

River Valley Middle School Student Handbook

Welcome to River Valley Middle School

The River Valley Middle School team welcomes you. This handbook helps you better understand the Middle School. Please take the time to read and discuss this with your parents/guardians. The rules, guidelines, and policies in this handbook are designed to maintain a safe and productive learning environment for you and others. Through learning experiences, we hope you will take pride in your school and do your best work. Make the commitment to yourself and to our school, working hard to achieve success. Our goal for each student is to learn, but also to become a conscientious and productive citizen in our society.

Philosophy

We want students to be ready, respectful, responsible, and safe. This applies both to school and to life. We realize that middle school students are unique and go through many transitions at this time in their lives. The staff believes each student can learn and we expect each student to work hard toward his or her full potential. We will provide a flexible curriculum which meets the educational, pre-vocational, physical, social, mental, and emotional needs of our students. Our hope is that through program exploration and enrichment, each student will develop and keep a positive sense about their education.

Mission Statement

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

NONDISCRIMINATION/EQUAL EDUCATIONAL OPPORTUNITIES

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

Disclaimer: This handbook is a shortened version of the full handbook, strictly for student planner purposes, and has the most current information at the time of printing. Due to policy changes and updates throughout the year the official and most up-to-date copy of this handbook can be found online: <https://www.rvschools.org/schools/middle/students/rvmsstudenthandbook.cfm>
Updated policies: <https://www.rvschools.org/district/policymanual2010.cfm>

2024-2025 River Valley Middle School Calendar

Regular School Hours 8:00am-3:22pm

Tuesday, August 27 – Middle School Open House & Picture Day

SEPTEMBER 2024							Day	Event
S	M	T	W	R	F	S		
1	2	3	4	5	6	7	2	Labor Day
8	9	10	11	12	13	14	3	1st day for MS
15	16	17	18	19	20	21	27	School Fair NO SCHOOL
22	23	24	25	26	27	28		
29	30							

OCTOBER 2024							Day	Event
S	M	T	W	R	F	S		
		1	2	3	4	5	24	P/T Conferences
6	7	8	9	10	11	12	25	P/T Conferences NO SCHOOL
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30	31				

NOVEMBER 2024							Day	Event
S	M	T	W	R	F	S		
					1	2	1	End Quarter 1
3	4	5	6	7	8	9	27-29	THANKSGIVING BREAK
10	11	12	13	14	15	16		
17	18	19	20	21	22	23		
24	25	26	27	28	29	30		

DECEMBER 2024							Day	Event
S	M	T	W	R	F	S		
1	2	3	4	5	6	7	23-31	WINTER BREAK
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30	31						

JANUARY 2025							Day	Event
S	M	T	W	R	F	S		
			1	2	3	4	1	WINTER BREAK
5	6	7	8	9	10	11	17	End Quarter 2
12	13	14	15	16	17	18	20	Teacher Workshop NO SCHOOL
19	20	21	22	23	24	25		
26	27	28	29	30	31			

This calendar is specific to the middle school.
For a full district calendar please visit our website:
<https://www.rvschools.org/district/calendars.cfm>

FEBRUARY 2025							Day	Event
S	M	T	W	R	F	S		
						1	14	Staff Inservice NO SCHOOL
2	3	4	5	6	7	8		
9	10	11	12	13	14	15		
16	17	18	19	20	21	22		
23	24	25	26	27	28			

MARCH 2025							Day	Event
S	M	T	W	R	F	S		
						1	13	P/T Conferences
2	3	4	5	6	7	8	14	P/T Conferences NO SCHOOL
9	10	11	12	13	14	15	21	End Quarter 3
16	17	18	19	20	21	22	24-28	SPRING BREAK
23	24	25	26	27	28	29		
30	31							

APRIL 2025							Day	Event
S	M	T	W	R	F	S		
		1	2	3	4	5	18	NO SCHOOL
6	7	8	9	10	11	12	21	Teacher Inservice NO SCHOOL
13	14	15	16	17	18	19		
20	21	22	23	24	25	26		
27	28	29	30					

MAY 2025							Day	Event
S	M	T	W	R	F	S		
				1	2	3	26	Memorial Day NO SCHOOL
4	5	6	7	8	9	10		
11	12	13	14	15	16	17		
18	19	20	21	22	23	24		
25	26	27	28	29	30	31		

JUNE 2025							Day	Event
S	M	T	W	R	F	S		
1	2	3	4	5	6	7	6	LAST DAY/End Quarter 4
8	9	10	11	12	13	14		
15	16	17	18	19	20	21		
22	23	24	25	26	27	28		
29	30							

Student Attendance Please call 608-588-2556 to report absences/late arrivals by 9:00am.

Notice of **School Closings** will be sent via electronic notification to your phone and/or email. If you would like to opt out of receiving non-emergency notifications, you may do so by changing your notification settings in Skyward Family Access. This information will also be broadcast on local news and radio stations.

RVMS SCHOOL-WIDE APPROACH TO POSITIVE BEHAVIOR

At River Valley Middle School we are committed to working with our students and staff to create a respectful, safe, and productive school-wide learning community that is free from disruption. We strive to help every student be ready, respectful, responsible, and safe. In addition to these four simple concepts, we want our students to “Be Blackhawks” and have created character traits for each letter of “Blackhawks” to incorporate into our daily curriculum.

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 Positive Behavior and Supports framework and the field of Restorative Practices. (For more information see www.pbis.org or www.wisconsinpbisnetwork.org or www.iirp.org)

The RVMS 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 lecture – 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 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.

River Valley School Board of Education

Kathy Jennings, President
John Bettinger, Vice President
Sara Carstensen, Clerk
Fred lausly, Treasurer
Kiley Cates
Jeff Maier
Pam Gauger
Elisabeth Minch
Sara Young

Middle School Staff *at time of printing, subject to change*

James Radtke, Principal	
Dan Machovec, Administrative Building Coordinator	
Holly Lochner, School Counselor	
Ayers, Alyssa	English 5
Baldwin, Erika	English 7
Baryenbruch, Lori	English, Science 5
Belche, Brittiney	School Nurse
Blakley, Erin	Math 5
	Math, Science 6
	Math 8
Briehl, Jane	Band/Music
Cavagnetto, Tony	Intervention
Clary, Kally	Social Studies, Math 5
Eastlick, Tim	Agriculture
Graffunder, Shari	Social Studies 7, 8
Hansen, Lea	Intervention
Heckendorf, Jenna	Math 6
Heckendorf, Kyle	Library Media Specialist
Howe, Anne	Art
Kmak, Monica	Special Education
Lagerman, Cristin	Administrative Assistant
Larson, Trisha	Social Studies, English 8
Machovec, Dan	Physical Education
Marshall, Jacob	Math, Science 7
Meixelsperger, Heather	Math, Science 8
Meixelsperger, Jason	Math 7
Meixelsperger, Makayla	Special Education
Norton, Courtney	English, Social Studies 6
Owen, Heather	Business Education
Ross, Cheryl	English 6
Seitz, Courtney	ESL, World Language
Seybold, Laura	Choir/Music
Snow, Jennifer	Physical Education
Stanton, Laura	Administrative Assistant
Tabrizi, Nancy	Instructional Assistant
Tichenor, Charlee	English 8
Walker, Lauren	Instructional Assistant
Williams, Kerri	Technology Education
Wunnicke, TJ	

River Valley Middle School Daily Schedule

	1 st hour 8:00-8:42	2 nd hour 8:45-9:27	3 rd hour 9:30-10:12	4 th hour 10:15-10:57	5 th hour 11:00-12:22		6 th hour 12:25-1:07	7 th hour 1:10-1:52	8 th hour 1:55-2:37	9 th hour 2:40-3:22
Gr 5	CORE CLASSES	CORE CLASSES	EXPLORE PE/SH	EXPLORE PE/SH	LUNCH RECESS	BLACK HAWK	CORE CLASSES	CORE CLASSES	EXPLORE PE/SH	EXPLORE PE/SH
Gr 6	EXPLORE PE/SH	EXPLORE PE/SH	CORE CLASSES	CORE CLASSES	RECESS LUNCH	BLACK HAWK	CORE CLASSES	CORE CLASSES	CORE CLASSES	CORE CLASSES
Gr 7	CORE CLASSES	CORE CLASSES	CORE CLASSES	CORE CLASSES	BLACK HAWK	LUNCH RECESS	EXPLORE PE/SH	EXPLORE PE/SH	CORE CLASSES	CORE CLASSES
Gr 8	CORE CLASSES	CORE CLASSES	CORE CLASSES	CORE CLASSES	BLACK HAWK	RECESS LUNCH	CORE CLASSES	CORE CLASSES	EXPLORE PE/SH	EXPLORE PE/SH

Daily Announcements

It is important that students listen to the daily announcements at the start of each school day. The daily announcements include important information about after school athletics and activities, and upcoming news/events.

Cell Phone Use at School

Middle school students are not permitted to use their personal phones at school. If a student is sick, they should see the nurse/office staff, NOT call a parent. The school nurse will determine whether a student needs to be sent home ill.

Athletics

River Valley Middle School offers a variety of athletic opportunities for students including Cross Country, Football, Volleyball, Basketball, Wrestling, and Track.

Eligibility varies by grade level, and all participating students are required to have WIAA physical paperwork and adhere to the following policy:

Grade reports will be run weekly on Mondays for all student-athletes during their athletic seasons/activity periods. Students who have a grade point average below a 2.0 or more than one failing grade will be ineligible for any competition for one week (Tuesday through Monday). The principal and/or activities director reserves the right to allow the student to participate in circumstances that require further discretion.

Front Office

The middle school office is open daily from 7:30am – 4:00pm during the school year. Students and/or parents may call or stop in the office to handle the following:

- Set an appointment to see the Principal
- Put money in a lunch account or pay other fees
- See the nurse or counselor
- Turn in athletic paperwork
- Use the phone for emergency purposes, as determined by office staff
- Take medication
- Sign in/out for the day

Extra-Curricular Activities

We encourage students to become involved in activities outside of class time. In this way students learn to budget time wisely, work well with others, and develop social skills.

Extra-curricular activities include, but are not limited to:

- Art Club
- Band & Choir Activities
- Math Competitions
- Shakespeare Club
- Student Council
- FFA
- Yearbook
- Equestrian Team
- Mock Trial
- History Club

Lunch at School

Lunch hours are designated by student class schedules. During the lunch hour, after eating, all students are outside except during inclement weather. Permission to go to the library or classroom must be obtained from the librarian/teacher. No one is to be in the halls!

LUNCH PROCEDURES

The following cafeteria procedures will be observed:

- Courtesy is expected in the lunch line and eating area.
- Noise should be kept to a minimum as there are classes in session.
- Keep the floor and tables clean. Be sure all waste is taken care of properly.
- Return your tray, dishes, and silverware to the return service window.
- If you bring lunch from home, eat in the cafeteria.

Lockers

The school provides lockers for use by students. These lockers are the property of the River Valley School District and are subject to the rules of the school. Periodic inspections for cleanliness, missing school property, violation of school, district, or state policies, and vandalism may be conducted. Special searches for contraband material may also be made. Students should use only the locker that has been assigned to them. Students should not keep items of value in the locker. The school is not liable for losses. If your locker does not work properly report it to the office.

Board Policy 445

Personal Property of Students

The River Valley School District will not be responsible for any item of property left in or at a River Valley School building, whether with or without the knowledge of school district employees. The school district does not carry a non-ownership policy on these items. Any loss suffered, directly or indirectly, will be at the owner's own risk. Please refrain from leaving money or valuables in lockers or rooms. When it is necessary to bring large and valuable items to school, you are encouraged to check these into the office.

Student Illness at School

Students who are ill should report to the office. Staff will contact a parent/guardian or another individual listed in emergency contacts if the action needed is for the student to leave school. For liability reasons the school policy states no students shall leave a school without permission of the parent/guardian or the contact person on the emergency card. Students are not to use cell phones to call home for permission to leave school.

Medications at School

Whenever possible, medications should be taken at home rather than at school. The following guidelines are used at the middle school:

1. Medication (prescription and non-prescription) will not be administered by school district personnel without a Medication Administration form on file. Prescription medication also requires the form to be completed by the prescribing physician. The medication must be in original container with the label. The medication form is available on the district website under Nursing Services, as well as in the school office.
2. No prescribed medication may be carried by the student. An exception would be an inhaler or epi-pen with a medical order, and after the student has been assessed by the School Nurse as having the appropriate self-management skills. All other prescribed medication at school must be locked in the medication cabinet and only given by school district personnel.
3. A student cannot carry any non-prescription medication. If a bottle or pills are found in the student's locker, further disciplinary action may result.

Board Policy 452.4 & 452.4-Rule

Student Attendance

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 (medical confirmation may be required)
- Medical appointments
- Religious observances in family
- Medical emergency in family
- Death in family

Academic Success

The grading scale below is used for all grade levels at the middle school. Parents/guardians can and should monitor student grades and missing work through Skyward Family Access. The majority of middle school classes are year-long, earning grades on a quarterly basis.

97-100+	A+	87-89	B+	77-79	C+	67-69	D+	HONOR ROLL	
93-96	A	83-86	B	73-76	C	63-66	D	GPA 3.0 – 3.49	HONORS
90-92	A-	80-82	B-	70-72	C-	60-62	D-	GPA 3.5 - 3.749	HIGH HONORS
						BELOW 60	F	GPA 3.75 – 4.0	HIGHEST HONORS

PROGRESS REPORTS

Progress reports indicate to students and parents the progress for a student in a given class for a specific grading period. Progress reports are issued at the midpoint of each grading period. Progress reports are posted to student's portfolio and accessible through Family Access.

