

Generally, students may dress in any style they desire as long as their choice does not reveal intimate body parts or pose a safety risk to the student or others. The following examples are intended to represent these limitations: • Students may not wear multi-fingered rings, large metal chains or other jewelry that may be used as a weapon. • Students may not wear clothing with vulgar or obscene statements or statements or pictures promoting illegal drugs, alcohol, sex, violence, tobacco or gang activities. • Students may not wear clothing with words, pictures or caricatures based on negative stereotypes. The River Valley School District does not discriminate on the basis of race, gender, ethnicity, religion, sexual orientation, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554• Students must wear shoes or footwear. Students who are dressed in a manner that does not fit within these guidelines may be asked by school staff to change their clothing or address the dress code violation. Students failing to comply may be sent home. Students are expected to follow staff direction regarding dress code violations.

### **SCHOOL VOLUNTEERS – Board Policy #861**

The River Valley School District recognizes that volunteers contribute valuable services to the students and staff. The Board encourages the use of volunteers to enhance communication and cooperation between the students, staff members, and the community. 1. Any individual who wishes to provide volunteer service to the district excluding current district employees will need to complete a Confidentiality Agreement/Disclosure Statement with the understanding that a criminal background check will be completed on them. This includes all individuals who volunteer in the schools on a regular basis, and all volunteers who chaperone school sponsored field trips. 2. Volunteer coaches/advisors who provide services for co-curricular activities need to sign a letter of appointment on an annual basis and must be approved by the Activities Director. 3. Background Checks/Consumer Reports on all volunteers will be repeated every 5 years or when deemed necessary. 4. Volunteers will be covered under the district's liability insurance policy while performing services authorized by the school principal or their direct supervisor (teacher, head coach, director, or head advisor). 5. Volunteers are expected to abide by the school district's regulations and rules when performing assigned responsibilities. Principals, teachers, coaches, advisors, and directors will provide the volunteer an introduction to and explanation about their roles and responsibilities. Principals, teachers, coaches, advisors, and directors will make the appropriate handbooks available to volunteers. 6. Acceptance of all volunteers must be approved by the Building Administrator. The River Valley School District reserves the right to terminate volunteer service at any time. The River Valley School District does not discriminate on the basis of gender, race, color, national origin, ancestry, religion, creed, sex, age pregnancy, marital or parental status, sexual orientation or disability.

### **SEARCH OF STUDENTS AND/OR THEIR PROPERTY – Board Policy #445**

The River Valley School District recognizes its responsibility to provide students and staff with a safe environment that is conducive to learning. Students are entitled to the guarantees of the fourth amendment, and they are subject to reasonable searches and seizures. When necessary and appropriate, School Officials are empowered to conduct searches of students and/or their property (including automobiles) when they have reasonable suspicion that students may be in possession of drugs, weapons, alcohol and other materials ("contraband") in violation of district policy, school rules or state law.

It is the intent of this policy to establish guidelines for student searches. For the purpose of this policy, "School Officials" include the District Administrator, building principals, other school employees designated by the District Administrator or building principal, and the school liaison officer. Other law enforcement officers at the request of or in cooperation with school authorities may be involved in the search as necessary. Any

unauthorized item found during a search may be confiscated. Items confiscated may be held by the school for return to the parent/guardian of a minor student, or to an adult student. If unauthorized items involve a violation of school policies, rules, or laws, such items may be retained for disciplinary proceedings, or turned over to law enforcement officials. The adult student or parent/guardian of a minor student shall be notified of items removed to be retained by the District and/or turned over to law enforcement officials. A record shall be kept of all searches, including the reason for the search and the findings. The documentation may be used in subsequent school discipline or legal action.

#### A. Lockers and Other School Property

The school board retains ownership and possessory control of all pupil lockers at all times and thus retains the right to conduct searches. Students should not expect privacy regarding items placed in school property. The District expressly reserves the right to search lockers with or without reasonable suspicion of a violation of the District's substance abuse policy, other school policies, or state law. Student lockers and other school property are subject to search at any time by school officials, without the consent of the student, without notifying the student, and without obtaining a search warrant.

