

# **River Valley School District**



2025-26  
Student/Parent Handbook

River Valley Intermediate School  
660 W Daley St  
Spring Green, WI 53588  
608-588-2556

## **Mission Statement**

We help students to be ready, respectful, responsible, and safe. Our purpose is to help all students learn. We will help them acquire the intended knowledge, skills, and dispositions most essential to their success.

## ***Letter from the Principal***

*Dear Parents, Guardians, and Students,*

*Welcome to a new and exciting school year at River Valley Intermediate! Many changes have happened, but I am honored and thrilled to serve as your principal and to partner with you in providing a safe, nurturing, and engaging learning environment where every child can thrive.*

*Although we are a new school in name and structure, the support and involvement of our families and staff are what will continue to make our school such a special place!*

*At River Valley Intermediate, we believe that every student has unique strengths and the potential to achieve. Our dedicated staff is committed to fostering a love of learning and promoting respect, responsibility, and kindness in all we do.*

*We are excited about the year ahead and all the opportunities it brings. Together, let's make this a wonderful and memorable year for our students. Please know that my door is always open, and I welcome your questions, feedback, and partnership.*

*Here's to a fantastic school year!*

*Sincerely,*

*James Radtke  
Principal, River Valley Intermediate School*

This handbook helps you better understand our school. The following rules, guidelines, and policies are designed to maintain a safe and productive learning environment.

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## Building Contacts

James Radtke, Principal - jradtke@rvschools.org

Holly Lochner, Counselor - hlochner@rvschools.org

Brittiney Belche, School Nurse - bbelche@rvschools.org

Trisha Larson, Secretary - tlarson@rvschools.org

Maria Enerson, Office & Library Assistant - menerson@rvschools.org

## Building Schedule

River Valley Intermediate School Hours are 7:57am – 3:22pm on Monday, Tuesday, Thursday, and Friday, and 7:57am – 2:00pm every Wednesday. Students will be allowed to enter the building at 7:40am daily.

GRADE 3		GRADE 5	
7:40-7:54	BREAKFAST/RECESS	7:40-7:54	BREAKFAST
7:57-8:22	MORNING MEETING	7:57-8:27	BLACKHAWK 1
8:25-9:45	ELA	8:30-9:53	CORE CLASSES
9:45-10:00	MILK/RECESS	9:56-11:19	SPECIALS
10:00-10:45	ELA	11:22-11:56	BLACKHAWK 2
10:48-11:20	BLACKHAWK PERIOD	11:56-12:30	LUNCH/RECESS
11:20-11:56	LUNCH/RECESS	12:33-1:56	CORE CLASSES
11:59-1:56	SCIENCE, SOCIAL STUDIES, & MATH	1:59-3:22	CORE CLASSES
1:59-3:22	SPECIALS		
GRADE 4		GRADE 6	
7:40-7:54	BREAKFAST/RECESS	7:40-7:54	BREAKFAST
7:57-8:22	MORNING MEETING	7:57-8:27	BLACKHAWK 1
8:25-9:45	ELA & MATH	8:30-9:53	SPECIALS
9:45-10:00	MILK/RECESS	9:56-11:19	CORE CLASSES
10:00-11:20	ELA & MATH	11:20-11:56	BLACKHAWK 2
11:20-11:56	LUNCH/RECESS	11:59-12:33	RECESS/LUNCH
11:59-12:33	BLACKHAWK PERIOD	12:33-1:56	CORE CLASSES
12:33-1:56	SPECIALS	1:59-3:22	CORE CLASSES
1:59-3:22	SCIENCE & SOCIAL STUDIES		

## **Building Discipline**

The behavior of students attending River Valley Schools shall reflect standards of good citizenship, self-discipline, responsibility for one's own actions and respect toward others. Rules of behavior and discipline extend from the classroom to all school property, school buses, and school sponsored events whether or not on school property. Positive discipline is a necessary element and provides all students with a healthy learning environment. All students will be assisted in every way possible to achieve scholastic success

## **Code of Classroom Conduct**

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, expertise, and authority to create schools and classes where effective learning is possible. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Additionally, students are expected to come to school, and every class, ready and willing to learn. Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to other disciplinary action in accordance with established Board policies and school rules. This code of classroom conduct applies to all students in grades Pre-K-12.

### **1. Student Removal From Class**

a. Each teacher shall analyze his/her own discipline cases and attempt to apply corrective measures before removing a student from class, when appropriate.

b. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

c. Dangerous, disruptive, or unruly behavior or behavior that interferes with the ability of the teacher to manage class appropriately and teach effectively may result in removal of a student from class.

Examples of such behavior are found in School Board Policy 443 Rule 1.

When a student is removed from class, the teacher will first contact the office staff and then send the student to the building administrator and inform him/her of the reason for the student's removal from class. A written explanation of the reasons is preferred to be given to the building

administrator by the end of the workday on which the incident occurred and is required within 24 hours of removal.

The building administrator shall inform the student of the reason(s) for the removal from class and shall allow the student the opportunity to present his/her version of the situation. The building administrator shall then determine the appropriate educational placement for the student who has been removed from a class by a teacher.

The parent/guardian of a minor student shall be notified of the student's removal from class as outlined in School Board Policy 443 Rule 1.

