

River Valley School District



2025-26
Student/Parent Handbook

RIVER VALLEY ELEMENTARY SCHOOL
830 W. Daley St., Spring Green WI 53588
608.588.2559

Table of Contents

<u>Building Level Information</u>	<u>Page</u>
Appropriate Dress	10
Building Contacts	2
Building Discipline	4
Building Grading Process	9
Building Schedule	3
Communication of Information	10
Counseling Resources	10
School-Wide Approach to Positive Behavior	4
Student Attendance	10
Student Cubbies	10
Student Use of Cellphones/Smart Watches	10
Welcome Statement from the Principal	2
<u>District Level Information</u>	
Board of Education	11
District Belief Statements	11
District Calendar 2025-2026	14
Districtwide Contacts	11
Strategic Plan 2023-2028 Overview	12
Student Academic Standards	13
<u>Notices</u>	
Bullying (Board Policy 411.1)	16
Food Service Management (Board Policy 760)	18
Nondiscrimination on the Basis of Sex (Title IX) in Education Programs or Activities and Related Grievance Process (Board Policy 411.5/511.3)	16
Planned Responses for Emergencies (Board Policy 722.6)	15
Protection of Pupil Rights Amendment (PPRA) (Board Policy 441)	17
Student Anti-Harassment (Board Policy 411.2)	17
Student Nondiscrimination and Equal Educational Opportunity (Board Policy 411)	15
<u>Policies</u>	
Academic Integrity, Plagiarism, and Use of Artificial Intelligence	18
Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety (Board Policy 743)	19
Drug and Alcohol Prohibitions (Board Policy 443.3)	19
Guidelines for Maintenance and Confidentiality of Student Records (Board Policy 347 Rule)	20
Highlighted District Policies	24
Search of Students and/or Their Property (Board Policy 445)	20
Student Attendance and Truancy Guidelines (Board Policy 431 Rule)	21
Student Dress Code (Board Policy 443.1)	21
Student Use of Personal Communication Devices (Board Policy 443.6)	22
Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises (Board Policy 832)	22
Weapons in the Schools (Board Policy 443.4)	23
<u>Signature Page</u>	25

Welcome from Mrs. Peterson

Welcome to the 2025-2026 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 River Valley Elementary. 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!

Building Contacts

Carla Peterson

Principal

cpeterson@rvschools.org

Shannon Hagmann

Administrative Building Coordinator

sgutknecht-hagmann@rvschools.org

Stacy Hauden

Counselor

shauden@rvschools.org

Sarah Schaller

Principal's Secretary

sschaller@rvschools.org

Building Schedule River Valley Elementary

Arrival:	7:45 - 8:05	
Breakfast: KG-2nd	7:45 - 8:05. Students having school breakfast will report directly to the cafeteria upon arrival, then to the classroom for check-in. *Breakfast is offered to any students that may arrive late.	
Breakfast: 4K	8:05. Students having school breakfast will report directly to their classroom upon arrival. 4K students will eat in their classroom.	
Class Start Time:	Students are expected to be IN their classrooms by 8:05. Arrivals after 8:05 will need to stop in the office for a tardy slip before going to class.	
4K Lunch & Recess:	Lunch: 11:40-12:10	Recess: 9:30 and 2:45
KG Lunch & Recess:	Lunch: 11:15 - 11:35	Recess: 11:35 - 11:55
1st gr Lunch & Recess:	Lunch: 11:30 - 11:50	Recess: 11:50 - 12:10
2nd gr Lunch & Recess:	Lunch: 11:55 - 12:15	Recess: 12:15 - 12:35
Dismissal Times:	Regular/Full Day: Dismissal process begins at 3:05. Picker-Uppers first, followed by Bussers, then Walkers.	
	Wednesday Early Release: Dismissal process begins at 1:45. Picker-Uppers first, followed by Bussers, then Walkers.	
	Wednesday Early Release: Lil' Hawks Care pick up time is 3:30	

Building Discipline

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 follow the Blackhawk Code.

- We treat adults with kindness and respect.
- We treat students with kindness and respect.
- We show good work habits.
- We always use our manners.
- We own our choices and behaviors.
- We do what is right.

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 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.