#### B. Personal Searches

Searches of a student or the student's personal belongings (e.g. backpack) may be made when there is reasonable suspicion that the student has in his/her possession items that violate the law, Board policies, or school rules. The search shall be conducted in a reasonable manner and must not be overly intrusive in light of the age and gender of the student and nature of the infraction. Searches of a student's person or personal belongings should be conducted outside the presence of other students to the extent possible. This search shall be conducted by a school official and at least one other person.

Personal searches may include the use of a metal detector(s).

#### C. Strip Searches

Strip searches are not allowed under any circumstances.

#### D. Searches of Vehicles

District parking lots are the property of the district, and parking in District lots subjects students using them to District rules. Vehicles parked on school property, including nonmotorized vehicles or bicycles, may be subject to searches. A vehicle search may be conducted by school officials where reasonable suspicion exists that the vehicle may contain items or substances which violate school rules, policies, or the law.

#### E. Canine Searches

Searches by dogs specially trained for drug detection may be conducted by law enforcement officials on school grounds. These searches will be scheduled by school officials on a random, unannounced basis. Students face prosecution if drugs or illegal contraband are discovered. Lockers and vehicles parked on school property will be searched. The student's person and personal belongings carried by students will not be searched unless reasonable

suspicion exists that a school policy or law has been violated. The canine searches may be conducted during school hours. A copy of this policy will be distributed annually by inclusion in the Student or Student/Parent Handbook.

### **BUS RULES AND REGULATIONS – Board Policy #751.3**

The River Valley School District Board of Education's primary concern in transporting its students is the safety of the children. MISCONDUCT reports will be completed by the bus driver, and copies will be sent to the Building Principal and the parent. All misconduct reports will be made a part of the child's school record. Misconduct may result in suspension of bus riding privileges, depending upon the seriousness of the misbehavior. Continued misconduct may result in permanent removal from the bus.

#### I. Previous to loading (at home and at school):

A. Be on time at the designated school bus stops. This is mandatory if schedules are to be kept. Note: Children should be at point of pickup when bus arrives or in view of the driver. If not, the bus will not wait for them.

B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.

C. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, in single file.

D. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop. There should be no pushing or shoving. Remember to line up in single file.

#### II. While on the bus:

A. Keep the hands and the head inside the bus at all times.

B. Assist in keeping the bus safe and sanitary at all times.

C. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.

D. Treat bus equipment as you would treat valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.

E. Never tamper with the bus or any of its equipment.

F. Leave no books, lunches or other articles on the bus. If an item is lost, please notify the bus company as soon as possible. Drivers do clean out the buses after every route and turn in lost articles. These lost articles are held for several months and then donated to charity.