REPORT CARDS

Report cards are posted at the end of each quarter grading period. The first quarter report card is presented to parents at parent/teacher conferences. Progress reports are posted to student's portfolio and accessible through Family Access.

INCOMPLETE GRADES

Students are expected to complete all assigned work during a grading period when it is assigned. A grade of Incomplete (INC) for a grading period indicates that the student has not completed all work assigned. Students receiving an INC usually have a designated period of time to complete the work as established by that class, normally two weeks. If work is not completed, the final grade for that grading period may result in a failing grade.

PROVIDING ACADEMIC SUPPORT FOR STUDENTS (PASS)

PASS is designed to provide additional academic assistance and organization to students with a wide range of needs. Middle school students can receive additional help Monday - Thursday at the middle school. Students can be referred via parent or student request, or by our school's Progress Study Team (PST) who meet weekly during the school year.

PLAGIARISM/ACADEMIC INTEGRITY POLICY

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 assignment/project/exam involved, disciplinary action, and parent notification by classroom teacher. Examples of plagiarism are:

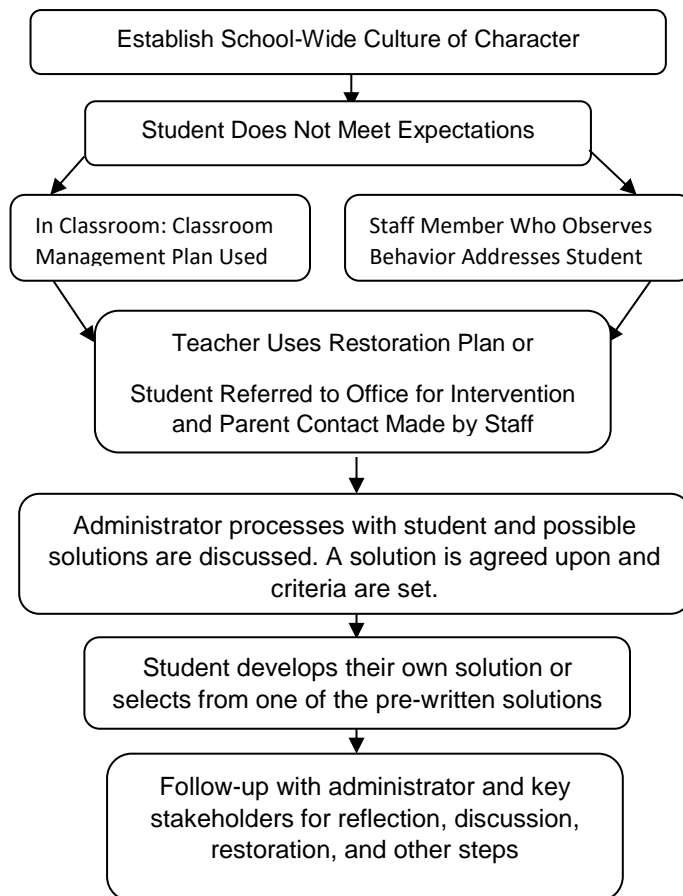
- Turning in someone else's work as your own
- Copying works or ideas without giving credit
- Failing to put a quotation in quotation marks
- Giving incorrect information about the source of a quote
- Changing words but copying the sentence structure
- Copying so many words or ideas from a source that it makes up most of your work

Behavior

The RVMS Behavior model is predicated upon building a “Culture of Character” within our school. Developing a culture that celebrates the use of positive character attributes and infuses those traits into curriculum, conversation, school décor, and even the student handbook’s discipline policy not only builds the culture, but ensures that everyone knows and understands the expectations. Under this model, student individuality is taken into consideration when a student finds himself/herself in trouble. **“Solutions,”** rather than traditional consequences, are creative approaches that are designed to provide authentic **learning** opportunities for offenders, create structures for meaningful **accountability**, and to ensure that any damage that was done to the school culture and relationships with others is **restored**. Just as teachers differentiate curriculum to meet the varying needs of their students, the behavior plan encourages teachers and administrators to differentiate the behavior interventions that become necessary for students. This plan guides educators to look at a specific behavior, process the issue with the student, search for the root cause, and work together to find a solution that helps the student learn from the mistake and repair the harm that has been caused.

Certain behaviors threaten the health and safety of students. These behaviors include bullying, harassment, threatening behaviors, possession of a weapon, fighting and other acts of violence, the use, possession, and/or distribution of alcohol, tobacco, and other drugs, and repeated violation of school rules. In addition to other consequences, these behaviors may result in loss of privileges, suspension from school, police intervention, and/or recommendation for the student to be expelled from school.

Behaviors will be documented in the student information system. Parents will be notified by teachers and principal/administrative building coordinator. If a student has numerous written discipline referrals for behavior, ISS, or OSS, an individual plan will be put into place.



ATTENDANCE/TARDINESS

Upon late arrival at school, at any time during the day, a student **MUST** report to the office for a tardy pass before going to class, study hall, or any other area. A note should accompany the student to explain the tardiness. A phone call to the home may be made to determine the circumstances of the tardiness. All other student tardiness will be handled by the classroom instructors.

Disciplinary action will be enforced for student tardiness by the office and instructors. It is at the discretion of the principal and instructors to determine if student tardiness is excused or unexcused. Unexcused tardiness will result in disciplinary action. Two unexcused tardies during the same class period will result in serving a detention. Four unexcused tardies will be treated as an unexcused absence. (Administration can consider these unexcused absences as truancy.)

BUS BEHAVIOR

The River Valley School District Board of Education's primary concern in transporting its students is the safety of the children. Misconduct will not be tolerated.

DETENTIONS & SUSPENSIONS

Discipline may come in the form of detention, in-school suspension and out-of-school suspension. During the time that a student is suspended from school they may not attend school activities.

Bullying/Harassment

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

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

The district will not tolerate bullying or harassment in any form. Bullying includes aggressive or hostile behavior that is intentional, involves an imbalance of power, and is typically repeated over time. Harassment refers to physical, verbal, or visual conduct that interferes with a student's schoolwork, ability to attend class, or participate in extracurricular activities, or creates an intimidating, hostile, or offensive school environment. It may consist of a single act or course of conduct, or be repeated over time.

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

See Board Policy 726 & 411.1 for full details.

Tobacco, Drugs, and Alcohol

The use and/or possession of tobacco, drugs, alcohol, and any controlled substances is strictly prohibited on all premises owned or rented by, or under the control of the school district and in all school vehicles at all times.

Board Policies 443.3, 832, and 835

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

Student Dress

Generally, students may dress in any style they desire if 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.

In addition to this policy, the following guidelines apply at River Valley Middle School:

- Bandanas, hats, hoods, sunglasses and other head coverings are considered inappropriate for the school setting. (*Exceptions may be made through administration for cultural, religious, or medical reasons.*)
- The wearing of pajamas is considered inappropriate for the school setting

Board Policy 433.1

Student Relationships

Student relationships are recognized as normal socialization for young adults. However, inappropriate student relationships/behavior (i.e. walking or standing with arms around each other, kissing, fondling, etc.) is prohibited on school grounds, school functions, and on busses. A conference with student, administrator, parent, and/or counselor, and disciplinary action may result.

Student Searches

School Officials are empowered to conduct searches of students and/or their property 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, per Board Policy 445

RULES FOR SUCCESS AT RVMS

WE ARE...



BELONGING
LEARNING
AWARENESS
COURAGE
KNOWLEDGE
HONESTY
ACCOUNTABILITY
WONDER
KINDNESS
SERVICE

Do

- ✓ Learn.
- ✓ Think.
- ✓ Listen.
- ✓ Cooperate.
- ✓ Try your best.
- ✓ Be nice.
- ✓ Be kind.
- ✓ Be courteous.
- ✓ **R**espect
- ✓ **E**very
- ✓ **S**ingle
- ✓ **P**erson,
- ✓ **E**specially
- ✓ **C**lassmates,
- ✓ **T**eachers, our building, & yourself.

No

- × Cell phone use in school.
- × Leaving school during the day without parent permission.
- × Fighting, swearing, vulgar language, inappropriate gestures, bullying, teasing, taunting, ridiculing, name calling, poking, pushing, etc.
- × Stealing. Do not take what isn't yours.
- × Cheating.
- × Tobacco, alcohol, drug paraphernalia, use, or possession.
- × Items that may cause distraction, get in the way of learning, or hurt others.

Be Ready • Be Respectful • Be Responsible • Be Safe

IN AN EMERGENCY TAKE ACTION



HOLD! In your room or area. Clear the halls.

STUDENTS

Clear the hallways and remain in room or area until the "All Clear" is announced
Do business as usual

ADULTS

Close and lock the door
Account for students and adults
Do business as usual



SECURE! Get inside. Lock outside doors.

STUDENTS

Return to inside of building
Do business as usual

ADULTS

Bring everyone indoors
Lock outside doors
Increase situational awareness
Account for students and adults
Do business as usual



LOCKDOWN! Locks, lights, out of sight.

STUDENTS

Move away from sight
Maintain silence
Do not open the door

ADULTS

Recover students from hallway if possible
Lock the classroom door
Turn out the lights
Move away from sight
Maintain silence
Do not open the door
Prepare to evade or defend



EVACUATE! (A location may be specified)

STUDENTS

Leave stuff behind if required to
If possible, bring your phone
Follow instructions

ADULTS

Lead students to Evacuation location
Account for students and adults
Notify if missing, extra or injured students or adults



SHELTER! Hazard and safety strategy.

STUDENTS

Use appropriate safety strategy for the hazard

Hazard	Safety Strategy
Tornado	Evacuate to shelter area
Hazmat	Seal the room
Earthquake	Drop, cover and hold
Tsunami	Get to high ground

ADULTS

Lead safety strategy
Account for students and adults
Notify if missing, extra or injured students or adults



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EN CASO DE EMERGENCIA TOMEN MEDIDAS



HOLD! (IESPEREN!) En su salón o área. Despejen los pasillos.

ESTUDIANTES

Permanezcan en el área hasta que se indique que la situación se ha resuelto
Continuar con la actividad rutinaria

ADULTOS

Cierren la puerta y echen la llave
Cuenten a los estudiantes y a los adultos
Continuar con la actividad rutinaria



SECURE! (IPROTEJAN!)

Vayan adentro. Echen llave a las puertas exteriores.

ESTUDIANTES

Regresen adentro
Continúen con la actividad rutinaria

ADULTOS

Lleven a todas las personas adentro
Echen llave a las puertas exteriores
Mantengan la alerta sobre lo que ocurre en su entorno
Cuenten a los estudiantes y a los adultos
Continúen con la actividad rutinaria



LOCKDOWN! (CIERRE DE EMERGENCIA!)

Echen llave, apaguen las luces, escóndanse.

ESTUDIANTES

Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta

ADULTOS

Lleven a las personas en los pasillos a dependencias interiores si es posible hacerlo de forma segura
Echen llave a las puertas interiores
Apaguen las luces
Desplácese a un lugar donde no se les vea
Guarden silencio
No abran la puerta
Prepárense para evadirse o defenderse



EVACUATE! (EVACUEN!)

(Es posible que se especifique un lugar determinado)

ESTUDIANTES

Dejen sus cosas donde estén si se les pide que lo hagan
Llévense sus teléfonos
Seguir instrucciones

ADULTOS

Dirijan la evacuación a un lugar determinado
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos



SHELTER! (BUSCAR RESGUARDO!)

Riesgo y estrategia de seguridad

ESTUDIANTES

Utilizar una estrategia de seguridad adecuada para el peligro

ADULTOS

Dirijan la estrategia de seguridad
Cuenten a los estudiantes y a los adultos
Avisen si entre los estudiantes o los adultos falta alguien, hay personas de más o hay heridos

Riesgo
Tornado
Terremoto
Materiales peligrosos
Tsunami

Estrategia de seguridad
Evacúen a un área resguardada
Agáchense, cúbranse y agárrense
Sellen el salón
Dirijan a terreno elevado

BREAKFAST & LUNCH

Lunch hours are designated by student class schedules. During the lunch hour, after eating, all students are outside except during inclement weather. Permission to go to the library or classroom must be obtained from the librarian/teacher. No one is to be in the halls!

LUNCH PROCEDURES

The following cafeteria procedures will be observed:

1. Courtesy is expected in the lunch line and eating area.
2. Noise should be kept to a minimum as there are classes in session.
3. Keep the floor and tables clean. Be sure all waste is taken care of properly.
4. Return your tray, dishes, and silverware to the return service window.
5. If you bring a bag lunch, eat in the cafeteria.

LIBRARY AND COMPUTERS

In a library that serves students ranging in ages ten to fourteen, a wide variety of materials are needed. The books available in the River Valley Middle School library span multiple age levels, topics, and genres. Parents are encouraged to communicate with their child regarding reading choices.

Library Policies

- Maintain a quiet working environment
- Regular books out for 2 weeks—may have 3 items checked out at a time
- Reference/Reserve/Magazines overnight & due first thing in the morning
- OVERDUE MATERIALS—may be renewed but library usage may be denied if items are overdue
- Lost or damaged materials—replacement fee will be charged

Computer Misuse (See Board Policy 743)

- Loss of computer privileges.