RV SYSTEMATIC APPROACH TO BEHAVIORS

River Valley Elementary staff strive to foster a learning atmosphere that is conducive to the educational well-being and the personal safety of all students and staff members. Behavior consequences are opportunities for students to learn from their experiences and grow in character. Our goal as staff is to work collaboratively with parents to correct behavior issues, in an effort to support the child in exercising responsibility and self-control.

- Behaviors are generalized into 2 categories: MINOR or MAJOR.
- An "Ooops Form" is informal documentation of behavior
- A "Fix-It" form is formal documentation of behavior

MINOR BEHAVIORS and CONSEQUENCES

When minor behaviors are observed, staff will first try to redirect/distract student with some of these strategies:

- Ignore the behavior; or
- Restate Directive; or
- Give limited choices; or
- Use proximity towards student (non-threatening); or
- Use RESET space and kit; or
- Use a buddy teacher time-out; or
- Use a buddy room (have the student take a break in another teacher's classroom); or
- Give a task (examples: take something down to the office or a classroom); or
- Take a lap around the school; or
- 1-2-3 Magic Reminders

IMPORTANT: If a student has accumulated 3 Fix-It forms within a quarter, they will not be able to participate in one or more field trips or school wide/classroom activities or celebrations within the quarter.

1st Offense:

Classroom/Special teacher will record on the Ooops Form, and will redirect (take a break) and reteach the desired behavior when the student is ready.

2nd Offense:

Classroom/Special teacher will record on the Ooops Form, and will redirect (take a break), reteach desired behavior and make a parent contact (Fix It Form will come with next offense).

3rd Offense:

Classroom/Special teacher will fill out the Fix It Form with the student.

Minor Behaviors Include:

If a student is demonstrating...

Possible Restorative or Natural Consequences:

Then...

Inappropriate Language

- Potty Talk, Frickin'

- The student will call a parent to explain their Behavior

Noncompliance

Examples:

- Refusing to do work, but quiet
- Not disturbing the classroom
- Not following a redirection

- The student copies sentences from the Blackhawk Code

- The student writes a list of replacement words

- The student eats lunch in the office

Disrespect of Student

- The student loses recess

Not Following Expected Behaviors

Examples:

- No drawing on yourself, no wearing hats/hoods in school
- Use of cellphone or smartwatch during school time

- The student will complete work at recess; the student may go out when work is finished

- The student apologizes to student or staff and restores relationship

MAJOR BEHAVIORS and CONSEQUENCES

Majors: The principal or ABC will contact parents (by email or phone). Documentation will occur in all cases, it may be a Fix-It form or a different form.

Important: If a student has been suspended (in or out of school) within a quarter, they will not be able to participate in one or more Field Trips or school wide/classroom activities or celebrations within the quarter.

Majors Include:

Fighting

Offense: 1st: In-school suspension for the remainder of the day.
2nd: In-school suspension for a full day and parent conference.
3rd: Out-of-school suspension and parent conference.

Unsafe Behaviors

**Ex: fleeing, leaving the building, hiding, climbing in unsafe areas*

Offense: 1st: The student will be asked to take a break in the office. Work will need to be Made up by the student.
2nd: The student will be out of the classroom for the remainder of that half day. Missed work will need to be made up by the student. Restoration with the classroom/teacher must occur before returning to the room where the incident occurred.
3rd: In-school suspension and parent conference with student, teacher, and admin.

Classroom Disruption

**Ex: slamming items, verbal outbursts, screaming*

Offense: 1st: The student will be asked to take a break in the office.
2nd: The student will be out of the classroom for the remainder of that half day. Missed work will need to be made up by the student. Restoration with the classroom/teacher must occur before returning to the room where the incident occurred.
3rd: In-school suspension and parent conference with the student and staff member.

Striking an Adult or Throwing Objects at an Adult with Intent to Harm

Any Offense: Family is called and the student goes home for the day. To return to school, a meeting must be held with the parent, student, and staff member involved.
Option of further days out of school suspension.

Striking a Student or Throwing Objects at a Student with Intent to Harm

Offense: 1st: In-school suspension. If a student cannot remain in an in-school suspension, the family will be called and the student will go home.
2nd: One day out-of-school suspension. Parent conference.
3rd: Multiple days of out-of-school suspension. Parent conference.