G. Keep books, packages, coats, and all other objects out of the aisles.



- H. Eating on the bus is not allowed, except when organized by a supervisor or coach (such as on a field trip or on the way to/from an athletic event), and the supervisor or coach should oversee that wrappers, bags, etc. are disposed of in proper receptacles.
  - I. Follow the direction of the bus driver in case of emergency.
  - J. Do not throw anything out of the bus window.
  - K. Always remain in your seats while the bus is in motion.
  - L. Be courteous to fellow pupils, the bus driver, the driver's assistant and to passersby.
  - M. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped, and until the bus is safely across the tracks.
  - N. Profane or indecent language will not be tolerated.
  - O. The driver is responsible for controlling the bus riders. The students must obey the driver and the driver assistants promptly and cheerfully.
  - P. Inform the driver, if possible, when a rider will be absent.
  - Q. No live animals of any kind are allowed on the bus except service animals (Policy 834 Service Animals).
  - R. Electronic devices will be permitted if sound is controlled.
  - S. If a musical instrument is to be brought on the bus, it must be small enough for the student to hold in his/her lap or to stand on end on the floor between their seat and the seat in front of them (no tubas or drums).
  - T. No skateboards are allowed on the bus.
  - U. Possession of weapons, tobacco, alcohol, or illegal substances of any type shall not be permitted at any time on buses.
- III. After leaving the bus:
- A. When it is necessary to cross the road to get on or off the bus, cross at least ten feet in front of the bus, but only after receiving the signal to do so from the driver. Also, the child should check to be sure that no traffic is approaching.
  - B. Help look after the safety and comfort of small children.
  - C. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal will be used only when the child could be in possible danger after starting to cross the road. When hearing the horn, the child should return to the spot where they were waiting for the driver's signal.
  - D. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials.
  - E. Students shall not go to the mail box to sort or gather mail until the bus has left its stop, as the driver cannot move the bus until the students have safely cleared the drop-off point.
  - F. If there is no parent/responsible person present at the bus stop to greet the kindergartner (or younger student), the student will not be allowed to exit the bus. The bus driver will then notify the bus company that he/she is keeping the student on the bus and will continue on with the bus route. In the meantime, the bus company will try to contact the parent by phone. If the parent cannot be contacted by phone, the emergency contact person listed for the student will be contacted by phone. Arrangements will be made during this phone conversation as to where the parent/emergency contact person can safely receive the student. The meeting point might be: - the school; OR - the bus company (located on Hwy. 23 in Spring Green); OR - another location determined during the phone conversation.
- IV. Co-curricular activity trips:
- A. The above rules and regulations will apply to any trip made under school sponsorship.
  - B. Pupils shall respect the directions of chaperones appointed by the school officials to accompany the bus riders.
  - C. Students making a co-curricular or special activity trip must return on the same bus, unless written authorization has been presented to the supervising employee in advance by the parent or guardian of the student to go with a student's parent.
  - D. Windows shall remain closed at the discretion of the bus driver.
  - E. Electronic devices are permitted if sound is controlled.
  - F. Violation of any of the above rules will be reported to the Building Principal of the school the student attends.

**Bus Rules and Regulations Discipline Procedures - Policy #751.3 (Rule 1)**

- A. To handle cases of misconduct as outlined in School Board Policy 751.3 Bus Rules and Regulations, the following procedures will be followed: 1. Bus drivers will fill out misconduct reports. The report will be turned in to the school office no later than the next school day following the offense. Each misconduct report will be investigated by both the bus company and the school administration. 2. The following actions will follow the issuance of a misconduct report: a. FIRST LEVEL - The bus company will inform the parent or guardian and school official responsible for handling the situation. b. SECOND LEVEL - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days. c. THIRD LEVEL - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days. Parent and student will be required to meet with the Building Administrator to be informed of possible Board action on future misconduct reports. d. FOURTH LEVEL - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board policies for expulsion from the bus for the remainder of the year. The student will be denied transportation for a maximum of 10 or 15 days (depending on whether special ed is involved) while the expulsion hearing

is pending. Note: The second and third level procedures may be waived depending on the seriousness of the incident. B. Parents or guardians and students are hereby advised to be aware that in any of the above actions, they have the right of due process. C. A school administrator, chaperone, or bus driver has the authority to assign riders to designated seats. D. Video surveillance or electronic monitoring may be activated on buses, other authorized vehicles, and viewed by administration, bus management, parent or guardian, and/or police authorities for gathering facts and evidence.

### **BUS EVACUATION DRILL – Board Policy #751.3 (Rule 2)**

The River Valley School District requires annual evacuation drills. The following information is being provided for your cooperation.

#### **RECOMMENDED EVACUATION PROCEDURES:**

1. Front Door Evacuation - Students in the left front seat exit first followed by those in the right front seat. Continue alternating from the front to the rear of the bus until all students are off.
2. Rear Emergency Door Evacuation - Two students should exit first to help the rest of the students. Students in the left rear seat exit first followed by those in the right rear seat. Continue alternating until all students are off the school bus.
3. If it is possible, use both doors for evacuation. In extreme situations, windows can be used.
4. Immediately after leaving the bus, re-group in a safe area away from the bus. Do not allow students to cross the road or reenter the bus. Always account for all students. Bus evacuation is needed in situations determined by the bus driver including but not limited to:
  1. Fire or danger of fire exists
  2. Bus in an unsafe position
  3. Passengers in danger of drowning
  4. Danger of approaching tornado