Chromebooks

- 1:1 initiative at the middle school (see policy on page 39-42)

The District uses an automated lunch accounting system to record food service payment & to monitor food purchase transactions. Parents/guardians are expected to maintain their lunch account in a positive status. Students will be issued an identification number and assigned a lunch account that the computer will monitor. The District receives federal and state reimbursement in the form of cash and commodities for the first lunch served to each student. Second lunches & extra portions are available at a la carte prices.
BOARD POLICY #762, 762.1, 762.1 Rule

PRIVACY IN LOCKER ROOMS | Board Policy 725

Locker rooms are provided for the use of physical education students, athletes and other activity groups or individuals authorized by the building principal or Board Policy. The District recognizes the privacy rights of individuals using the locker room and shall take reasonable measures to protect an individual's privacy.

Under no circumstances may cameras, video recorders or other recording devices be used in the locker room. Also, no person may use a cell phone to capture, record, or transfer a representation of a nude or partially nude person in the locker room or to take any other photo or video image of a person in the locker room. For purposes of this policy, "locker room" includes offices, shower area, bathrooms and any other facilities within the locker area. Individuals may enter or remain in the locker room to interview or seek information from an individual in the locker room only under the following conditions:

1. At no time will students be interviewed in the locker room.
2. No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
3. Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal, athletic director, or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.
 - Persons violating this policy shall be subject to appropriate disciplinary action and/or penalties under state law. The building principal, athletic director, or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

This policy shall be posted in every locker room in the district.

CLOSED CAMPUS

River Valley Middle School is a closed campus. Students are not allowed to leave the school grounds at any time without the permission of their parents, and approval of the principal or his designated agent.

VISITORS

All visitors to RVMS must sign in and secure an admittance badge in the front office upon arrival. The school welcomes visits from parents at any time, but if a conference is desired with a teacher or principal, it is best to make an appointment. Student guests are not encouraged. Guests require a completed visitor request form at least three days in advance. A student must accompany his or her guest throughout the day and is responsible for that guest's conduct.

FIRE DRILLS, TORNADO DRILLS, EMERGENCY EVACUATION PROCEDURES

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

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

EMERGENCY/STUDENT INFORMATION

It is important that student emergency contact information be accurately updated each year. This information will be used in case of illness or accident to provide the school with needed information to assist everyone in the emergency. Students will be released from school for medical reasons only with the knowledge of the parent or person listed as the emergency contact on the medical form.

CONTACTING STUDENTS/STAFF

To avoid interruption of normal daily instruction, the office staff will take messages from incoming family calls and relay them to the student as soon as possible. It is the student's responsibility to listen to announcements and pick up messages in the office. Messages can be left for staff members by calling 588-2556 and entering their extension number, available 24 hours/day. If you do not know the extension, a staff directory can be accessed.

PUBLIC PUPIL DIRECTORY DATA NOTICE

Pursuant to Wisconsin Statute 118.125(2)(j), the River Valley School District Policy #347-Rule, Section 1-C declares the following as "Directory Information" as provided in said statute, and that information relating to students may be made public information in any of the following categories:

Student's name, address, telephone listing, date and place of birth, major field of study, name of most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of BLACK, photographs, degrees and awards received.

This public notice is required by law before such information can be placed in yearbooks or student directories. Any parent, guardian, or guardian ad litem, of any student in this district may notify the principal of the school in which said student attends if the parents, guardians, or guardian ad litem, desire that none of the above information be released without the parents', guardians', or guardian ad litem's consent, provided that such notification is given to the district within (15) days of the publication of this notice.

STUDENT ATTENDANCE | Board Policy 431

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

When a student is absent, his/her parent(s), guardian, or the student, if they are 18 or an emancipated student, shall contact the school prior to 9:00 a.m. Failure to contact the school will result in a school contact to the home or place of employment. Student absences will be classified into excused (ill, personal, medical); and unexcused/truant. Please provide a note from home or an appointment card for your child's absence. Repeated absences may result in truancy issues.

CHANGE OF RESIDENCE

Students or parents changing residence, phone numbers, or employment during the course of the year should report such changes to the office as soon as possible giving the new address, phone number, and effective date of such change. Any student moving out of the school district must apply for withdrawal forms, transfer of credits, and pupil record release.

WITHDRAWAL FROM SCHOOL – PROCEDURES

If you transfer or withdraw from school, to maintain the status and certainty of your records, the following procedure should be followed:

1. Present a written notice of withdrawal from the parent/guardian to the principal and secure a withdrawal form.
2. Turn in all textbooks to teachers and secure their signatures.
3. Turn in all physical education equipment.

4. Pay all library fines, course dues, shop fees, etc.
5. Return the completed withdrawal form to the office.
6. Collect fee refund (if any).

PROGRESS STUDY TEAM (PST)

RVMS has a Progress Study Team composed of the principal, administrative building coordinator, school counselor, and two or three staff persons. When there are recurring concerns about a student – academic, social, emotional – staff will fill out a PST referral form. The goal is to provide necessary assistance to a child to ensure success in school. Parents have a right to request program or curriculum modifications. The PST team will take these requests into consideration and make modifications as necessary.

PROMOTION AND RETENTION

Grades K-8: In making the decision to promote or retain a student, the principal will form a promotion/retention committee comprised of the principal, the classroom teacher(s), guidance counselor, the child's parents, and other trained professionals as deemed appropriate for each individual circumstance. These persons shall consider the opinion of other trained personnel, the child's educational background, appropriate achievement tests and/or district developed criterion-referenced tests, classroom performance, Response to Intervention (RTI), age, and emotional and social well-being.

Before a decision to retain a child is made, the responsible principal shall ensure that appropriate communication between the district and the child's parent(s) or guardian has taken place at appropriate times as to the child's educational or related difficulties.

Students with Special Needs: The student has progressed toward his or her education goals as specified in the student's Individual Education Plan (IEP) or Section 504 plan and receives the recommendation of the student's IEP Team or Section 504 team.

NOTE: Parents or guardians may appeal to the Board of Education a decision to retain (not promote) their student. Such an appeal must be made by filing a written request to the District Administrator within 15 days of receiving written notice of the decision to retain. The Board of Education will hold a closed session hearing within 30 days of the appeal.

EXPULSION

Expulsion means the removal of a student from school for the remainder of the school term. This penalty is reserved for situations involving serious misconduct or disobedience or repeated infractions of school rules for which the student has been penalized previously. The decision regarding expulsion

is made by the school board, based on the recommendation of the administration. In all situations, however, the administration must reserve the right to take disciplinary actions which are deemed to be in the best interest of the student and the school, while insuring that due process procedures are followed. Thus, the above information specifies disciplinary actions as a consequence of student misconduct, and furnishes general guidelines rather than hard and fast mandatory action when dealing with student discipline.

STUDENT ASSISTANCE PROGRAM

Alcohol and Other Drug Abuse (AODA) PROGRAM

The River Valley School District shall provide prevention, intervention, and support services for students and their families surrounding AODA (Alcohol and Other Drug Abuse) or other issues affecting student academic performance. These services may be delivered through student support groups, individual counseling, classroom and/or community presentations, and peer advocacy programs. The SAP will be facilitated by the building level school counselors. In-house counseling services, as well as outside counseling/consultation services will be used as needed. Student utilization of SAP services will be voluntary and confidential, but may be used in cases of athletic code violations in conjunction with reduced consequences.

Reference Board Policy 452.6 and Policy 452.7

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS | Board Policy 443.8 & Rule

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

The District shall observe measures intended to protect the rights of individuals regarding participation in, and use of, videotaping, photographing, and filming to which they or their parents/guardians might reasonably object under the law. The following provisions outline the extent to which that protection can, and will be, provided: (1) When video cameras are in use to monitor public areas of a school facility (i.e., hallways, entrance areas, parking areas, cafeterias, etc.) for security purposes, signs shall be posted at the facility entrances to notify persons utilizing the facility of this

security measure. (2) Students shall only be videotaped and/or photographed in accordance with established District procedures. Such procedures shall identify conditions under which parental consent shall be required. (3) Videotapes and/or photographs of students shall be kept confidential to the extent required by state and federal laws and the District's student records policy and procedures. (4) Videotaping will not be conducted in private areas such as bathrooms, locker rooms, athletic locker rooms, and changing rooms. (5) Videotapes and/or photographs may be used for investigative/monitoring purposes for any/all activities that can result in disciplinary action (i.e., smoking, fights, vandalism, truancy, etc.). (6) Videotapes and/or photographs may be used for live streaming and/or archival format for future reference on the River Valley School Webpage.

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

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

SCHOOL VOLUNTEERS & CHAPERONES

In an attempt to ensure the safety of all students and staff members, the River Valley School District requires any adult wishing to volunteer time in our schools or chaperone a field trip to complete a background check. This simple process does require adults to provide personal information (name, date of birth, and social security number). Information must be provided on the Disclosure Statement (which is included in the student/parent first day packet and also at any time in the school offices) and must be returned to school prior to volunteering and/or chaperoning. All information shared is strictly confidential. River Valley School District appreciates your understanding and cooperation in our attempt to ensure a safe school environment.

PARENT RIGHTS TO SCHOOL INFORMATION

As part of the No Child Left Behind federal law, the River Valley School District is required to inform all parents of your right to ask for proof of certification/licensure of Title I teachers; assessment tools (test booklets); information about the content of safe and drug free school programs (and the right to withdraw your child from such programs); rights for students in the ESL programs; rights to obtain information regarding failing schools. (Here in the River Valley School District, we have no schools that have been identified under federal guidelines as "failing". Much to the contrary, all of our schools are highly successful under the federal criteria which involves analyzing student test score results.)

STUDENT USE OF PERSONAL COMMUNICATION DEVICES

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

First Offense:

- a) phone taken to office
- b) student may pick up phone at end of school day

Second Offense:

- a) phone taken to office
- b) phone call to parent from school official

Third Offense:

- a) phone taken to office
- b) student may pick up phone at end of school day
- c) parent must pick up phone
- d) student must keep phone in office daily for remainder of school year

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

TOBACCO POSSESSION AND/OR USE ON SCHOOL PREMISES | Board Policy 832

To promote the health and safety of students, staff, and visitors to the schools and to promote the cleanliness of all facilities, the Board prohibits the use of all tobacco products on all premises owned or rented by, or under the control of, the school district and in all school vehicles by all persons at all times except as expressly provided in this policy.

Furthermore, this policy prohibits students from possessing tobacco products in all of the before-mentioned circumstances and/or locations cited above.

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. Also included are papers used to roll cigarettes and/or the smoking of electronic (e-cigarettes), "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance.

STUDENT SEARCHES | Board Policy 445

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.

DRUG & ALCOHOL PROHIBITIONS, ALCOHOLIC BEVERAGE POSSESSION AND/OR USE ON SCHOOL PREMISES

Board Policies 443.3 & 835

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. 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. These prohibitions shall not apply to a student who is taking medication prescribed by a properly licensed health care provider in the manner and at the times prescribed.

No person shall consume or be in possession of (this includes both open and/or closed containers), an intoxicating liquor, wine or fermented malt beverages on River Valley School District property. School District property refers to all premises owned by or under the control of the school district and in all vehicles whether owned, operated or used by the district for any district purpose by all persons at all times. School district property also includes rented property when such property is being used for school purposes.

FIRST OFFENSE

- a) Parent/guardian will be contacted to pick up the student.
- b) Student will be suspended from school for 1-5 days.
- c) Student will be enrolled in Student Assistance Program.
- d) Law enforcement agency will be notified.
- e) Possible review for expulsion.

SECOND OFFENSE

- a) Parent/guardian will be contacted to pick up student.
- b) Student will be suspended from school for 1-5 days.
- c) Suggestion will be made to the student/family for referral to an outside agency for professional consultation.
- d) Student will be re-enrolled in the Student Assistance Program.
- e) Law enforcement agency will be notified.
- f) Possible review for expulsion.

THIRD OFFENSE

- a) Parent/guardian will be contacted to pick up the student.

- b) Student will be suspended from school for 3-7 days, pending on school board hearing for possible expulsion from school. The student will be encouraged to obtain professional assessment and/or treatment.
- c) Law enforcement agency will be notified.
- d) Possible review for expulsion.

VANDALISM/THEFT – State Statute 943

ASSAULT AND BATTERY - State Statute 940

DANGEROUS WEAPONS IN SCHOOL

Board Policies 443.4 & 837

No one shall use or possess a firearm, whether loaded or unloaded, any destructive device, or other dangerous weapon (as defined under section 948.61 of the state statutes) in school buildings and other buildings owned, occupied or controlled by the school district, on school premises, in school provided transportation, or at any school-sponsored or school-supervised activity, except as otherwise specifically authorized in this policy. Any object which could be used to cause bodily injury or property damage and which has no school-related purpose for being in school or on school grounds, will be considered a weapon for purposes of this policy.

The following is an exception to the policy prohibition:

- The District Administrator may allow a weapon on school premises for purposes of demonstration, educational presentations, or other pre-approved educational programming. This approval must be in writing and granted prior to the weapon being brought to the school. The weapon shall be maintained in the possession of the principal or the principal's designee except during the actual demonstration, presentation, or program. A student who possesses a firearm or destructive device in violation of this policy may be suspended from school, referred for an expulsion hearing, and may be expelled from school. Students possessing other weapons in violation of this or any other policy or rule shall be subject to appropriate school disciplinary action, up to and possibly including suspension and expulsion from school. A parent or guardian with access to student records will be notified of student weapons violations in all cases. A law enforcement or juvenile justice referral may also be made for all students violating this policy.