Threat

Offense: 1st: The student will restore relationships with whoever they threatened. Reteaching respect.
2nd: Repeat steps above, in-school-suspension.
3rd: Repeat steps above. Depending on severity, another suspension (in or out of school).

Harassment/Bullying

**Ex: gender, race/ethnicity, disability, sexual/sexual orientation, religious beliefs*

- Offense:
- 1st: The student will restore relationships with whoever they threatened. The student will receive re-teaching about harassment during their free time.
 - 2nd: Repeat steps above, in-school suspension.
 - 3rd: Repeat steps above, depending on severity, another suspension in or out of school.

Theft

- Offense:
- 1st: The student will return the item/s and apologize. Reteaching respect.
 - 2nd: Repeat steps above. Loss of independence in areas where theft occurred until trust can be earned.
 - 3rd: Repeat previous steps and an in-school suspension.

Misuse of Technology

- Offense:
- 1st: Loss of technology for a day.
 - 2nd: Loss of technology for a week.
 - 3rd: Loss of technology for the remainder of the year.

Weapons with Intent to Harm

- Any Offense:
- Out-of-school suspension and parent conference with student and admin.
 - Consideration of expulsion.

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 ACHIEVEMENT SCALE

Four levels of progress are noted using an achievement scale (numbers 1-3, letter E). 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 above grade level standards.

3 - Meets Grade Level Standards - Target

Consistently applies knowledge that meets end-of-grade level concepts and skills.

Requires minimal support to complete grade level work.

2 - Developing Grade Level Standards

Has developed partial understanding of end-of-grade level concepts and skills.

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.

STUDENT ATTENDANCE

If your student is unable to attend school on any given day (ie: ill, personal, or medical reasons), or will be arriving late (after 8:05), please contact the office by no later than 8:30am.

- River Valley Elementary. Sarah Schaller. sschaller@rvschools.org or 608.588.2559. Press one (1) for the attendance line to leave a detailed message or press zero (0) to speak to the office staff directly.
- If leaving a voicemail message, please provide a detailed reason for absence so we may record appropriately.
- If absence is related to an appointment (medical or legal), it is recommended to get a school-excuse note so that the absence can be documented as medically/professionally excused. Absences that accompany a school-excuse, or any event where your child is instructed by school personnel to leave school due to illness are not factored into allowed absences.

Your child's attendance in school is important. Every day missed has an impact on your child's academic success. 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 according to state statutes.

RVSD policy (431 Rule) states students are allowed 5 illness-related days per semester and 10 personal days over the course of the school year. Any days beyond are considered unexcused unless a school excuse is received from a medical or professional entity, or approved by school administrator.

STUDENT CUBBIES

Students have designated hooks to use as their space to keep their belongings (ie: outerwear, backpack). 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 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 FOR OUTDOOR ACTIVITY

Students regularly participate in activities that are held outside; daily recess and also for physical education. Please be sure your child is dressed appropriately and according to outdoor weather conditions.

COMMUNICATION OF INFORMATION

Notifications and communication from RVE's office are most commonly sent electronically to families in multiple formats. Messages are typically sent to your email, posted in your Skyward Family Access account, and also posted in Seesaw.

STUDENT USE OF CELLPHONES/SMART WATCHES

Students who bring cellphones to school are responsible for keeping their phones turned off and must be kept securely in their backpacks during the school day. For students who wear a smartwatch, know that text messaging/camera photography are also prohibited during the school day. *see RV SYSTEMATIC APPROACH TO BEHAVIORS for reference.

COUNSELING SERVICES

Stacy Hauden. Elementary Counselor. 608.588.2559 ext: 3006 / shauden@rvschools.org

- [Family Resources Information](#)
- [RV Virtual Zen Den](#)

Districtwide Contacts

Loren Glasbrenner, District Administrator
Brian Krey, Assistant Superintendent/Director of Finance and Operations
Jaime Hegland, Activities Director
Claire Knoll, Pupil Services Director
Savannah Johnson, School Psychologist
Shawn Duren, Technology Director
Kaile Wellner, Food Service Director

Board of Education

Kathy Jennings, President (Area 1)
Pam Gauger (Area 2)
Jeff Maier (Area 3)
Sara Carstensen, Clerk (Area 4)
Elisabeth Minich (Area 5)
Emily Beck, (Area 6)
Frederic Iausly, Treasurer (Area 7)
Kiley Cates, (Area 8)
John Bettinger, Vice President (Area 9)

District Belief Statements

(Adopted November 2014)

At River Valley we believe...