#### **EMERGENCY EQUIPMENT WHICH MIGHT BE USED:**

1. First Aid Kit
2. Triangle Flares
3. Two-Way Radio/Cell phone
4. Fire Extinguisher

### **USE OF CAMERAS OR RECORDING DEVICES ON SCHOOL BUSES OR OTHER AUTHORIZED VEHICLES – Board Policy #751.4**

The River Valley School District approves the use of video surveillance or electronic monitoring on school buses or other authorized vehicles for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. In this policy, "surveillance" means video surveillance or electronic monitoring. Parents shall be notified once a year via student handbooks and the annual "Back to School" newspaper publication that surveillance is being used. A sign shall be placed at the front of each bus indicating that surveillance is present. For the purpose of documenting a problem and determining which students may be involved, the bus company manager, bus drivers, and administrators of the district shall be authorized to review the surveillance recording. Disciplinary action may be taken with students based on surveillance. The isolated segment of the recording that documents the incident may only be reviewed by a student identified as being involved in an altercation and/or his/her parent/guardian. The bus company designee or school administrators shall review the recording with the student and/or parent/guardian and document the date and names of all individuals reviewing the recording. The recording shall not be available for review by the public in general, the media or other individuals. The school administration may authorize other school personnel who have a legitimate educational interest in viewing segments of a specific recording. A log shall be kept of the date and names of the individuals viewing the recording. The bus company or school district will keep recordings for a minimum of 14 days. If there was a problem recorded, that recording will be kept until approved by River Valley Administration to reuse.

### **HEALTHY KIDS INITIATIVE POLICY (WELLNESS POLICY) – Board Policy #763**

This policy outlines the District's approach to ensuring positive, safe and healthy environments and opportunities for all students to practice healthy eating and physical activity behaviors throughout the school day.

#### **Physical Education**

River Valley School District will provide students with physical education, using an age-appropriate, sequential physical education curriculum consistent with national and state standards for physical education. The physical education curriculum will promote the benefits of a physically active lifestyle and will help students develop skills to engage in lifelong healthy habits, as well as incorporate essential health education concepts. All students, including students placed in off-site separate education settings, will be provided equal opportunity to participate in physical education classes.

- All district students will participate in physical education that meets DPI physical education requirements.

- Students will be moderately to vigorously active for at least 50% of class time during most or all physical education class sessions.
- All physical education classes in the District are taught under the direction of licensed teachers who are certified or endorsed to teach physical education.

#### Physical Activity

Schools will offer students a variety of physical activity opportunities that are in addition to, and not a substitute for, physical education as well as encourage children and adolescents to participate in physical activity every day.

- Withholding physical activity as discipline (e.g. recess or physical activity breaks) during the school day should be avoided. Options of alternative discipline may be given to students if necessary when a physical activity is withheld. The following is required if activity with restrictions are required:
  - o Physical activity cannot be withheld or restricted more than 2 times per week.
  - o If withheld or restricted, physical activity alternatives must be offered the same day.
  - o Outdoor recess will be offered when weather is feasible for outdoor play.
  - o Active recess programming will be utilized to create universal participation by offering multiple activities at recess; designate different areas of play throughout the playground; provide equipment to decrease congestion on play structures.
  - o In the event that the school or district must conduct indoor recess, teachers and staff promote physical activity for students, to the extent practicable.
- The District recommends teachers provide short (3-5 minute) physical activity breaks to students during and between classroom time. Activity break ideas are available on the DPI webpage “Physical Education and Physical Activity.”
- The District offers opportunities (e.g., activity clubs, open gym, intramurals and varsity sports) for students to participate in physical activity before and/or after the school day. The District will support active transport to and from school, such as walking or biking.