Dangerous weapon - means any weapon defined as a "dangerous weapon" under either Wisconsin Statute section 948.60(1) or 939.20(10).

Firearm – means a weapon that acts by force of gunpowder.

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.

Great bodily harm - means bodily injury which creates a substantial risk of death, or which causes serious permanent disfigurement, or which causes a permanent or protracted loss or impairment of the function of any bodily member or organ or other serious bodily injury.

Knife – refers to all types of knives, without regard to blade length.

Cutting Instrument – refers to all objects that have as their primary intended purpose being an object utilized to cut something (e.g., box cutter, carpet cutter, razor blades, straight razor).

School premises – means any school building, grounds, recreation area or athletic field or any other property owned, used or operated for school administration.

This policy does not apply to a person who both meets the criteria of Wisconsin Statute section 948.605(2)(b) or 948.61(3) and, except for law enforcement officials, has received permission from the Board or Superintendent to be in possession of a weapon or dangerous weapon on school grounds. Permission may be extended for reasons that pertain to educational value. Examples include the following:

- 1) A weapon used or handled by an individual in a legal manner as part of an approved school program and authorized by the Superintendent or his/her designee (i.e., the Civil War reenactment).
- 2) Tools used by employees or students necessary to complete educationally assigned tasks.

The superintendent must approve any weapon, look-alike, or facsimile weapon that will be used for educational and performance purposes. Such weapon(s) must be kept secured by the building administrator until the time of the performance, or kept secured as authorized by the superintendent.

Students who violate this Policy may be referred to law enforcement for prosecution. Students who violate this Policy may also be subject to disciplinary action up to and including expulsion.

When considering disciplinary action against a student for violating this policy the superintendent may apply but is not limited to considerations listed below.

- Whether the device was on school property to purposely intimidate, threaten or harm others.
- Whether the person in possession of the device was hostile and threatening to another person, even if the device was not physically used as part of the threat.
- The degree to which the device was capable of causing harm, fear or threat to another.
- The manner in which a look alike or weapon was displayed to others.

For possession of a firearm as defined in sec. 921 of Title 18 of the U. S. Code by a student, expulsion is mandatory for a period of not less than one year unless the school board modifies the expulsion as permitted under Wis. Stat. sec. 120.13(1)(g).

FIRST OFFENSE

- a) Parent/guardian notified.
- b) Suspension 1-5 day in or out of school.
- c) Law enforcement notified.
- d) Reimburse district for damages.
- e) Possible expulsion procedure.

SECOND OFFENSE

- a) Parent/guardian notified.
- b) Suspension 3-5 days out of school.
- c) Law enforcement notified.
- d) Reimburse district for damages.
- e) Expulsion procedures started.

STUDENTS WITH DISABILITIES

Children with disabilities may require specialized support in order to succeed in the school environment. River Valley School District is committed to providing a continuum of services that offers optimal learning opportunities. The district's Pupil Services Director coordinates and supervises special education and 504 referrals and programming within the River Valley School District. Contact the Pupil Services Director with any inquiries regarding programming and children with disabilities.

SPECIAL EDUCATION EVALUATION AND ELIGIBILITY CRITERIA

A special education evaluation is an essential beginning step in the special education process for a child with a disability. Before a child can receive special education and related services for the first time, a full and individualized initial evaluation of the child's needs must be conducted to see if the child has a disability and is eligible for special education. The evaluation process is guided by requirements in our nation's special education law, the Individuals with Disabilities Education Act (IDEA), and Wisconsin's eligibility criteria. The Special Education Rights for Parents and Children and Procedural Safeguards Notice also provides more information on parent's rights throughout the process.

INDIVIDUALIZED EDUCATION PLAN (IEP)

Once a student is determined to have a disability & requires special education, an IEP is developed that documents the student's disability, how it affects progress in the general education environment, the student's present level of performance, annual goals toward improving performance and special education services the student will require. The IEP can be reviewed and revised throughout the duration of the IEP. Students are eligible to receive services starting from age 3 through the end of the school year that they turn 21. For initial placement, a parent signature must be obtained to place the child in special education

504 ACCOMMODATION PLAN

If the student has a disability requiring accommodations that can be met in the general education setting and does not need special education through an IEP, a Section 504 referral

can be made. Section 504 is a civil rights law that prohibits discrimination against individuals with disabilities and ensures that the child with a disability has equal access to an education.

TRANSFER STUDENTS

Students who move into RV will have no interruption in special education or 504 services. Once paperwork is received, a team will be assembled and services will be approximated as closely as possible to the current IEP or 504 while it is being reviewed for adoption or a new one is being developed. If the evaluation meets WI criteria and the IEP or 504 can be carried out as written in our schools, RV can adopt the previous district's evaluation and IEP or 504. If the evaluation does not meet WI criteria, a new evaluation will be conducted, followed by a new IEP or 504. RV also offers an array of services to students with disabilities attending private and parochial schools.

BOARD POLICIES

ACCEPTABLE USE OF NETWORKED COMPUTERS, ELECTRONIC MAIL, & INTERNET SAFETY

Board Policy #743

The RVSD computer network, because it is connected to the Internet, enables district students and staff to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people 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.

Telecommunications, electronic information sources, and networked services significantly alter the information landscape for schools by opening classrooms to a broader array of resources. Electronic information research skills are now fundamental to preparation of citizens and future employees during an Age of Information. The Board expects that staff will blend thoughtful use of such information throughout the curriculum and that the staff will provide guidance and instruction to students in the appropriate use of such resources without discrimination.

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

The network is provided for users to conduct research and communicate with others. Users are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. General school rules for behavior and communications apply. All activity through the River Valley network is subject to the right of the River Valley School District to monitor, access, read, and review.

CIPA and N-CIPA

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

Prohibited Use of District Computers

The following activities are prohibited for all users of the RVSD computer network:

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

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

Management, Administration, Monitoring, and Privacy

1. The District may at any time put software and systems in place that monitor and record all computer usage to ensure the systems are being used for educational purposes, consistent with the District's goals. The District wants users to be aware that our security systems are capable of recording, for each and every use, each World Wide Web site visit, attempts to reach World Wide Web sites, the amount of time spent actively using the World Wide Web, each chat, newsgroup access, e-mail message, and every file and/or program transfer into and out of our internal networks to the Internet, and we reserve the right to do so at any time, without advance notice or warning to the user. No District user should have any expectation of privacy as to his or her Internet usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any District computing facility. The District will review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the District's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity.
2. The District, through appropriate management personnel to include the district network administrator and/or members of administration, reserves the right to inspect any and all data stored in public or private areas of networked and individual storage systems of any kind, without notice or warning, and at any time or for any purpose.
3. The District uses independently supplied facilities to identify and block Internet content that is inconsistent with the educational and professional development goals of the District. We will block access from within our networks to all such sites that we know of or that our facilities identify. To be clear, these facilities endeavor to block use of the network to create, view, send, receive, store, display, or print text or graphics that may reasonably be construed to be obscene, disruptive or harmful to the educational or working environment, but we acknowledge that no blocking or filtering mechanism is capable of blocking all inappropriate content all of the time. Offensive, disruptive, or harmful data include, but are not limited to any messages or files, or data that contain the following:
 - Pornographic or erotic images
 - Sexual implications, nudity
 - Racial slurs, discriminatory comments
 - Derogatory gender-specific comments and/or other inappropriate language
 - Information or instructions designed to cause physical harm to another person
 - Comments that offensively address a person's age, sexual orientation, religious beliefs, political beliefs, national origin, or disability
 - Any comment which in any way defames, slanders, or libels another person
 - Any comment intended to frighten, intimidate, threaten, abuse, annoy, or harass another person
 - Those data or activities that invade the privacy of another person
 - Drugs, violence, crime and/or the encouragement thereof
 - Auction sites that don't monitor for weapons or other sexual items or illegal items

If a user finds that they are connected to a site that contains any of the above material, they must disconnect from that site immediately, regardless of whether that site has been previously deemed acceptable by any screening or rating program, and inform the teacher or supervisor of the incident. Similarly, a user is encouraged to inform his or her supervisor if he or she becomes aware that another user is accessing or has accessed material prohibited above. The District's goal in creating the above standards and reporting requirement is not to create an environment of fear and apprehensiveness for users accessing the Internet and internal networks, but to affirmatively set forth content standards for users to be mindful of when accessing these resources on their own.
4. The District will fully cooperate with requests from law enforcement and regulatory agencies for logs, diaries, data, and archives on individuals' computing activities.

Blocking Sites

1. The District reserves the right to block sites that do not enhance classroom activities and/or career development.
2. Users are encouraged to contact the technology coordinator should any one inadvertently access a site that is inappropriate for the school setting.

Removing the Filter

1. Removing a site/activity from the blocked list will require a high level of justification. Anyone wishing that removal will submit a request in writing to the building administrator. A committee will review the site/activity in question. The committee shall be composed of the following:
 - a. Building administrator
 - b. Technology committee member
 - c. Technology coordinator
2. The decision to remove the block on the site/activity will be based on the following criteria. Each of the criteria will be judged using contemporary community standards.
 - a. Does the educational value of the site/activity significantly outweigh the inappropriate nature of the site/activity?
 - b. Does the site/activity significantly enhance the curriculum?

- c. Can the material/information be obtained from other more appropriate sources?
- 3. Individuals will be notified of the approval or disapproval of the request in a timely manner. If the removal of the site/activity is granted, the committee will further indicate the length of time the block is to be removed. All students and parents will sign an agreement/consent form annually. (Policy #743-Exhibit). The policy will be included annually in each building Faculty/Staff Handbook.

The Board authorizes the Administration to prepare appropriate procedures for implementing this policy and for reviewing and evaluating its effect on instruction and student achievement. Approved 2/9/2017.

STUDENT ATTENDANCE | Board Policy 431

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

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

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

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

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

STUDENT ATTENDANCE GUIDELINES | Board Policy 431-Rule (1)

A. Student Absences and Excuses

- 1. Regular attendance is a responsibility that should be shared by parents, students, and the school.
- 2. Students will be required to attend all their scheduled classes, activities, and study halls, unless they have legal permission and a pass approved by a building administrator.
- 3. A student may be excused from school attendance as follows:

- a. Absences that DO count toward the "10 day rule" related to state law

Absences authorized solely by parent/guardian: A student is excused from school attendance if his/her parent/guardian notifies the school prior to the student's absence from school. A student may be excused under this provision for not more than 10 occurrences in a school year. Examples include:

- 1) All personal/family vacations
- 2) Attendance at special events of educational value not sponsored by the school (i.e. college visits).
- 3) Appointments (All/any out of school appointments, except appointments due to personal illness or injury)

4) Court appearances or other legal proceedings or related matters

A student that has 10 or more days absent as authorized by the parent/guardian must do the following for absence beyond 10 occurrences to be excused:

A prearranged absence must be completed in advance for any additional absences for personal/family vacations. In addition the student must be in good academic standing. For students leaving for health related appointments, administration reserves the right to require a written appointment card from the Clinic or Doctor before the student leaves or when the student returns.

b. Absences that DO NOT count toward the "10 day rule" related to state law

The school attendance officer or designee is empowered to approve a legal excuse to any student for the following reasons:

- 1) Personal illness or injury.
 - 2) Illness or injury of the student resulting in hospitalization or medical ordered home rest for mental health or AODA issues. Administration reserves the right to require a note from the student's health care provider or treatment director for more than 5 days of absence in a semester.
 - 3) Accidents or death in the immediate family.
 - 4) Suspension from school.
 - 5) Religious observances.
 - 6) School-sponsored activities.
 - 7) A quarantine as imposed by a public health officer.
 - 8) Special circumstances that show good cause. Such circumstances shall be considered on a case by case basis by the school attendance officer or their designee.
4. Students whose absence from school does not fall under the reasons listed above shall be considered unexcused (truant).
 5. When a student is absent, his/her parent(s), guardian, or the student, if they are 18 or an emancipated student, shall contact the school prior to 9:00 a.m. Failure to contact the school will result in a school contact to the home or place of employment before the end of the second day of absence.
 6. Parents/guardians will be expected to provide a written explanation of absences at the time the student returns to school, or in the case of absences authorized by the parent, prior to absence.
 7. Students with excused absences shall be entitled to make up the work missed, including examinations, and shall be responsible for doing so. Examinations and work missed shall be completed at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one-day.
 8. Students that leave school grounds without notification and authorization will be considered as unexcused absence/truant.
 9. Students with unexcused absences will not be allowed to make up work missed. Major examinations including semester examinations must be made up on the day the student returns to school.
 10. Four unexcused tardies will be treated as an unexcused absence. (Administration can consider these unexcused absences as truancy.)

11. Students who are absent as a result of a suspension shall be permitted to take any quarterly, semester or grading period examination missed during the period of suspension and shall be permitted to make up course work missed during a period of suspension under the following conditions:
 - a. A quarterly, semester or grading period examination missed as a result of a suspension shall be made up on the first day on which the student returns from suspension unless a different date is established by the teacher.
 - b. Course work and examinations missed during a period of suspension shall be completed at a time mutually agreed upon by the student and the teacher, but within the number of days absent plus one day.