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

Strategic Plan 2023-2028 Overview

(Adopted June 2023)

Student Achievement and Instruction

Provide a challenging array of courses and improve all students' academic achievement to prepare them for post-secondary education, productive careers, and successful lives.

1. Implement the District's Curriculum Renewal and Design Plan. Refine the Curriculum Plan as warranted to include both academic and social-emotional curriculum, recognize individual student differences in learning, properly integrate technology, and take advantage of the District's unique assets.
2. Assure that teachers are well trained in and follow the District's curriculum and beliefs.
3. Provide additional and customized support to students who require it, including assistance for both high-need and high-achieving students.
4. Improve readiness for post-secondary education, job training, and careers, among students of all achievement levels and career paths.

Student Engagement and Support

Encourage social, emotional, and physical health and growth in all of our students, and strong and meaningful connections to others and the broader world.

1. Enhance efforts to welcome and transition students and families to schools.
2. Establish a sense of belonging for all students.
3. Clearly communicate expectations for student behavior and development at all grades at the start of each school year and regularly thereafter, and provide customized support to individual students as needed to support positive behaviors.
4. Vary teaching methods and classroom opportunities to enhance student engagement.
5. Identify and break-down barriers to co-curricular participation at both middle and high schools, and engage with students with no or low participation to learn/address what inhibits participation.
6. Explore summer student programming beyond credit recovery offerings.

Facilities

Provide facilities that deliver safe, comfortable, modern, and sustainable environments in which to learn, grow, and collaborate.

1. Implement results of the long-range facility planning effort, prioritizing facility enhancements and ongoing operating cost reductions (e.g., transportation) and recognizing enrollment changes and budget limitations. Assure that the long-range facility plan clearly includes or is paired with benefits for the entire District community.
2. Follow the District's maintenance plan for its facilities, and adjust as necessary to be consistent with the selected long-range facilities plan.

Community Communications and Engagement

Continually improve communications and relationships within and beyond the River Valley area to exchange information, build and maintain trust, and facilitate community growth and health.

1. Initiate annual parent and staff satisfaction and performance surveys.
2. Welcome involvement, maintain transparency, and regularly engage the community on District operations, decision making processes, academic and co-curricular offerings, and success stories.
3. Increase positive interaction outreach with entire District community, including with businesses, volunteers, and other adults.
4. Improve communication with outgoing and former students, to maintain connection, provide resources for current students, and encourage eventual return for those who have left the District.

Finance and Operations

Responsibly manage operations and finances during a time of significant transition, focusing on student achievement and engagement as the top priority, and on maintaining comprehensive educational programming and moderate class sizes.

1. Remain competitive on teacher and other staff pay, benefits, and support.
2. Reward teachers and other staff who demonstrate growth, development, and long-term commitment.
3. Provide time and opportunities for teacher training, idea sharing, planning, interaction, and leadership development.
4. Correlate District staffing to student enrollment numbers, student interests, and goals to maintain comprehensive educational programming and moderate class sizes.
5. Increase funding avenues, including through grants, public-private partnerships, and donation opportunities.
6. Pursue operating referenda to maintain moderate class sizes and comprehensive educational programming across subjects.

Student Academic Standards

The River Valley School District follows the Wisconsin Academic Standards as adopted by the State of Wisconsin Department of Public Instruction as an outline of base expectations. The related accountability and testing is conformed to as appropriate to be in compliance with all state and federal laws. Where appropriate, classroom materials have been aligned to research and standards. These academic standards serve as an outline of base expectations, which are exceeded in almost all areas of school offerings.