#### School Meals

River Valley School District is committed to serving healthy meals to children, with plenty of fruits, vegetables, whole grains, and fat-free and low-fat milk; moderate sodium, low in saturated fat, and zero grams trans fat per serving (nutrition label or manufacturer’s specification); and to meet the nutrition needs of school children within their calorie requirements. All schools within the District participate in USDA child nutrition programs, including the National School Lunch Program (NSLP) and the School Breakfast Program (SBP). All schools within the District are committed to offering school meals through the NSLP and SBP programs.

- All school meals are accessible to all students
- The District offers reimbursable school meals that meet USDA nutrition standards.
- Drinking water will be available to all students throughout the school day and throughout every school campus, including during mealtimes.
- Students will be allowed at least 10 minutes to eat breakfast and at least 20 minutes to eat lunch counting from the time they have received their meal and are seated.
- Lunch and recess period will be together to better support learning and healthy eating.
- All school nutrition program staff will meet or exceed hiring and annual continuing education requirements in the USDA professional standards for child nutrition professionals.

#### Other food available at school

- The foods and beverages sold outside of the school meal program (i.e. “competitive” food and beverages) will meet the USDA Smart Snacks in School nutrition standards, at a minimum.
- All foods offered on the school campus during school hours and 30 minutes after school ends will meet or exceed the USDA Smart Snacks in School nutrition standards. Exceptions may be allowed at the discretion of the Administrator.
  - o The District will provide resources and ideas of healthy snacks for parents and teachers, including non-food celebration ideas.
  - o The District will provide parents a list of food and beverages that meet Smart Snacks nutrition standards.
  - o The District will provide teachers and other relevant school staff a list of alternative ways to reward children. Food and beverages will not be used as a reward, or withheld as punishment for any reason, such as performance or behavior.
  - o Only foods and beverages that meet or exceed the USDA Smart Snacks in Schools nutrition standards may be sold through fundraisers on the school campus during the school day. Exceptions may be made if the fundraiser does not meet USDA Smart Snacks but may not be consumed during school hours.

#### Nutrition Promotion

The District aims to teach, model, encourage, and support healthy eating by students. Nutrition education is designed to provide students with the knowledge and skills necessary to promote and protect their health.

- Nutrition education will include enjoyable, developmentally-appropriate, culturally-relevant, and participatory activities, such as cooking demonstrations, or lessons, promotions, taste-testing, farm visits, and school gardens.

- Nutrition education will be included in the Health curriculum so that instruction is sequential and follows the Wisconsin Model Academic Standards for Nutrition. Nutrition education will be encouraged to be integrated into other classroom instruction through subjects such as math, science, language arts, social science, and elective subjects.
- The District teaches student nutrition education using scientifically-based, up-to-date nutrition information consistent with the Dietary Guidelines for Americans.
- The District discourages the marketing and advertising of non-nutritious foods and beverages through signage, vending machine fronts, logos, scoreboards, school supplies, advertisement in school publications, coupons, incentive programs, or other means.
- Students are not allowed to share food or beverages with one another during meal or snack times, due to concerns about allergies and other dietary restrictions for some students.
- Students will not have access to vending machines at the elementary or middle school, during the school day.
- High School beverage vending machine available to students will only contain water, flavored water, 100% fruit juice, low calorie sports drinks, and other beverages that meet the criteria for the USDA Smart Snacks in School nutrition standards.
- Items in the snack vending machine must be reviewed at the beginning of the year with the Healthy Kids Initiative Committee (Wellness Committee) for approval of new items in the machine.
- A list of products, and their nutritional value, to be sold in the beverage vending machines shall be available to the School Board at the beginning of each school year for informational purposes.

#### Other Activities that Promote Student Wellness

The District will coordinate and integrate other initiatives related to physical activity, physical education, nutrition, and other wellness components so all efforts are complementary, not duplicative, and work towards the same set of goal and objectives promoting student well-being, optimal development, and strong educational outcomes.

- The District will continue relationships with its community partners.
- The District will promote to parents/caregivers, families, and the community the benefits of and approaches for healthy eating and physical activity throughout the school year. Families will be invited to participate in school-sponsored events and will receive information about health promotion.
- The District promotes staff member participation in health promotion programs and will support programs for staff members on healthy eating/weight management.
- When feasible, the District will offer annual professional learning opportunities and resources for staff to increase knowledge and skills about promoting healthy behaviors in the classroom and school.