## Student Suspensions/Expulsions

### Suspension

A student may be suspended from school for a violation of reasonable school rules; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives, or for conduct by the pupil while at school or while under the supervision of a school authority which endangers the property, health or safety of others, or for conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or endangers the property, health or safety of any employee or school board member of the River Valley School District or for any other reason permitted by law. The district administrator and building principals/administrative building coordinators shall be authorized to suspend a student for a period not to exceed five school days as provided by law. Except as otherwise specifically provided by law, a student may be suspended for up to fifteen school days when an expulsion hearing notice has been sent and an expulsion hearing is pending. Students may be assigned to in- or out-of-school suspensions.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student's parent or guardian shall be given prompt notice of the suspension in accordance with state law and established procedures. Suspended students shall be allowed to make up any quarterly, semester or grading period examinations and to complete course work missed during a suspension period in accordance with established policy.

### Expulsion

A. A student shall be expelled from school by the Board of Education whenever the Board finds that the student has engaged in conduct for which

expulsion is mandated by law. In these circumstances, the pupil shall be expelled for at least the minimum term required by law.

- B. Except as otherwise specifically provided by law, a student may be expelled from school by the Board of Education whenever the Board finds:
- a. The student guilty of repeated refusal or neglect to obey the rules of the school or District; or
  - b. That a student knowingly conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or
  - c. That a student engaged in conduct while at school or while under the supervision of a school authority which endangered the property, health or safety of others, or in conduct while not at school or while not under the supervision of a school authority which endangered the property, health or safety of others at school or under the supervision of a school authority; or
  - d. That the student engaged in conduct while not at school or not under the supervision of a school authority which endangered the property, health or safety of any employee or school board member of the River Valley School District; or
  - e. That the student engaged in other conduct for which expulsion is permitted under law; and
  - f. The board is satisfied that the interest of the school demands the student's expulsion. If a student expulsion is recommended by the building principal or district administrator, the Board shall conduct a hearing on the matter in accordance with state and federal law and established procedures.

### **Building Grading Process**

Students in grades 3 and 4 will continue with Standards-based grading.

Students in grades 5 and 6 will continue with Letter-based grading.

Administration and staff will continue to explore best practices for grading in a 3-6 grade Intermediate School.

### **Building Academic Honesty/Integrity**

Students taking, doing, or providing others with answers on tests, quizzes, homework, lab work, or any other work that is assessed or scored, and any form of plagiarism may be subject to, but not limited to no credit for the assignment/project/exam involved, disciplinary action, and parent notification by classroom teacher.

## **Attendance**

If your student is unable to attend school due to illness, medical, or personal reasons, please contact the school office at 608-588-2556. If leaving a message, please provide detailed information regarding the absence so we may record the absence appropriately. If your student will be arriving late/leaving early due to an appointment or other reason, please have them stop in the office to sign in/out upon arrival/departure.

Students are allowed 5 illness days per semester, and 10 personal days per school year. Any days beyond those are considered unexcused unless a medical provider or administrator provides an excuse. If your student is sent home from school by nursing staff due to illness, that absence is considered medically excused, as is any time instructed by a nursing staff or medical provider.

Parents/guardians will be contacted when student attendance becomes a concern. Student attendance is available to view in Skyward Family Access. Contact the office if you have any questions.

## **Virtual Learning Days**

Teachers will have classroom updates posted by 9:30 AM. 3rd-6th grade families and students should utilize their classroom Seesaw or Google Classroom account for online instructions. If possible, staff will send work with students prior to the cancellation. Throughout the day, staff will be available for families through email or Google Classroom/Seesaw to assist.

Students and families will complete the assigned work at home and reach out to staff for assistance virtually. Teachers will be available throughout the day for support. Work will be returned on the next scheduled school day.

## **Counseling**

If you need to talk to an adult for any reason, our school counselor is available to help. Mrs. Lochner is available to talk with you, and conversations are confidential. Parents are also welcome to contact the counselor to discuss issues relating to their student. Teachers often also talk with the counselor when they have a concern about a student. If you'd like to speak with the counselor, follow these steps:

- See the counselor before school, after school, or during your lunch period
- If you need to see the counselor during class time, ask your teacher for a pass to the office
- If the counselor is not available, ask the secretary to give the counselor a message

## **Visitors**

RVIS welcomes visits from guardians at any time, but if a conference is desired with a teacher or principal, it is best to make an appointment. All adult visitors will undergo a background check through our Verkada Security System to secure an admittance badge in the front office. Student guests are not encouraged.



## **Districtwide Contacts**

Loren Glasbrenner, District Administrator  
Brian Krey, Assistant Superintendent/Director of Finance and Operations  
Jaime Hegland, Jr. High Principal/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 School 1:45 pm; Intermediate School and Junior High/High School 2:00 pm

### September

- 1: Labor Day (No School)
- 2: **4K - 9<sup>th</sup> and NEW 10<sup>th</sup>-12<sup>th</sup> First Day**
- 3: **10<sup>th</sup>- 12<sup>th</sup> 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

Pupil Services Director  
660 W. Daley Street  
Spring Green, WI 53588

**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 Intermediate School**

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 \_\_\_\_\_