For more information on these standards, visit the DPI website using this link: [Wisconsin DPI Website Link to Academic Standards](#)

District Calendar 2025-2026

(At a Glance)

* **Early Release EVERY Wednesday** – dismissal time for students =
Elementary and Intermediate Schools 1:45 pm; Junior High/High School 2:00 pm

September

- 1: Labor Day (No School)
- 2: **4K - 9th and NEW 10th-12th First Day**
- 3: **10th - 12th First Day**
- 8: **Early Childhood First Day**
- 26: School Fair/Teacher Inservice (No School)

October

- 23: Parent/Teacher Conference 3:30-7:30 pm)
- 24: Parent/Teacher Conference 7:30-11:30 am) (No School)
- 31: **End Quarter 1 (42 days)**

November

- 26-28: (No School)

December

- 22-26, 29-31: (No School)

January

- 1: (No School)
- 16: **End Quarter 2/Semester 1 (43/85 days)**
- 19: Teacher Workshop (No School)

February (no special days in February)

March

- 19: Parent/Teacher Conference 3:30-7:30 pm)
- 20: Parent/Teacher Conference 7:30-11:30 am) (No School)
- 27: **End Quarter 3 (48 days)**
- 30-31: (No School)

April

- 1-3: (No School)
- 6: Teacher Inservice (No School)

May

- 25: Memorial Day (No School)
- 30: Graduation 11:00 am)

June

- 5: **Last Day of School and End Quarter 4/Semester 2 (43/91 days)**
- 8: Teacher Workshop (No School)

Planned Responses for Emergencies

(Board Policy 722.6)

SHELTER: This term will be used when there is a weather event (tornado, severe weather, or other natural occurrence) that requires attention. Families will be notified each time this term is practiced or used at school. Email updates will be sent from your student's school site as the situation progresses and will be shared as needed. Please remain at home until you are notified by the school.

HOLD: This term will be used in our buildings when there is a severe student behavior event in the hallway or someone has a medical emergency. Your student may share that they had to stay in their classroom due to a problem in the hallway. Again, an email will be sent to all families if the event significantly alters the school day.

SECURE: This term is important if we need to get students into the building but can continue business as usual. There are times in a school day when kids need to return to their classrooms and lock all outside doors. Communication with families would be sent to explain why and when this step was utilized in a school.

LOCKDOWN: This term is reserved for a threat inside/outside the school. This could also be called if there were an emergency or dangerous situation very near the building. Emergency responders will be involved and families will know as soon as communication can be sent. Updated communication as the situation progresses will be shared, so please remain at home until receiving further communication.

EVACUATE: This term will be used when there is a building fire or gas leak. There is a chance that an unsafe situation could also happen near us in the community and may affect release times. Emergency responders will be called and active in this situation; again, family members should stay at home and wait for additional information sent through school email.

Student Nondiscrimination and Equal Educational Opportunity

(Board Policy 411)

The River Valley School District does not discriminate against students on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other basis prohibited by state or federal law, in any of its programs or activities. The District provides equal access to the Boy Scouts and other designated youth groups.

The following people have been designated to serve as the District's Compliance Officers ("COs"), who are responsible for coordinating the District's efforts to comply with applicable state and federal nondiscrimination laws, respond to inquiries about the District's nondiscrimination policies and procedures, and receive and process discrimination complaints filed under this Policy:

Assistant Superintendent/
Director of Finance and Operations
660 W. Daley Street
Spring Green, WI 53588
608-588-2551

Pupil Services Director
660 W. Daley Street
Spring Green, WI 53588
608-588-2556

**Nondiscrimination on the Basis of Sex (Title IX)
in Education Programs
or Activities and Related Grievance Process**
(Board Policy 411.5/511.3)

The River Valley School District does not discriminate on the basis of sex and prohibits sex discrimination in any education program or activity that it operates, as required by Title IX, including in admission and employment. Discrimination on the basis of sex includes discrimination on the basis of sex stereotypes, sex characteristics, pregnancy or related conditions, sexual orientation, and gender identity.

Inquiries about Title IX may be referred to the District's Title IX Coordinator, the U.S. Department of Education's Office for Civil Rights, or both. Contact information for the Title IX Coordinator is provided below:

Assistant Superintendent/
Director of Finance and Operations
660 W. Daley Street
Spring Green, WI 53588
608-588-2551

Pupil Services Director
660 W. Daley Street
Spring Green, WI 53588
608-588-2556

Bullying
(Board Policy 411.1)

Bullying is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying typically is repeated over time and involves an imbalance of power. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status.