#### Policy Monitoring/Implementation

- The District will convene a district Healthy Kids Initiative Committee (Wellness Committee) to establish goals for and oversee school health and safety policies and programs, including development, implementation, and periodic review and update of wellness.
- The committee membership will represent all school levels includes but limited to: staff members, representative of food service, school board, school administrators, students, and parents.
- The committee will update and modify the policy based on the results of the annual progress reports, and/or District priorities change; community needs change; wellness goals are met; new health science, information, and technology emerges; and new Federal or State guidance or standards are issued. The policy will be assessed and updated as indicated at least every three years.
- The Chairperson of the committee will be the Pupil Services Director.

CROSS REFERENCE: Policy 345.54 .5 Credit Physical Education Exemption

DPI Chapter 8 – School District Standards

#### **DANGEROUS WEAPONS IN THE SCHOOLS – Board Policy #443.4**

No one shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school provided transportation, or at any school- sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. Any object which could be used to cause bodily injury or property damage and which has no school-related purpose for being in school or on school grounds, will be considered a weapon for purposes of this policy. The following is an exception to the policy prohibition: • The District Administrator may allow a weapon on school premises for purposes of demonstration, educational presentations, or other pre-approved educational programming. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal or the principal's designee except during the actual demonstration, presentation, or program. A student who possesses a firearm or destructive device in violation of this policy may be suspended from school, referred for an expulsion hearing, and may be expelled from school. Students possessing other weapons in violation of this or any other policy or rule shall be subject to appropriate school disciplinary action, up to and possibly including suspension and expulsion from school. A parent or guardian with

access to student records will be notified of student weapons violations in all cases. A law enforcement or juvenile justice referral may also be made for all students violating this policy.

### **WEAPONS ON SCHOOL PREMISES – Board Policy #837**

No one shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school provided transportation, or at any school- sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. Any object which could be used to cause bodily injury or property damage and which has no school-related purpose for being in school or on school grounds, will be considered a weapon for purposes of this policy. The following are exceptions to the policy prohibition: • This prohibition does not apply where state law prohibits a school district from restricting any individual's right to possess a firearm or other weapon in a location covered by this policy (e.g., a law enforcement officer who is acting in official capacity and who possesses a firearm or other weapon that was issued and approved by the officer's employing agency; certain individuals 21 years of age or older who are licensed to carry a concealed weapon who have stored a licensed handgun that is unloaded and encased in their motor vehicle parked on school grounds). • Any qualified current law enforcement officer who is off duty or any qualified former law enforcement officer may possess a properly licensed firearm provided that the individual meets all applicable conditions specified in the state and federal gun-free school zone laws. Although permitted, the Board generally discourages the intentional presence of such firearms, and strongly encourages such individuals to notify the District Administrator, building principal, or other activity supervisor of their possession of any such firearm in order to avoid misunderstandings should the presence of the weapon be identified by another person. • The District Administrator may allow a weapon on school premises for purposes of demonstration, educational presentations, or other pre-approved educational programming. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal or the principal's designee except during the actual demonstration, presentation, or program. A student who possesses a firearm or destructive device in violation of this policy may be suspended from school, referred for an expulsion hearing, and may be expelled from school. Students possessing other weapons in violation of this or any other policy or rule shall be subject to appropriate school disciplinary action, up to and possibly including suspension and expulsion from school. A parent or guardian with access to student records will be notified of student weapons violations in all cases. A law enforcement or juvenile justice referral may also be made for all students violating this policy. Employees violating this policy shall be disciplined in accordance with employee policies and handbooks and referred to law enforcement officials for prosecution. Any other person violating this policy may be referred to law enforcement officials for possible prosecution.