B. School Attendance Officer

1. The building principal, or designee, will serve as the school attendance officer for each school in the district and deal with all matters relating to school attendance and truancy.
2. The school attendance officer shall determine daily which students enrolled in the school are absent and whether that absence is excused in accordance with Board policy and established procedures.
3. The school attendance officer shall notify the parent or guardian of a child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept.

"Truancy" means any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

4. The school attendance officer shall notify the parent or guardian of a child who is a habitual truant at the time the child becomes a habitual truant. This will be done by registered or certified mail. "Habitual truant" means a student who is absent from school without an acceptable excuse for part or all of five days. The notice shall include the following:
 - a. A statement of the parent's or guardian's responsibility under state law to cause the child to attend school regularly.
 - b. A statement that the parent, guardian or child may request program or curriculum modifications for the child and that the child may be eligible for enrollment in a program for children at risk.
 - c. A request that the parent or guardian meet with the appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet; a date, time and place for the meeting; and, the name, address and telephone number of a person to contact to arrange a different date, time, or place.
 - d. A statement of the penalties under state law that may be imposed on the parent or guardian if they fail to cause the child to attend school regularly as required by state law and Board policy.
5. The school attendance officer may visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law. They shall require that school certificates and lists of minors who are employed there, be produced for inspection, and shall report all cases of illegal employment to the proper authorities and to the Department of Industry, Labor and Human Relations.
6. The school attendance officer may have access to information regarding the attendance of any child between the ages of six (6) and eighteen (18) years who is a resident of the school district and claims to be in attendance at a private school located in the school district, including home-based private educational programs.

7. Annually, on or before August 1, the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be forwarded to the Department of Public Instruction.
8. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate "release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy.
9. The school attendance officer shall provide parents and students with information regarding program and curriculum modifications, including the types of modifications available, the procedures to be used in requesting and obtaining approval for modifications, their rights to request that the school board review decisions made in response to such requests and the time lines and procedures applicable to such board review.

C. Truancy Prevention Procedures

Upon a student's return to school after a truancy or repeated truanies, school personnel will take positive measures to help prevent additional truanies by the student. These measures may include:

1. A student conference with the school attendance officer in regards to truancy.
2. A student conference with guidance staff, psychologist, social worker or other designated personnel in regards to personal or social problems that may be influencing nonattendance or truancy.
3. A parental conference set up with the student and his/her parent(s)/guardian(s) to discuss the problem of truancy.
4. Enrollment of the student(s) in the district's children at risk program.
5. Evaluation of the student to discover if they are in need of special educational support services.
6. A meeting with the student and his/her parent(s) or guardian to discuss alternative education programs that are available within the district and county.

D. Procedure Toward Legal Referral

Prior to any legal proceeding being brought against a student or against the student's parent or guardian, the school attendance officer shall provide evidence that the appropriate school personnel in the district have, within the school year during which the truancy occurred:

1. Met with the student's parent(s) or guardian to discuss the student's truancy, or attempted to meet with the student's parent(s) or guardian and has been refused.
2. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and considered curriculum modifications.
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals.

E. Legal Referral

1. Following receipt of evidence that activities under Section D have been completed, the school attendance officer may make a referral to the county authorities in which the student resides. This will be in accordance with each respective county truancy policy.
2. The school attendance officer may make referrals for prosecution of misdemeanor actions related to school truancy directly to the district attorney's office. Any referral should contain as complete and clear a statement of supporting facts as is

possible and identify the author of the referral, telephone number and address at which they may be contacted for further information.

- a. Referrals may be made to the district attorney's office for prosecution of children and/or their parents under state law (section 118.15(5)). These referrals must include documentation that the activities required in Section D above have been completed by the school. In addition, the referral must indicate that the evidence unequivocally shows that the disobedience of the child has not rendered the parent(s), guardian(s), legal custodian(s) or other allegedly responsible party unable to comply with the law. This proceeding may not be pursued against a person with regard to a child who has been sanctioned under Wisconsin's Learnfare law.
- b. Referrals may be made to the district attorney's office for persons contributing to a child's truancy. Any person eighteen years of age or older who, by any act or omission, knowingly encourages or contributes to the truancy of a child may be subject to a fine not to exceed \$500, imprisonment not to exceed thirty (30) days, or both. Referrals containing allegations of evidence supporting such a charge may be referred directly to the district attorney's office, reported to local law enforcement agencies for further investigation, or included with information referred to the Department of Human Services in conjunction with other referred matter.

ATTENDANCE NOTE: To be eligible to participate in after school activities such as dances and athletic events, a student must be in school for the entire day unless given prior permission by the Principal. Long term assignments are due upon return from absence unless given prior permission by the teacher.

TRUANCY | State Statute 118.15

A student is considered **truant** if they are absent without an acceptable excuse for all or part of one or more days during which school is held. A student qualifies to be **habitually truant** when they are absent without an acceptable excuse all or part of **five** or more days in a school semester, s. 118.16 (1) (a) and (c), Wis. Stats.

FIRST/SECOND OFFENSE

- a. Detention or restorative solution.
- b. Make-up of work missed (no credit).
- c. Parent/guardian notification.
- d. Conference with truancy officer (Police Liaison Officer).

THIRD/FOURTH OFFENSE

- a. Same as first two offenses.
- b. Conference with guidance staff, psychologist, social worker.
- c. Evaluation as to need for education support services.
- d. Discussion of alternative education program available within the district and counties.
- e. Village citation (Police Liaison Officer).

FIFTH OFFENSE

- a. Detention or restorative solution.
 - b. Make up of work missed (no credit).
 - c. Parent notification of habitual truancy.
 - d. Notification of County Department of Human Services Truancy "habitual truancy".
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CODE OF CLASSROOM CONDUCT | Board Policy 443 Rule 1

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 may include, but not necessarily be limited to, the following:

- Possession or use of a weapon or other item that might cause bodily harm to persons in the classroom.
- Being under the influence of alcohol or other controlled substances or controlled substance analogs, or otherwise in violation of district student alcohol and other drug policies.
- Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive classroom environment.
- Fighting.
- Taunting, baiting, inciting, and/or encouraging a fight or disruption.
- Disruption and intimidation caused by gang or group symbols or gestures; gang or group posturing to provoke altercations or confrontations.
- Pushing or striking a student or staff member.
- Obstruction of classroom activities or other intentional action taken to attempt to prevent the teacher from exercising his/her assigned duties.
- Interfering with the orderly operation of the classroom by using, threatening to use or counseling others to use violence, force, coercion, threats, intimidation, fear or disruptive means.
- Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work or creates classroom disorder.
- Restricting another person's freedom to properly utilize classroom facilities or equipment.
- Repeated classroom interruptions, violation of rules, confronting staff argumentatively, defiance of authority, making loud noises, or refusing to follow directions.
- Throwing objects in the classroom.
- Excessive or disruptive talking.
- Behavior that causes the teacher or other students fear of physical or psychological harm.
- Physical confrontations or verbal/physical threats.
- Violation of classroom rules as established by the teacher and approved by the building administrator.
- Damage to school property.
- Repeatedly reporting to class without bringing necessary materials to participate in class activities.
- Possession of personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others.
- Repeated use of profanity.

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 below.

2. Placement Procedures

- a. The building administrator or designee shall place a student who has been removed from a class by a teacher in one of the following alternative educational settings:
 - 1) The class from which the student was removed if, after weighing the interests of the removed student, the other students in the class and the teacher, the building administrator determines that readmission to the class is the best or only alternative.
 - 2) Another class in the school or another appropriate place in the school.
 - 3) Another instructional setting.
 - 4) An alternative education program approved by the Board. State law defines this as an instructional program approved by the school board that utilizes successful alternative or adaptive school structures and teaching techniques and that is incorporated into existing, traditional classrooms or regularly scheduled curricular programs or that is offered in place of regularly scheduled curricular programs.
- b. The building administrator should consult with other appropriate school personnel as the building administrator deems necessary when making or evaluating placement decisions. A student's parent/guardian may also be consulted regarding student placement decisions when determined by the building administrator to be in the best interests of the persons involved or required by law. When making placement decisions, the building administrator shall consider various factors. Examples of factors to consider are:
 - The reason the student was removed from class (severity of the offense).
 - The type of placement options available for students in that particular school and any limitations on such placements (costs, space availability, location).
 - The estimated length of time of placement.
 - The student's individual needs and interests.
 - Whether the student has been removed from a teacher's class before (repeat offender).
 - The relationship of the placement to any disciplinary action (e.g. if student suspension from school is required as a result of the student's conduct).
 - Whether the placement is applicable before and/or after the suspension.
- c. All placement decisions shall be made consistent with established Board policies and in accordance with state and federal laws and regulations.

3. Parent/Guardian Notification Procedures

- a. The building administrator shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from a class. This notification shall include the reasons for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practical after the student's removal from a class and placement determination.
- b. If the removal from class and change in educational placement involves a student with a disability, parent/guardian notification shall be made consistent with state and federal laws and regulations.
- c. If the student removed from a class is also subject to other disciplinary action for the particular classroom conduct (i.e. suspension or expulsion), the student's parent/guardian shall also be notified of the disciplinary action in accordance with legal and policy requirements.

4. Definitions

A "class" is defined as anywhere within or beyond the walls of the school of attendance where the District is responsible and liable for the safety of the child and/or acts *in loco parentis*.

A "teacher" is defined as any certified instructor, substitute teacher, counselor, nurse, paraprofessional, support staff, or administrator in the employ of the District or acts as the District's designee in authority.

A "building administrator" means a principal of a school or other individual duly designated by the building administrator or District Administrator.

This policy includes staff members who hold a DPI license.

***Disciplinary measures may be imposed based upon classroom behavior in addition to student code of classroom conduct placements outlined above.**

CODE OF CLASSROOM CONDUCT VIOLATIONS

FIRST OFFENSE	SECOND OFFENSE	THIRD OFFENSE
<ol style="list-style-type: none">a. Detention or restorative solutionb. Parent/guardian notificationc. Payment of estimated damages if anyd. Possible law enforcement notificatione. Counselingf. Peer mediationg. Community service	<ol style="list-style-type: none">a. Restorative solutionb. Parent/guardian notificationc. Payment of estimated damages if anyd. Suspension 1-3 days (in or out of school)e. Parent conference.f. Possible law enforcement notification	<ol style="list-style-type: none">a. Restorative solutionb. Parent/guardian notificationc. Payment of estimated damages if anyd. Suspension (1-3 days)e. Possible expulsion proceduresf. Possible law enforcement notification

STUDENT SUSPENSION | Board Policy 446.2

A student may be suspended from school (out of school-OSS) or in school (ISS) 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.

STUDENT NONDISCRIMINATION COMPLAINT PROCEDURES | Board Policy 411-Rule

Informal resolution of any complaint regarding the interpretation or application of the district's student nondiscrimination policy, where appropriate, is desired. However, if resolution cannot be reached in a reasonable period of time, the following formal complaint procedure will be followed:

1. The River Valley School District does not discriminate on the basis of gender, race, color, national origin, ancestry, religion, sex, age, creed, pregnancy, marital or parental status, sexual orientation or disability in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following people have been designated to handle inquiries regarding non-discrimination policies: Business Manager, 660 W Daley St, Spring Green, WI 53588, 608-588-2551, and Pupil Services Director, 660 Varsity Blvd, Spring Green, WI 53588, 608-588-2554. Any student parent, or resident of district complaining of discrimination against a student as described in Policy #411 shall report the complaint in writing to the principal.
2. If the complaint is against a building principal/ABC, the complaint shall be reported in writing directly to the District Administrator who shall assign the investigation to a different building principal for initial investigation and other action as provided in paragraph 4.
3. If the complaint is against the District Administrator, the complaint shall be reported in writing directly to the Board which shall assign the investigation to a person of its choosing who shall report his or her findings to the Board, which shall determine the action, if any, to be taken, and report in writing to the complainant.
4. The principal, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The principal will review with other appropriate persons, the facts comprising the alleged discrimination. Within 15 business days after receiving the complaint, the principal shall determine the action to be taken, if any, and report in writing the findings and resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, they may appeal with the decision in writing to the District Administrator. Within 15 business days, the District Administrator will review the case and make a written decision regarding the case. Copies of the written decision shall be mailed or delivered to the complainant and the building principal.
6. If the complainant is dissatisfied with the decision of the District Administrator, they may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decisions in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant, the Principal and the District Administrator.
7. If the complainant is dissatisfied with the Board's decision, they may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.
8. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of child with a disability shall be process in accordance with established appeal procedures outlined in the district's Special Education Handbook.
9. Discrimination complaints based on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

Records of all complaints and their resolution shall be maintained in the District Office. Copies of these complain procedures shall be included in staff and student handbooks.

STUDENT USE OF TWO-WAY COMMUNICATION DEVICES | Board Policy 443.6, Legal Ref 118.258 WI Statutes

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

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

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

If a question arises as to the compliance of a student with this policy, the determination of the administration shall be final. Students who repeatedly violate this policy shall be subject to appropriate disciplinary measures, which may include suspension and/or consideration for expulsion, as determined to be appropriate by the administration and/or Board. The device shall be immediately surrendered to administration and will be returned to the student's parent or legal guardian, unless the device is confiscated by law enforcement officials.