Bullying behavior can be:

1. Physical (e.g. assault, hitting or punching, kicking, theft, threatening behavior)
2. Verbal (e.g. threatening or intimidating language, teasing or name-calling, racist remarks)
3. Indirect (e.g. spreading cruel rumors, intimidation through gestures, social exclusion, and sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying).

Reports of bullying may be made verbally or in writing. Use of the District's Student Bullying Report Form (Policy 411.1/411.2 Exhibit 3) is encouraged.

Student Anti-Harassment

(Board Policy 411.2)

"Harassment" means behavior towards a student based, in whole or in part, on the student's sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment.

Harassment may be physical, verbal, or written. Harassment of a student may be committed by another student, an employee, or third party (e.g., a parent, visitor, or vendor).

The following people have been designated to serve as the District's Compliance Officers ("COs"), who are responsible for responding to inquiries about the District's student anti-harassment policies and procedures and for receiving and processing harassment complaints filed under this Policy:

Assistant Superintendent/
Director of Finance and Operations
660 W. Daley Street
Spring Green, WI 53588
608-588-2551

Pupil Services Director
660 W. Daley Street
Spring Green, WI 53588
608-588-2556

Protection of Pupil Rights Amendment (PPRA)

(Board Policy 441)

The Board respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without the prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, their parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning items A-H.

- A. political affiliations or beliefs of the student or their parents;
- B. mental or psychological problems of the student or their family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating, or demeaning behavior;
- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or the student's parents; or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

The District Administrator shall establish procedures to provide parents with the opportunity to inspect any materials created by a third party used in conjunction with any such survey, analysis, or evaluation before the survey is administered or distributed by the school to the student. The parent will have access to the survey within a reasonable period of time after the request is received by the building principal.

Food Service Management (Board Policy 760)

The River Valley School District shall provide hot lunches through participation in the National School Lunch Program. The district administrator, or his/her designee, shall enter into an agreement with the Department of Public Instruction and the federal government for participation in such child nutrition program. As required for participation in the National School Lunch Program, the school district agrees to the following: 1) That a school lunch meeting federal regulations be made available for all students; and 2) That free and reduced price lunches be offered to eligible students who apply and who meet the federal income guidelines. Food service and milk prices shall be established annually by the Board.

Academic Integrity, Plagiarism, and Use of Artificial Intelligence (NEW Board Policy)

The River Valley School District values honesty and expects its students to maintain academic integrity at all times. Students are prohibited from engaging in academic dishonesty, which includes, but is not limited to:

- Plagiarism
- Not using quotation marks and citing the source when copying text word-for-word (generally more than a few words);
- Representing someone else's work as your own;
- Representing work created by Artificial Intelligence (AI) platforms/tools as your own;
- Copying so many words or ideas from a source that it makes up most of your work; and
- Cheating, including but not limited to copying someone else's work (with or without permission) and distributing copies of/answers to an assignment, quiz, test, lab work, or any other work that is assessed or scored.

For the purposes of this Policy, academic dishonesty does not include working with other students for a group project or the authorized use of Artificial Intelligence (AI), as outlined below.

Permission Required

Students must obtain permission from their teacher prior to using any AI tools to assist in completing assignments or other coursework, unless the tool is part of the standard instructional materials.

Transparency and Citation

All submissions that incorporate content generated by AI must clearly indicate: the specific tool(s) used; a description of how the tool was used (e.g., idea generation, grammar correction, image creation); and proper attribution using a standard citation format (APA, MLA, or as directed by the teacher).

Review and Verification

Teachers may request drafts, process documentation, or conduct interviews to verify student understanding of their work product and the use of AI or other sources in the creation of their work.

Enforcement

Students who violate this policy are subject to consequences, including but not limited to parent contact, not receiving credit for the assignment, lab work, quiz, test, or any other work that is assessed or scored, and discipline up to suspension or expulsion from school.

**Acceptable Use of Networked Computers,
Electronic Mail, and Internet Safety
(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.

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. Violations may result in a loss of access, as well as other disciplinary or legal action. The District will fully cooperate with requests from law enforcement and regulatory agencies. The District will charge students/families for negligent use resulting in computer damage.