### **RIVER VALLEY SCHOOLS: K - 5 TECHNOLOGY POLICY**

#### **Program Overview:**

River Valley seeks to personalize and differentiate learning for our students, and 1:1 devices give us a greater opportunity to do so. We want to make transformative tools available to teachers and students throughout our school district. We want what is going on inside our school buildings to reflect the changes taking place outside our school buildings. We want our students to have access to the vast collection of resources at their fingertips when they have a connected device. We want our students to be inquisitive and lead their own learning.

#### **Chromebook and iPad Classroom Care:**

- When moving around the room, keep the lid closed to protect the screen and keyboard.
- Do not have food or liquids near the keyboard when using any device.
- Always set the device on a desktop; do not stack it on top of other books or school supplies. Also, do not stack other books or materials on top of a device.
- If you notice something is wrong with the device, or if damage has occurred, report to your teacher immediately.
- Do not close the lid of the chromebook with any papers, pencils, or other materials inside the lid. This could easily crack the screen.

#### **Student Responsibility:**

- Respect and protect their own privacy and the privacy of others
  - Use only your assigned River Valley Schools accounts
  - Use only your assigned device (as provided by teacher)
  - Keep personal information such as: name, address, phone number, etc., offline
  - Keep your passwords secret
  - Have permission before posting images or video of other students to the Internet
- Respect and protect your school's electronic resources
  - Observe all network security practices
  - Conserve, protect, and share these resources with other students and Internet users
  - Treat equipment with care, report any damages, security risks or violations immediately
- Respect and protect the copyrighted/intellectual property of others
  - Cite all sources appropriately

- Follow all copyright laws
- Use electronic communication devices appropriately to assure academic integrity, cheating will result in loss of privileges and/or discipline
- Respect and practice the principles of community
  - Communicate only in ways that are kind, responsible, respectful and lawful
  - Use electronic devices for schoolwork only during class time
  - RVSD email should be used for schoolwork only
  - Report threatening or offensive materials to a teacher immediately

**Software:**

- Google Apps for Education
  - Chromebooks seamlessly integrate with the Google Apps for Education suite of productivity and collaboration tools designed specifically for educational institutions. This suite includes Google Docs (word processing), Spreadsheets, Presentations, Drawings, and Forms
  - All work is stored in the cloud and is accessible using the River Valley Schools student's account 24/7 from any internet connected computer
- Chrome Web Apps and Extensions
  - Students are not allowed to install appropriate Chrome web apps and extensions from the Chrome Web Store without permission or approval
  - Inappropriate material or use will result in disciplinary action
  - Some web apps may be available to use when the Chromebook is not connected to the Internet for offline use

**E-mail Usage:**

- The primary purpose of the River Valley Schools G-mail student electronic mail system is for students to communicate with their teacher(s), school staff, outside resources related to school assignments, and fellow students to collaborate on school activities
- Students are responsible for good behavior while using school e-mail, just as they are in a classroom or a school hallway; expectations and instruction for proper use will be demonstrated and communicated by your teacher
- Access to e-mail is given to students who agree to act in a considerate and responsible manner; access is a privilege – not a right and will be suspended for improper use
- Students are responsible for messages sent from their accounts
- Students should not share their passwords
- Students should not give out personal information over email, including home telephone numbers or home addresses
- Students will not use email to bully, harass, or threaten other students or individuals
  - The River Valley Board of Education Policy 411.1 references bullying and harassment. This policy addresses bullying and harassment in the verbal, physical, social-emotional and cyber forms.
- Students will report any unusual activities such as "spam" communications, obscene email, or unauthorized communication by adults to the teacher or school's technology specialist
- Students will not use email to send chain letters, viruses, or hoaxes to other students or staff
- Email accounts are filtered; messages containing inappropriate language or content will be flagged
- Student email is provided by the district and is district property; RVSD reserves the right to archive, monitor and/or review all use of its email system, and users should not have any expectation of privacy in any electronic message created, sent or received on the District's email system

**No Expectation of Privacy:**

- Students have no expectation of confidentiality or privacy with respect to usage of any district technology, regardless of whether that use is for district-related or personal purposes, other than as specifically provided by law. The District may, without prior notice or consent, log, supervise, access, view, monitor, and record use of student technology at any time for any reason related to the operation of the District.
  - Monitoring Software
    - Teachers, school administrators, and the district technology services department staff may use monitoring software that allows them to view the screens and activity on student devices.