STUDENT SEARCHES | Board Policy 445

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

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

illegal contraband are discovered. Lockers and vehicles parked on school property will be searched. The student's person and personal belongings carried by students will not be searched unless reasonable suspicion exists that a school policy or law has been violated. The canine searches may be conducted during school hours.

STUDENT RECORDS | Board Policy 347

Student records shall be maintained in the River Valley School District to aid the educational process in the elementary and secondary schools.

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.

Each building principal shall be responsible for the supervision of student records management in their respective building(s). Specific procedures for student records management shall be developed by the district administrator which:

- a. Comply with state and federal laws and regulations; and
- b. Are of maximum use to the professional staff and of greatest educational benefit to the students.
- c. Student record notices shall be published annually in accordance with State and Federal Law.

GUIDELINES FOR MAINTENANCE AND CONFIDENTIALITY OF STUDENT RECORDS-BOARD POLICY #347-Rule

1. **TYPES OF RECORDS:** "Student records" are all records relating to individual students maintained by the elementary or secondary school other than notes or records maintained for personal use by teachers or other certified personnel which are not available to others, and records necessary for and available to persons involved in the psychological treatment of a student.

There are several kinds of student records:

- a. **Progress Records:** Progress records are those student records which include a statement of the courses taken, grades awarded therein, the student's attendance records, and records of the student's school extracurricular activities.
- b. **Behavioral Records:** Behavioral records are all other student records, excluding progress records and directory data. These records include tests relating to achievement or measurement of ability, psychological tests, personality evaluations, physical health records other than lead screening and immunization records, health care records, law enforcement agency records, court records, teacher evaluations, and recorded comments other than grades.
 1. **Law Enforcement Records:** Law enforcement records include records obtained from a law enforcement agency relating to use, possession, or distribution of alcohol or a controlled substance by a student, illegal possession of a dangerous weapon, certain acts for which a student was taken into custody or for which the student was found to be delinquent.
 2. **Court Records:** Court records include records provided by a court with respect to students involved in certain delinquency proceedings.
- c. **Student Directory Data:** Directory data means those student records which include the student's name, address, telephone listing, date and place of birth, major field of study, name of most recent school attended, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received.

2. CONFIDENTIALITY

All student records shall be confidential, with access thereto limited to the following conditions:

- a. Access to student records shall be available to school district officials who have been determined by the Board to have legitimate educational or safety interests in the records. A "school official" is any person employed by the District, a person employed by or working on behalf of the District such as an auditor, health care provider, attorney, police liaison, or a school board member.
- b. An adult student, or the parent or guardian of minor student, shall upon request be shown the student's progress records and be provided with a copy thereof if requested.
- c. Upon the written permission of an adult student, or the parent or guardian of a minor student, the school shall make available to the person named in the permission form the student's progress records or such portions of the behavioral records specified by

the person authorizing the release. A qualified person from the River Valley school staff shall be present to interpret the behavioral records.

- d. An adult student, or the parent or guardian of a minor student, shall upon request be shown the student's behavioral records and shall be provided with a copy of the behavioral records, or specified portions thereof, if requested. A qualified person from the River Valley school staff shall be present to interpret behavioral records.
- e. The judge of any court of Wisconsin or of the United States shall, upon request, be provided by the person in charge of records with a copy of the progress records of a student who is the subject of any court proceeding.
- f. Student records shall be provided to a court in response to a subpoena by parties to an action for in camera inspection, to be used only for purposes of impeachment of any witness who has testified in the action. The adult student, or the parent or guardian of minor student, shall be notified in writing prior to release of any records to a court, and on request shall be provided with a copy of such records.
- g. The Board may provide the DPI or any public officer with any information required under Chapters 115 to 121 of the state statutes. The Board shall provide the DPI with any student record information that relates to an audit or evaluation of a federal or state-supported program or that is required to determine compliance with state law provisions. Information reported shall be kept confidential by the DPI. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by the multidisciplinary team under Chapter 115 of the statutes.
- h. Information from students' immunization records shall be made available to state and local health officials to carry out immunization requirements.
- i. The district board of Madison Area Technical College (MATC), the department of workforce development, or a county department under section 46.215, 46.22 or 46.23 for verification of eligibility for public assistance shall, upon request, be provided by the Board Clerk with the names of students who have withdrawn from school prior to graduation.
- j. Except as provided in items 1 and 2 below, directory data may be disclosed to any person, if the school has given public notice of the categories of information which it has designated as directory data and has allowed a reasonable time of no less than 14 days thereafter for the adult student, parent, legal guardian or guardian ad litem of any student to inform the school that all or any part of the directory data may not be released without the prior consent of the parent, legal guardian or guardian ad litem.
 - 1. If the school has given public notice that a student's name and address has been designated as directory data, has allowed a reasonable time thereafter for the parent, legal guardian or guardian ad litem of the student to inform the school that the student's name and address may not be released or has not informed the school, the Board Clerk, upon request, shall provide the district board of MATC with the name and address of each student who is expected to graduate from high school in the current school year.
 - 2. An adult student, parent, legal guardian, or guardian ad litem who wishes to inform the school that all or any part of the directory data should not be released to entities or agencies from outside of the district should use Policy #347-Exhibit 2 (attached) as the form to make this request.
- k. Any part of a student health care record that concerns the results of a test for the presence of HIV (the virus which causes acquired immune deficiency syndrome - AIDS) shall be confidential and may be disclosed only with the informed written consent of the test subject.
- l. A school board may disclose personally identifiable information from an adult student's records to the student's parent(s) or guardian, without the adult student's written consent, if the adult student is a dependent of his/her parent(s) or guardian under the Internal Revenue Code. An exception shall be made when an adult student has informed the school, in writing, that the information may not be disclosed.
- m. The Board shall disclose a student's records in compliance with a court-ordered educational plan after making a reasonable effort to notify the student's parent or guardian.

Records shall be shown or provided to authorized persons as defined above at the earliest possible time after the request, not later than 15 school days.

A procedure for maintaining a record of the release or inspection of student records to authorized persons shall be established. Such record of release or inspection shall be kept with the student's records, and shall be available for inspection by only the adult student, the parent or guardian of a minor student or the school official in charge of recordkeeping.

3. PARENT ACCESS TO RECORDS

A parent, regardless of whether the parent has legal custody of the child, shall have access to a child's medical, dental and school records unless the parent has been denied access to such records as outlined by state law (e.g., denied periods of physical placement with the child, ordered by the court).

4. EMERGENCY DISCLOSURE

The District may disclose student records to appropriate parties in connection with an emergency if knowledge of the information is necessary to protect the health or safety of any individual. In making this determination, the District may take into account the totality of the circumstances pertaining to a threat to the health or safety of a student or other individuals. If the District determines that there is a threat to the health or safety of a student or other individuals, it may disclose information from student records to any person whose knowledge of the information is necessary to protect the health or safety of the student or other individuals. The District shall record the following information when it discloses student record information under this exception: (1) the threat to the health or safety of a student or other individuals that formed the basis for the disclosure; and (2) the parties to whom the District disclosed the information.

5. MAINTENANCE AND DESTRUCTION OF STUDENT RECORDS

- a. The Board appoints the district administrator as the custodian of student records. They will be responsible for the overall direction and supervision of student recordkeeping in the district and will insure adherence to student record policies and procedures.
- b. At the building level, the building principal shall have primary responsibility for implementing student records policies and procedures and shall be the person to whom all requests for inspection or transfer of records to another school shall be directed.
- c. An official transcript will be maintained for a period of up to 35 years after a student ceases to be enrolled in the school district.
- d. Behavioral records shall be destroyed one year after a student graduates from or leaves school for other reasons, except that an adult student or the parent or guardian of a minor student may give the school written permission to retain them for a further specified period of time.

5. TRANSFER OF STUDENT RECORDS

Student records relating to a specific student shall be transferred to another school district upon receipt of written notice from an adult student or the parent or guardian of a minor student that the student intends to enroll in a school in another school district; from the other school district that the student has enrolled; or, from a court that legal custody of the student has been placed in a secured residential care center for children and youth.

6. HEARINGS

An adult student, or the parent or legal guardian of a minor student, shall have an opportunity for a hearing to challenge the content of the student's records to insure that the records are not inaccurate, misleading or in violation of the privacy of the student. Opportunities for such hearings will be directed to the district administrator.

7. NOTICES

The Board will annually cause to be published the student record notices required under state and federal law.

INDOOR ENVIRONMENTAL QUALITY MANAGEMENT PLAN

School buildings kept in good repair, suitably equipped and in safe and sanitary condition promote a positive learning environment. In accordance with the requirements identified under Wisconsin Statutes 120.12 (5) and 121.02 (1) (i) and Wisconsin Administrative Code PI 8.01 (2) (i), the River Valley School District's designated officials will take appropriate steps to provide and maintain safe and healthful facilities.

As required in WI Stat. 118.075 (3) and (4), the River Valley School District will maintain indoor environmental quality (IEQ) in all district operated schools with measures that include quality heating, ventilation and air conditioning (HVAC) systems, moisture control, integrated pest management, cleaning and maintenance schedules, appropriate materials selection, routine building inspections by maintenance personnel, appropriate training of staff, and communication.

BUS RULES AND REGULATIONS | Board Policy 751.3

The River Valley School District Board of Education's primary concern in transporting its students is the safety of the children.

MISCONDUCT reports will be completed by the bus driver, and copies will be sent to the Building Principal and the parent. All misconduct reports will be made a part of the child's school record.

Misconduct may result in suspension of bus riding privileges, depending upon the seriousness of the misbehavior. Continued misconduct may result in permanent removal from the bus.

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

- A. Be on time at the designated school bus stops. This is mandatory if schedules are to be kept.
Note: Children should be at point of pickup when bus arrives or in view of the driver. If not, the bus will **not** wait for them.
- B. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
- C. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, in single file.
- D. Do not move toward the bus at the school loading zone until the buses have been brought to a complete stop. There should be no pushing or shoving. Remember to line up in single file.

II. While on the bus:

- A. Keep the hands and the head inside the bus at all times.
- B. Assist in keeping the bus safe and sanitary at all times.
- C. Remember that loud talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- D. Treat bus equipment as you would treat valuable furniture in your own home. Damage to seats, etc., must be paid for by the offender.
- E. Never tamper with the bus or any of its equipment.
- F. Leave no books, lunches or other articles on the bus. If an item is lost, please notify the bus company as soon as possible. Drivers do clean out the buses after every route and turn in lost articles. These lost articles are held for several months and then donated to charity.
- G. Keep books, packages, coats, and all other objects out of the aisles.
- H. Eating on the bus is at the driver's discretion. This includes candy, popcorn, ice cream, fruit, nuts, sandwiches, etc. Wrappers, bags, etc. should be disposed of in proper receptacles. If abused, the privilege may be removed.
- I. Selling of candies, food items, etc. will not be permitted on the bus.
- J. Follow the direction of the bus driver in case of emergency.
- K. Do not throw anything out of the bus window.
- L. Always remain in your seats while the bus is in motion.
- M. Be courteous to fellow pupils, the bus driver, the driver's assistant, and to passersby.
- N. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped, and until the bus is safely across the tracks.
- O. Profane or indecent language will not be tolerated.
- P. The driver is responsible for controlling the bus riders. The students must obey the driver and the driver assistants promptly and cheerfully.
- Q. Inform the driver, if possible, when a rider will be absent.
- R. No live animals of any kind are allowed on the bus.
- S. Electronic devices will be permitted if sound is controlled.
- T. If a musical instrument is to be brought on the bus, it must be small enough for the student to hold in his/her lap or to stand on end on the floor between their seat and the seat in front of them (no tubas or drums).
- U. No skateboards are allowed on the bus.
- V. Carrying of weapons of any type shall not be permitted at any time on buses.

III. After leaving the bus:

- A. When it is necessary to cross the road to get on or off the bus, cross at least ten feet in front of the bus, but only after receiving the signal to do so from the driver. Also, the child should check to be sure that no traffic is approaching.
- B. Help look after the safety and comfort of small children.
- C. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal will be used only when the child could be in possible danger after starting to cross the road. When hearing the horn, the child should return to the spot where they were waiting for the driver's signal.
- D. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials.
- E. Students shall not go to the mail box to sort or gather mail until the bus has left its stop, as the driver cannot move the bus until the students have safely cleared the drop-off point.
- F. If there is no parent/responsible person present at the bus stop to greet the kindergartner (or younger student), the student will not be allowed to exit the bus.

The bus driver will then notify the bus company that they are keeping the student on the bus and will continue on with the bus route. In

the meantime, the bus company will try to contact the parent by phone. If the parent cannot be contacted by phone, the emergency contact person listed for the student will be contacted by phone. Arrangements will be made during this phone conversation as to where the parent/emergency contact person can safely receive the student. The meeting point might be:

- the school; OR
- the bus company (located on Hwy. 23 in Spring Green); OR
- another location determined during the phone conversation.

IV. Co-curricular activity trips:

- A. The above rules and regulations will apply to any trip made under school sponsorship.
- B. Pupils shall respect the directions of chaperones appointed by the school officials to accompany the bus riders.
- C. Students making a co-curricular or special activity trip must return on the same bus, unless written authorization has been presented to the supervising employee in advance by the parent or guardian of the student to go with a student's parent.
- D. Windows shall remain closed at the discretion of the bus driver.
- E. Electronic devices are permitted if sound is controlled.
- F. Violation of any of the above rules will be reported to the Building Principal of the school the student attends.