**Drug and Alcohol Prohibitions
(Board Policy 443.3)**

The River Valley School District prohibits the possession, use and distribution or delivery of alcohol and controlled substances by students on school property or at any school sponsored event.

For purposes of this policy "drugs and/or controlled substances" shall mean:

- A. All controlled substances as designated and prohibited by Wisconsin Statute;
- B. All chemicals which release toxic vapors;
- C. All alcoholic beverages;
- D. Any prescription or over the counter drug, except those for which permission to use in school has been granted pursuant to board policy;
- E. "Look-alikes" including but not limited to controlled substance analogs and any substance represented to be a drug, controlled substance or controlled substance analog;
- F. Anabolic Steroids;
- G. Any other illegal substance so designated and prohibited by law.

Therefore, any student who is found to have used alcohol, drugs or a controlled substance or to be (under the influence of alcohol, drugs or a controlled substance), found to have drugs, controlled substances or alcohol in his or her possession, or found to have delivered or distributed alcohol, drugs or a controlled substance at school or at a school sponsored event shall be subject to disciplinary action in accordance with established procedures and state or federal law.

In addition, any student found to be in possession, using or delivering drug paraphernalia on school property or at a school sponsored event shall be subject to disciplinary action in accordance with established procedures and state or federal law.

Guidelines for Maintenance and Confidentiality of Student Records (Board Policy 347 Rule)

The Board recognizes the need for confidentiality of student records. Therefore, student records shall be available for inspection or release only with prior approval of or notification to the parent/guardian or adult student, except in situations where legal requirements specify release of records without such prior approval or notification, and for the release of "Student Directory Data." (Policy 347)

Student Directory Data

As allowed by law, the District provides student records considered "Student Directory Data" to interested persons, unless the adult student, parent, legal guardian or guardian ad litem of any student specifically requests that the Student Directory Data **may NOT be released** without the prior consent of the adult student, parent, legal guardian or guardian ad litem.

Such request for nondisclosure must be made annually within 14 days after student registration (use Policy #347-Exhibit 2).

There are three categories of "Student Directory Data" as follows:

General Profile Data – Name, Address, Telephone Number, Date of Birth, Place of Birth, Dates of attendance, Name of the previous school most recently attendance

School Activity Data - Name as part of their participation in officially recognized activities/programs and/or sports; Weight and height, if a member of an athletic team; Photographs and associated name; Degrees and awards received and associated name; Major field of study and associated name

Data for Institutions of Higher Education and Military Recruiters - To institutions of higher education: a high school student's name, address, and telephone number; To military recruiters: a high school student's name, address, telephone number, and electronic mail address.

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.

Student lockers and other school property are subject to search (including canine searches) at any time by School Officials without consent, notification, or search warrant. Students should not expect privacy regarding items placed in school property. Personal searches of student belongings may be made when there is reasonable suspicion but strip searches are never allowed.

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.

Student Attendance and Truancy Guidelines (Board Policy 431 Rule)

State statute requires students enrolled in a public or private school to attend regularly during the full period and hours that school is in session during the school year. It is the responsibility of any person having control of a child to see that the child meets this requirement.

School attendance officers or their designees shall determine daily which students enrolled are absent from school and whether the absence is excused or unexcused. This determination shall be made in accordance with the district's student attendance policy and procedures.

A student should not be excused by parent/guardian request more than 10 days/year.

Additional absences for the following reasons will not be more than 5 days/semester:

- Personal illness (doctors confirmation may be required)
- Medical appointments
- Religious observances in family
- Medical emergency in family
- Death in family

Upon using all excused absences and medical/illness absences for the semester, 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, also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

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.

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.
- 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.

Student Use of Personal Communication Devices (Board Policy 443.6)

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 communication devices may be permitted. Such possession or use of a 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.

Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises (Board Policy 832)

It shall be a violation of this policy for any student or staff member of River Valley School District to possess, use, consume, display, promote, or sell any commercial tobacco products, tobacco-related devices, imitation tobacco products, tobacco product look-alikes (including all pouches, whether they contain tobacco or not) or electronic smoking devices at any time on all premises owned by, rented by, or under the control of the school district, at district sponsored events, and in all school vehicles thereby providing an environment for learning and working that is safe, healthy, and free from unwanted smoke and commercial tobacco use for the students, staff, and visitors.