**Content Filter:**

- The district utilizes an Internet content filter that is in compliance with the federally mandated Children's Internet Protection Act (CIPA). All Chromebooks, regardless of physical location at school, will have all Internet activity filtered and monitored by the district.

**Appropriate Uses and Digital Citizenship:**

- School-issued devices should be used for educational purposes and students are to adhere to the River Valley Technology Use Agreement and all corresponding administrative procedures at all times.

- While working in a digital and collaborative environment, students should always conduct themselves as good citizens by adhering to the following:
- *Respect Yourself.* I will show respect for myself through my actions. If necessary, I will select online names that are appropriate. I will use caution with the information, images, and other media that I post online. I will carefully consider any personal information about my life, experiences, or relationships I post. I will not be obscene. I will act with integrity.
- *Protect Yourself.* I will ensure that the information, images, and materials I post online will not put me at risk. I will not publish my personal details, contact details, or a schedule or location of my activities. I will report any attacks or inappropriate behavior directed at me while online. I will protect passwords, accounts, and resources.
- *Respect Others.* I will show respect to others. I will not use electronic mediums to antagonize, bully, harass, or stalk people. I will show respect for other people in my choice of websites: I will not visit sites that are degrading to others, racist, or inappropriate. I will not enter other people's private spaces or areas.
- *Protect Others.* I will protect others by reporting abuse and not forwarding inappropriate materials or communications. I will avoid unacceptable materials and conversations.
- *Respect Intellectual property.* I will request permission to use copyrighted or otherwise protected materials. I will suitably cite all use of websites, books, media, etc. I will acknowledge all primary sources. I will validate information. I will use and abide by the fair use rules.
- *Protect Intellectual Property.* I will request to use the software and media others produce. I will purchase, license, and register all software or use available free and open source alternatives rather than pirating software. I will purchase my music and media and refrain from distributing these in a manner that violates their licenses.

### **Device Incidents**

- If at any point during the school year there is damage, loss or theft of the Chromebook or peripheral devices, the student must contact the school administration immediately. Chromebooks will be repaired through the River Valley School District.
- Any technical issue with the Chromebook or peripheral must be reported to the school administration immediately; this includes but is not limited to the Chrome operating system, battery issues, loss of Internet connectivity, failures of apps to launch, etc.
- Any hardware or software repairs that are not due to misuse or damage will be covered without cost to the student; however, any accidental or intentional damage to the device or peripherals will incur a cost. Fines will be imposed in accordance with the chart below or at the discretion of school administration.
- After two incidents of accidental damage, the student may lose some privileges and may not be permitted to take the device home. This may also result in disciplinary action. All reports will be investigated on a case-by-case basis.

<b>Incident</b>	<b>Action(s) Necessary</b>	<b>Cost</b>
Accidental Damage (1st instance)	Report immediately to the classroom teacher. Classroom teacher will report to the building administrator.	No cost dependent on investigation/ cause
Accidental Damage (2nd instance)	Report immediately to the classroom teacher. Classroom teacher will report to the building administrator.	Minimum: \$20
Accidental Damage (3rd instance)	Report immediately to the classroom teacher. Classroom teacher will report to the building administrator. Loss of privileges may occur such as: <ul style="list-style-type: none"> <li>• Limited participation with technology</li> <li>• Discipline referral</li> </ul>	Minimum: \$20  Maximum: Full replacement cost of device
Intentional Damage	Report immediately to school administration. Any and all appropriate discipline for damage to school property as set forth in School Board policy and building policies.	High level fine: Costs associated with repairing/ replacing device
Loss	Report immediately to the classroom teacher. Classroom teacher will report to the building administrator.	Full cost of device
Theft	Report immediately to the classroom teacher. Classroom teacher will report to the building administrator. A police report must be filed with the Spring Green Police Department; a copy of the report must be turned into school administration.	Full cost of device