Bus Rules and Regulations Discipline Procedures – Board Policy 751.3 Rule 1

- A. To handle cases of misconduct as outlined in School Board Policy #751.3 "Bus Rules and Regulations," the following procedures will be followed:
 - 1. Bus drivers will fill out misconduct reports. The report will be turned in to the school office no later than the next school day following the offense. Each misconduct report will be investigated by both the bus company and the school administration.
 - 2. The following actions will follow the issuance of a misconduct report:
 - a. FIRST OFFENSE The bus company will inform the parent or guardian and school official responsible for handling the situation.
 - b. SECOND OFFENSE - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to five (5) days.
 - c. THIRD OFFENSE - The Building Administrator or designee will inform the parent or guardian of the offense, and the student will be denied transportation for a maximum of up to ten (10) days. Parent and student will be required to meet with the Building Administrator to be informed of possible Board action on future misconduct reports.
 - d. FOURTH OFFENSE - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board Policies, for a maximum of up to a thirty (30) day suspension of riding privileges.
 - e. FIFTH OFFENSE - The Building Administrator will inform the parent or guardian of the offense and recommend to the District Administrator that the offense be referred to the School Board for a hearing, as provided in the School Board policies for suspension from the bus for the remainder of the year.

Note: The second and third offense procedures may be waived depending on the seriousness of the incident.

- B. Parents or guardians and students are hereby advised to be aware that in any of the above actions, they have the right of due process.
- C. A school administrator, chaperone, or bus driver has the authority to assign riders to designated seats.
- D. Cameras may be activated on buses, other authorized vehicles, and viewed by administration, bus management, parent or guardian, and/or police authorities for gathering facts and evidence. 3/16/15



RIVER VALLEY MIDDLE SCHOOL ***Athletic Code***

DISTRICT PHILOSOPHY REGARDING ATHLETICS AND STUDENT ACHIEVEMENT

It is the view of the River Valley School District and its Athletic Program that participation in athletics by the student is a privilege, not a right. Student athletes at River Valley Middle School will be looked upon as highly respectful citizen both in the classroom and on the playing field. When a student is performing below expectations, their continued participation in athletics will be regarded as being in jeopardy. Student athletes at RVMS are expected to be high academic achievers and positive leaders of the school.

THE GOAL OF THE ATHLETIC PROGRAM

Student athletes are required, at all times, to: 1) Maintain academic eligibility (see Academic Eligibility Requirements); 2) Exhibit good sportsmanship and fair play in both practice and competition; 3) Conduct themselves in a respectful manner at all times, both on and off the playing field/court; 4) Accept victory or defeat in a mature and emotionally balanced manner; 5) Understand that participation in athletics is privilege that involves a great deal of personal responsibility; 6) Follow all school rules throughout the entire school day. Detentions and suspensions will not be tolerated. 7) Understand that their conduct and performance in the athletic arena cannot be viewed separately or in isolation from their conduct and performance in the classroom.

RULES AND REGULATIONS

- The student athlete must follow their school's code of conduct on a year-round basis. (See Code of Conduct section)
- Every student must have a record of medical examination filed in the school office before they can participate in a practice or contest in any sport. The exam must be completed on an every-other-year basis, starting with the first year of participation in sports. In those years when a physical is not required, the student must complete and return an alternate year card, signed by the student's parent/guardian, stating that the student has not been hospitalized or suffered serious injury or illness since the most recent physical exam. This card is provided by the WIAA and can be picked up in the middle school office.

ELIGIBILITY REQUIREMENTS

- **Academic Eligibility** – Eligibility will be determined at the end of each quarter grading period for the upcoming athletic season. The quarter grading period preceding a sport season will determine initial eligibility. Additionally, student eligibility will be determined on a weekly basis. Grade reports will be run weekly on Mondays for all student-athletes during their athletic seasons/activity periods. Students who have a grade point average below 2.0 or more than one failing grade will be ineligible for any competition for one week (Tuesday through Monday) The principal and/or activities director reserves the right to allow the student to participate in circumstances that warrant further discretion.
- **At-Risk Contract** - All ineligible students who seek eligibility will be put on a week-to-week At-Risk Contract at the time of their ineligibility for the remainder of the season or grading period. If at the end of the ineligibility period, a student secures teacher verification that they have improved their grades to meet the above stated criteria, the student will then become eligible for participation. The At-Risk Contract (teacher verification) that determines eligibility will be monitored by the office on a weekly basis. The office will inform coaches of player eligibility. Athletic eligibility for At-Risk/Special Education students will be determined by their academic capabilities as identified in their Individualized Educational Plans (IEPs) or Building Intervention Plans (BIP).

Other Eligibility Requirements - To be eligible for practice or competition in a sport, the student-athlete must:

Have on file in the middle school office:

-Current physical/completed WIAA physical card -or- alternate year card

-\$40 user fee for each sport played

-Athletic code & concussion form, completed one time per year. Can be signed electronically in Skyward Family Access.

Be cleared from any equipment responsibility incurred from participation in a previous sport. Each student-athlete is responsible for the proper care and safekeeping of the equipment issued to them. School athletic equipment is not to be worn for physical education class or outside of scheduled practices and contest.

CODE OF CONDUCT OF THE STUDENT-ATHLETE

Student-athletes in the River Valley School District are expected to set an example of excellence of both conduct and sportsmanship for their fellow students, athletes and non-athletes alike. This behavior, as well as all matters of conduct described below, is expected of the student-athlete *year-round*, not only during the school year or sport season. All student-athletes are strongly advised to avoid any activities or circumstances that may result in an accusation against them or that may otherwise endanger their athletic eligibility.

Carry Over of Suspension Terms and Conditions/Violations are Cumulative

All of the terms and condition of an individual's suspension will carry over from one sport season to the next in which the student is a participant, even if this involves a change of school or school year. All violations are cumulative, that is they carry over in sum from one season or year to the next. Middle school violations will not carry over into high school. Violations that occur during the summer immediately following an 8th graders school promotion will become subject to all provisions for high school students.

Category One Violations

Violations - When a student-athlete is judge to have committed an unlawful, illegal, or specifically prohibited act, including but not limited to the following; the violation will constitute a Category One Violation: **a)** Theft, **b)** Vandalism, **c)** Assault, **d)** Battery, **e)** Sexual assault of any degree, **f)** The possession, use, or selling of alcoholic beverages or controlled substances (drugs), **g)** The possession or use of tobacco in any form, **h)** 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," or "vape pen" or under any other product name or descriptor, **i)** Disorderly conduct. NOTE: "Holding" an alcoholic drink, tobacco product, electronic smoking device or illegal drugs shall also be considered a violation of the Athletic Code.

Disciplinary Action - First Offense: 1) Immediate suspension from competition for 1/3 of the current season (or for 1/3 of the upcoming season if the infraction occurs in the off-season; **2)** Mandatory attendance at practice for the duration of the suspension; **3)** The student will then be enrolled in the school's Student Assistance Program and required to successfully complete the assigned number of classes based on the recommendations made by the principal/designee. Successful completion of an outside program may be required if deemed necessary; **4)** In the event that the first offense is an act that maliciously injures or directly and immediately endangers the life of another person (e.g. assault and battery or driving while intoxicated), the student-athlete will be disciplined as if it were a second offense. **Second Offense:** Suspension from competition for 2/3 of the season; **Third Offense:** Suspension for one full season; **Fourth Offense:** Suspension for one full year. In all offenses listed above, an athlete must start and successfully complete a season during which a suspension is being served before becoming eligible for a subsequent sports season.

Category Two Violations

Violations - Violation of any of the following will constitute a Category Two Violation: **a)** The student-athlete will abide by all the rules of conduct and behavior as set forth in the school handbook, including but not limited to: receiving one school disciplinary report for disrespectful act to an adult or another student, fighting*, inappropriate language or gestures, non-compliance, two unexcused tardies, or three behavior warnings; **b)** The student-athlete will respectfully accept the judgment and decision of all officials and referees. Ejection or removal from an athletic contest, either as a participant or a spectator, will incur the appropriate disciplinary action described below; **c)** The student-athlete will not engage in negative conduct--including, but not limited to fighting, and verbal or physical intimidation--at any time within or outside of the athletic arena; **d)** The student-athlete will commit no act of insubordination or show any disrespect to any school staff member or coach; **e)** The student-athlete will not engage in harassment of any kind or degree.

Disciplinary Action - The athletic director/principal and/or the Athletic Council reserve the right to impose harsher penalties for severe offenses and/or repeat offenders. Individual coaches may impose harsher rules. These rules must be submitted in writing and approved by the athletic director/principal before the season. The rules must be presented in writing and signed by the student-athlete. **a)** 1st discipline referral – verbal warning, documented on discipline referral form. Mandatory practice; **b)** 2nd discipline referral – suspension for ½ regularly

scheduled athletic events. Mandatory practice; **c)** 3rd discipline referral - suspension for at least one regularly scheduled athletic event. Mandatory practice; **d)** 4th discipline referral - suspension for at least two regularly scheduled athletic events, and parent meeting. Mandatory practice.

*Fighting results in automatic one game suspension.

Subsequent referrals or suspensions based on the severity of the offense may result in: **1)** Suspension for at least one regularly scheduled athletic event; **2)** Mandatory practice. All terms and conditions of an individual's suspension will carry over from one sport season to the next in which he or she is a participant. It will be the responsibility of the principal to contact parent(s) regarding notification of suspension.

Procedure of Due Process Relating to the Athletic Code

- After a ruling of ineligibility due to code of conduct violations has been approved by the athletic director/principal, the athletic director/principal will notify in writing and in a timely manner the parents or guardian of the student-athlete. This written notification must be sent by certified mail. The student and/or parents may formally appeal the decision in writing **if they feel they have been falsely accused of the offense** to the athletic director/principal. This appeal must be received within seven **calendar** days from the date of notification. **It is not the job of the council to debate on reducing the suspension, but to determine if there was a false accusation.**
- After an appeal has been received, the athletic director/principal will set a hearing date and will notify the student-athlete, the parents, and the Athletic Council. The hearing shall be set at the earliest possible date and not to exceed **7 calendar** days following receipt of the appeal. **Every effort will be made not to exceed the five school days.**
- The Athletic Council will be assigned by the athletic director or building principal and will comprise: **a)** The building principal or **designee**; **b)** Two head coaches (not including the involved coach); **c)** Two non-coaching staff members; **d)** A student council representative; and **e)** One School Board member. (In the event that a School Board member is unavailable, that place will be filled by a member of the community.) The Athletic Council proceedings will be chaired by the athletic director/principal. The decision of the proceedings will be reached by each member of the Athletic Council casting one vote by secret ballot. Proceedings of the hearing, including the decision, will be put in writing and mailed to concerned parties.
- The student-athlete will be provided the opportunity to testify and present evidence on his/her own behalf at the hearing.
- If the student-athlete and/or the parents of the student-athlete are not satisfied with the ruling of the Athletic Council, they may request a second hearing to be held with the district administrator or a party designated by the district administrator. This request must be made in writing within seven days of the ruling of the Athletic Council. This second hearing shall be set at the earliest possible date and not to exceed five school days following receipt of such request.

RULES & REGULATIONS OF THE RIVER VALLEY ATHLETIC PROGRAM

Attendance at School - To be eligible to participate in either a contest or practice, the student-athlete must be in school for that entire day unless given prior permission by the Principal or athletic director. The student-athlete must also be in attendance all of the day following an event. (To be disciplined by the coach as they see fit.)

Attendance at Practice and Games - The student-athlete is expected to attend all practices. He or she may be excused in cases of illness or unexpected family emergencies.

Transportation Policy - Members of athletic teams are required to travel to and from out-of-town games in vehicles hired by the school district. A student-athlete may return with his or her parents if a written request is given to their coach, and if the parents personally pick up the student in the presence of the coach and in a timely manner following the conclusion of the contest. Please be aware that although circumstances may make it necessary in some cases, in general this practice is discouraged. A student-athlete will not be allowed to return from a contest with anyone other than his or her parents or legal guardian, unless special circumstances exists and prior arrangements have been made, including a signed, handwritten note from parent(s).

Equipment - Each student-athlete is responsible for the proper care and safekeeping of the equipment issued to him or her. No student-athlete will be allowed to participate in another sport until equipment obligations for the previous sport have been met. Lost items must be paid for through the school office. School athletic equipment is not to be worn outside of scheduled practices and contest.

Gymnasium and Weight Room - No one will be allowed in the gymnasium or weight room unless a coach or designated supervisor is present and able to supervise.

Injuries - All injuries must be reported to the supervising coach and principal immediately.

ATHLETE / PARENT AGREEMENT TO ABIDE BY RIVER VALLEY ATHLETIC & ACTIVITIES CODE

ATHLETE/PARTICIPANT

I agree to abide by the River Valley Middle School Athletic & Activities Code and realize that any violation on my part will result in the restrictions set forth in the Code. I will also have the integrity to inform my coach and athletic director/principal if I ever violate this Code in the future.

Athlete/Participant Signature

Grade

Date

PARENT/GUARDIAN

As a parent/guardian of a student participating in the River Valley Middle School Athletic Program, I support my student’s agreement to abide by all of the rules as stated in the River Valley Middle School Athletic & Activities Code.