Exception: Should a student have medical orders to use nicotine products as a part of a treatment plan established by a physician or other health care provider, the school will require the student to have written medical orders and will administer said medication in a controlled environment.

For the purposes of this policy, "use of all tobacco products" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, tobacco product look-alikes (including all pouches, whether they contain tobacco or not). Also included are papers used to roll cigarettes and/or the possession or use of electronic smoking devices, defined as any electronic device containing or delivering nicotine or any other substance intended for human consumption that an individual may use to simulate smoking by inhaling vapor or aerosol from the device, regardless of whether the device is manufactured, distributed, marketed, or sold as an "e-cigarette," "e-cigar," "e-pipe," "e-hookah," "vape pen," "mods," "tank systems," "JUUL," or under any other product name or descriptor, or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

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.

Weapon – means:

- (a) a device, instrument, material or substance, animate or inanimate, that is used for or is readily capable of causing death, bodily injury, or property damage or that readily can be used to intimidate others;
- (b) any device, realistic toy, inoperable weapon, or fake replica that is readily perceived or believed to be an actual working weapon;
- (c) any device designed as a weapon and capable of producing death or great bodily harm;
- (d) knives and cutting instruments; or
- (e) any electric weapon or any other device or instrumentality which, in the manner it is used or intended to be used, is calculated or likely to produce death or great bodily harm.

“Weapon” also includes BB and pellet guns and look alike or facsimile devices that can be interpreted or believed to be a weapon and/or can be used to intimidate or threaten others.

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 weapon, 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.

Highlighted District Policies

The policies listed below, and all Board policies,
can be found on the district website using this link:
[River Valley School District Website Link to Policy Manual](#)

** = policies that are found in this handbook*

*Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety	- Board Policy 743
Administering Medication to Students	- Board Policy 452.4
*Bullying	- Board Policy 411.1
Bus Evacuation Drill	- Board Policy 751.3 (Rule 2)
Bus Rules and Regulations	- Board Policy 751.3
Bus Rules and Regulations Discipline Procedures	- Board Policy 751.3-Rule 1
*Drug and Alcohol Prohibitions	- Board Policy 443.3
*Food Service Management	- Board Policy 760
*Guidelines for Maintenance and Confidentiality of Student Records	- Board Policy 347 Rule
Healthy Kids Policy (Wellness Policy)	- Board Policy 763
*Nondiscrimination on the Basis Of Sex (Title IX) in Education Programs or Activities and Related Grievance Process	- Board Policy 411.5/511.3
*Planned Responses for Emergencies	- Board Policy 722.6
Promotion and Retention	- Board Policy 345.3
School Closing Procedure	- Board Policy 722.3-Rule
School Volunteers	- Board Policy 861
*Search of Students and/or Their Property	- Board Policy 445
Special Education	- Board Policy 342.1
*Student Anti-Harassment	- Board Policy 411.2
*Student Attendance and Truancy Guidelines	- Board Policy 431-Rule
*Student Dress Code	- Board Policy 443.1
*Student Nondiscrimination and Equal Educational Opportunity	- Board Policy 411
*Student Privacy and Parental Access to Information (Protection of Pupil Rights Amendment - PPRA)	- Board Policy 441
*Student Use of Personal Communication Devices	- Board Policy 443.6
*Tobacco and Electronic Smoking Devices Possession and/or Use on School Premises	- Board Policy 832
Title IX: Sexual Harassment Policy for Students and Other Applicable Individuals	- Board Policy 411.3
Use of Cameras Or Recording Devices On School Buses or Other Authorized Vehicles	- Board Policy 751.4
Visitors to Schools	- Board Policy 860
*Weapons in the Schools	- Board Policy 443.4
Weapons on School Premises	- Board Policy 837

Signature Page
River Valley Elementary

I acknowledge that I have reviewed the student/parent handbook and have had an opportunity to ask questions and understand the handbook.

My signature signifies agreement to abide by the handbook and all Board policies, including those referenced in this handbook and those on the District website.

Student Signature _____ Date _____

Parent Signature _____ Date _____