To demonstrate my support, I pledge to:

- Be aware of my student’s academic status, behavior, and social habits.
- Not cover up or provide alibies if rules are broken. I will hold my student accountable for their actions and will inform the athletic director/principal if they violate the River Valley Middle School att. I will communicate these intentions to my student at the beginning of the season so they are aware of what the consequences will be should a violation occur.

Parent/Guardian Signature

Date

RIVER VALLEY SCHOOL DISTRICT

Chromebook 1:1 Program: Policy, Procedures, & Information

Device Purpose:

The focus of the Chromebook 1:1 program is to provide digital tools and resources for the 21st century learner. The Chromebook is the property of River Valley School District. The supplied device is an educational tool not intended for gaming or social media. Teachers may set additional or alternative requirements for use in their classrooms.

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1. GENERAL INFORMATION

Students are responsible for the general care of the Chromebook, two-piece charger, and peripherals issued by River Valley School District. Chromebooks, charger, and peripherals that are broken or fail to work properly must be reported and taken to school staff.

- Program Overview: This policy identifies as many eventualities as possible regarding the Chromebook 1:1 program at River Valley School District. This policy is intended for all students using Chromebooks as part of the 1:1 initiative as well as the Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy (Board Policy #743).
- 1.2. Receiving Chromebook
 - Parents and students must sign the *Recognition of Review by Student and Parents/Guardian form* which appears in this Student Assignment Notebook and includes the *Chromebook 1:1 Policy and Procedures Agreement* and the *Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy* (Board Policy #743). The Chromebook and peripherals are school property; users must follow the policies.
 - Administration may view computer log history at any time.
 - Chromebooks will be assigned during the first week of school.
- 1.3. Chromebook Check-In
 - Students will return Chromebooks and chargers to homerooms at the end of each school day, unless directed otherwise.
 - If a student transfers out of River Valley School District, withdraws, is expelled, or terminates enrollment, s/he must return his/her individual Chromebook, charger, and any other peripheral devices provided upon the date of termination of enrollment.
 - Students will be subject to criminal prosecution or civil liability and district records may be withheld if a student fails to turn in the Chromebook, charger, and any other peripheral devices provided at the end of the school year or upon

termination of enrollment. Students will pay replacement costs of the Chromebook, charger, and any other peripheral devices provided. Failure to return the Chromebook, charger, and any other peripheral devices provided will result in a theft report being filed with local law enforcement.

- Students will be responsible for any damage to the Chromebook and must return the Chromebook and peripheral devices in good working condition. Students will be charged a fee for any needed repairs, not to exceed the replacement cost of the Chromebook.

1.4. General Precautions: Chromebook screens can be damaged if subjected to rough treatment. The screens are sensitive to damage from excessive pressure on the screen.

- Use only a clean, soft dry cloth or anti-static cloth to clean the screen; no cleansers of any type.
- Charging cable or any peripherals must be inserted carefully in the Chromebook ports to prevent damage.
- Writing, drawing, attaching stickers and labels are prohibited. (Barcodes will be adhered by River Valley School District Staff).
- Chromebooks must never be left in an unsupervised area (unlocked locker, gymnasium, lunchroom, etc.). When Chromebooks are not being used, they should be stored in locked lockers or charging station.
- Students are responsible for keeping their Chromebook's battery charged if taken home.
- Do not stack books, heavy materials, etc. on top of the Chromebook as the device may break.
- Do not lean on top of the Chromebook when it is closed.
- Do not place anything that will press against the Chromebook cover when carrying the Chromebook (including pens/pencils).
- Do not bump the Chromebook against lockers, walls, car doors, floors, etc. as damage may occur.
- Chromebooks are sensitive to extreme heat/cold; do not leave device in a car, direct sunlight, etc.

1.5. Chromebook Incidents

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

Incident	Action(s) Necessary	Cost
Accidental Damage (1st instance)	Report immediately to school staff. Another device may be assigned.	No cost dependent on investigation/ cause
Accidental Damage (2nd instance)	Report immediately to school staff. Another device may not be assigned. Student may need to wait until original device is returned from service.	Minimum: \$20
Accidental Damage (3rd instance)	Report immediately to school staff. Another device may not be assigned. Student may need to wait until original device is returned from service. Loss of privileges may occur such as: <ul style="list-style-type: none"> ● Limited participation in Chromebook 1:1 program ● Device remains at school ● Discipline referral 	Minimum: \$20 Maximum: Full replacement cost of device \$275

Intentional Damage	Report immediately to school staff. Deliberate damage will be referred to school administration. Any and all appropriate discipline for damage to school property as set forth in School Board policy and building policies.	Repair or replacement cost \$275
Loss	Report immediately to school staff.	Full cost of device \$275
Theft	Report immediately to school staff. A police report must be filed with local law enforcement; a copy of the report must be turned into school administration.	Full cost of device \$275
Damage/Loss of charger, extension cable, etc.	Report immediately to school staff; charger, extension cable, etc. must be returned to school.	Repair or replacement cost \$50
Damaged Screen/Keyboard	Report immediately to school staff.	Maximum: \$90

2. CHROMEBOOK USE AT SCHOOL

Chromebooks are intended for use at school each day. It is the student's responsibility to bring his/her Chromebook to all classes unless specifically instructed not to do so by his/her teacher. Assignments, school messages, announcements, calendars, and schedules are accessible on the Chromebook.

2.1. Unavailable Chromebooks

- If a student's Chromebook is unavailable, they are still responsible for getting the coursework completed as if they had their Chromebook present. Students may be allowed to check out a Chromebook from the school library for a class period based on availability, or may be required to complete assignments with paper/pencil.
- If a student's Chromebook is unavailable for two consecutive days, s/he may be required to check the device in for inspection.

2.2. Chromebooks Undergoing Repair

- Replacement Chromebooks may be issued to students when they leave their Chromebooks for repair. (Please note there may be a delay in getting a Chromebook.)
- Replacement Chromebooks may not be issued for use until all fines have been paid.

2.3. Photos, Screensavers, and Backgrounds

- Inappropriate media should not be on the device and may not be used as a screensaver or background photo.
- Photos/videos require a large amount of storage space on the device; only photos that are intended for educational purposes should be saved to the device. No other photos are allowed.

2.4. Sound, Music, Games, or Programs

- Sound must be muted at all times unless permission is obtained from the teacher for instructional purposes.
- Personal music is not allowed on the Chromebook. Any music added to the device should be at the request of a teacher.
- Internet games are not allowed on the Chromebook; game apps should not be installed.
- All software/Apps must be district provided or requested in writing to school administration for approval. Any instance of Apps downloaded will be deleted and may result in disciplinary action.
- Data storage is limited and should be carefully managed by the student.

2.5. Printing

- Printing will not be available at school from the Chromebook. Students will be given instructions on how to print at school using existing Windows devices.

2.6. Home Internet Access

- Students are allowed to set up access to home wireless networks on their Chromebooks. This will assist in the ability to access and complete classroom assignments when needed.
- Off-site filtering is in place in accordance with federal CIPA laws.

3. MANAGING YOUR FILES

3.1. Saving to Chromebook

- Students should save work to their Google Drive accounts.
- Storage space will be available on the Chromebook but will be limited and must be used for educational content. It is important to note that Chromebooks will not be backed up by the district in cases of re-setting or re-imaging.
- It is the student's responsibility to ensure that their work is backed up and therefore not lost due to mechanical failure or accidental deletion.
- Chromebook malfunctions are not an acceptable excuse for not completing or turning in assignments.

3.2. Internet Connectivity

- The River Valley School District makes no guarantee that their network will be up and running 100 percent of the time. In the rare case that the network is down, the District will not be responsible for lost or missing data.
- Students will not be penalized if the school network is down and a completed assignment cannot be accessed for class projects, presentations, etc. as this type of network outage will affect all students and staff in the school building.
- Lack of home internet access or connectivity issues are not an acceptable excuse for not completing assignments. Proper procedures should be followed to assure accessibility to documents offline.

4. APPS AND EXTENSIONS

4.1. Originally Installed Software

- The Operating System and Extensions/Apps originally installed by River Valley School District must remain on the Chromebook. River Valley School District may add software/Apps for use in a particular course.
- Any attempt to change the configuration of the device will result in disciplinary action.

4.2. Inspection

- Students may be selected at random to provide their Chromebook for inspection. Reasons for Chromebook inspection may include but are not limited to: maintenance, functionality, and various violations of student acceptable responsibilities when using the Chromebook.

4.3. Procedures for Re-loading Software

- If technical difficulties occur or illegal software is discovered, the Chromebook may be restored to original factory settings. The School District does not accept responsibility for the loss of any software or documents deleted due to a need to reformat/re-image the device.

4.4. Software Upgrades

- Each time the Chromebook is turned on, the system automatically checks for and applies any updates. Chromebooks should be turned off at the end of each school day to allow for updates the next time the Chromebook is turned on.
- Students are encouraged to upgrade the Apps on the Chromebook if prompted. Chromebooks run the Chrome OS (Operating System) Web browser. OS upgrades are conducted automatically.

Distribution of Progress Reports and Report Cards

In an effort to "Go Green" and maintain parent communication and involvement, we are notifying you how we distribute progress reports and report cards for your student.

We no longer mail progress reports or report cards unless you request a hard copy. These documents will be viewable through Skyward Family and Student Access on the student's Portfolio tab. As always, your child's full gradebook is viewable at any time during the school year in Family Access. Please do not hesitate to call the middle school with any questions or concerns regarding your child's progress.

In addition, the Middle School News updates are sent via email to parents. Other information such as lunch menus, athletics, schedules, calendar of events, and district information is also available on the website.

☐

Yes, I will view progress reports and report cards through Skyward Family Access and there is no need to mail me a copy.

☐

No, I do not have internet access and would like to have progress reports mailed to my home. Report cards will be sent home with my child.

Web/RVTV Permission Consent Form

See full Board Policy 744-Exhibit here: http://www.rvschools.org/cms_files/resources/744%20exhibit%20policy.pdf

I hereby grant permission to the River Valley School District (District) to use or publicly display my child's photograph, video image, or audio clip on the District's website(s) or pages, on RVTV or in other official District publications when these items are taken during District activities that are not public events.

Note any exceptions here: _____

2024-2025 RECOGNITION OF REVIEW BY STUDENT AND PARENTS/GUARDIAN

By signing below, you agree to the following policies, guidelines, and procedures:

Student Handbook Review and Agreement

This form indicates that you have reviewed the River Valley Middle School Student Handbook with your son or daughter. By having you and your child review the student handbook, a greater understanding will be acquired of what is expected of students at RVMS.

Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy (743-Exhibit)

STUDENT Agreement/Consent Form

I understand and will abide by the RVSD Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy. I further understand that any violation of these guidelines may result in loss of access to the network, as well as other disciplinary or legal action. I consent to the District intercepting or reviewing any communication to me or from me through the RVSD computer network. I understand that RVSD has a web site (www.rvschools.org), and that my work may be published on this site if it is deemed exemplary by a teacher.

PARENT OR GUARDIAN Agreement/Consent

As the parent or guardian of this student, I have read the RVSD Acceptable Use of Networked Computers, Electronic Mail, and Internet Safety Policy. I understand that access to the RVSD computer network is provided for educational purposes. I understand that the RVSD computer network is connected to the Internet, and I recognize that although the District attempts to monitor and filter inappropriate Internet sites, some controversial materials still exist on the Internet that may be accessed by my child. I will not hold RVSD responsible for materials retrieved from the Internet. I hereby give permission for my child to use the Internet at school. I further give my permission and consent for RVSD to intercept or review any communication made by or to my child through the RVSD computer network. I understand that RVSD has a web site (www.rvschools.org), and that my child's work may be published on this site if it is deemed exemplary by a teacher.

CHROMEBOOK USE AGREEMENT

I (parents and student) understand and will abide by the Chromebook 1:1 Program Policies and Procedures. I understand the Chromebook is issued to student for school use and will be returned at the end of each academic year. I understand the proper care and requirements of Chromebook use and agree to pay for damages as listed in the Program outline.

FAMILY ACCESS

Family Access is the school's personalized secure website that gives students and parents access to weekly updates of student progress within all of their classes. Other information available includes assignment and grade book information, student schedules, attendance, conduct, lunch account purchases and payments, and contact information. By signing the signature page, I am requesting a username and password for RVSD's "Family Access" portal and agree to the terms of Policy #745 – Web-Based Parent Access to Student Records and Grades.

PARENT PERMISSION

In an effort to reduce repetitive permission slips, we ask that you sign permission below for the following occurrences. You will continue to be notified of activities, but will no longer be required to sign permission for each event.

PARENT PERMISSION is given for your child to participate in any of the following programs/activities that are under the supervision of the school.

- ✓ School supervised field trips (walking or transportation via bussing) on or off campus
- ✓ Permission to video tape and show
- ✓ Permission to photograph and publish participation in school sponsored activities
- ✓ Permission to publish above video and/or photographs on the River Valley webpage or news media
- ✓ Access to school-wide library books and materials

Note exceptions here:

By signing below, we acknowledge we have reviewed the River Valley Middle School Student Handbook and understand the expectations of students at RVMS. We also agree to the Acceptable Computer Use Policies, the Chromebook 1:1 Program Policies and Procedures, request Family Access for parents/guardians of student, grant Parent Permission and grant Web/RVTV Consent with any exceptions noted above.

Student Signature Grade

Parent/Guardian Signature

Date