



River Valley High School

STUDENT/PARENT HANDBOOK

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High School Principal

Lucas Thatcher
Administrative Building Coordinator

Lisa Kjos
Pupil Services Director

660 Varsity Blvd.
Spring Green, WI 53588

608-588-2554

This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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Table of Contents

General Information	p. 3
Academic Requirements	p. 7
Graduation	p. 8
RVHS Organizations & Co-Curricular Activities/Events	p. 9
Attendance Guidelines	p. 10
Leaving and Arriving School During the School Day	p. 11
Withdrawal from School	p. 12
Student Rights and Responsibilities	p. 12
Equal Education Opportunities	p. 15
Student Conduct	p. 18
Chromebook 1:1 Program: Procedures and Guidelines	p. 24
Spectator Behavior at Athletic Contests	p. 28
School Volunteers and Chaperones	p. 28
Emergency Evacuation Procedures	p. 28

**River Valley
High School**

Mission Statement: To prepare confident, competent, healthy and emotionally strong individuals. We strive to foster life-long learning, to create well-rounded individuals, to help students work hard, to become productive and responsible people in our ever-changing global society.



ALMA MATER

Oh, River Valley, hail to you
To your colors we are true,
Never will we fail your name,
Always will we hail your fame!
Alma Mater, R.V. High!
None to match her though they try,
Ever loyal as can be,
River Valley, HAIL TO THEE!

SCHOOL SONG

River Valley High School
We will sing this song to you,
Black and White our colors, we will all be true to you.
U Rah, Rah! Proud we stand in our loyalty:
Brave and strong through battles are we!
Fight, Fight, for Victory,
River Valley, our toast to thee!

GO YOU BLACKHAWKS (clap, clap, clap) FIGHT!
GO YOU BLACKHAWKS (clap, clap, clap) WIN!
GO! FIGHT! WIN! HEY!

BOARD OF EDUCATION
ADMINISTRATION

SCHOOL BOARD

Kathy Jennings, *President*
Fred Iausly, Deborah Nelson,
Dan McGuire, Sara Young
John Bettinger, Kiley Cates,
Jeff Maier, Mark Strozinsky

ADMINISTRATORS

Loren Glasbrenner

Brian Krey
Darby Blakley
Lucas Thatcher
Jaime Hegland
Lisa Kjos

District Administrator

Business Manager
High School Principal
Administrative Building Coordinator
Activities Director
Pupil Services Director

CONTACT INFORMATION

High School 588-2554

High School Fax 588-2827

Central Office 588-2551

Website/E-mail

www.rvschools.org

Disclaimer: This handbook has the most current information at the time of printing. Due to policies changing or being updated throughout the year the official and most up to date version of this handbook and district policies can be found online at rvschools.org.

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: Brian Krey, Business Manager, 660 W. Daley, Street, Spring Green, WI 53588, 608-588-2551, bkrey@rvschools.org and Lisa Kjos, Pupil Services Director, 660 Varsity Blvd., Spring Green, WI 53588, 608-588-2554, lkjos@rvschools.org

GENERAL INFORMATION

MAIN OFFICE

The high school office is open for students and parents who may have questions. Office hours during the school year are 7:30 am to 4:00 pm. Monday through Friday. It is also where a student or parent can take care of many of the following items.

- To set an appointment to see the Principal / Administrative Building Coordinator
- To put money into your lunch account
- To see the school nurse
- To pay for athletic/academic fees
- To receive excuse/tardy slips before going to first hour class
- To check for lost and found items
- To sign out before leaving school
- To obtain a work permit

AFTER SCHOOL HOURS

School office closes at 4:00 daily. Any student or parent may contact and leave a voice message on the night answering machine (588-2554) or leave a fax message (588-2827). These messages or questions will be forwarded to the appropriate individuals in the morning.

COUNSELING DEPARTMENT

The River Valley High School Counseling Department provides academic, career, personal/social guidance to help students develop their full potential as successful young adults. Counselors work collaboratively with students, parents, teachers, and community resources to help students reach their goals. Please contact the counselors if you have questions, concerns or need assistance.

INCLEMENT WEATHER

Please utilize the following stations for school closing due to inclement weather or an emergency situation. Parents will also be alerted by Skylert.

WRCO Richland Center	100.9 F.M./1450 A.M	WRDB Reedsburg	105 F.M.
WDMP Dodgeville	98.3 F.M./810 A.M.	WMLI Sauk City	96.3 F.M.
WOLX Madison	94.9 F.M.	WTSO Madison	1070 A.M.
WMMM Madison	105.5 F.M.	WGMN Madison	98 F.M.
WKOW TV Madison Channel 27		WISC TV Madison Channel 3	WMTV TV Madison Channel 15

River Valley High School Staff Directory

To call a staff member directly dial 588-3244 and enter the staff member's extension number below.

Administration		Degenhardt, Brenda	2105	Roelke, Lisa	2124
Blakley, Darby	2001	Graffunder, Shari	2109	Schiller, Sarah	2129
Hegland, Jaime AD	2003	Hill, Mike	2111	Schinker, Rebecca	2125
Kjos, Lisa	2008	Hoffman, Lori	2112	Schneider, Kennedy	2131
Thatcher, Lucas ABC	2002	Hollenberger, Jason	2113		
Pupil Services		Hunstiger, Nathan	2132	Schwingle, Marie	2126
Hillard, Missy	2006	Jacobson, Robbie	2115	Scofield, Lisa	2127
Heinemeyer, Mitch	2007	Johnson, Brent	2116	Snow, Matt	2128
Nurse	2009	Johnson, Erik	2117	Synnes, Amy	2130
Librarian/Media Specialist		Kisiolek, Jacob		Support Staff	
		Manske, Phil	2118	Harrington, Joannie	2005
Holverson, Dede	2108	Maxwell, Kasey	2119	Kindschi, Luanne	2004
Teaching Staff		Miller, Mike	2120	Schram, Elisa	2011
Billington, Kevin	2100	Pipkorn, Lisa	2107	Dashir	2300
Brickl, Heather	2102				
Brown, Lisa	2104	Quigley, Bryan	2122		
Carmody, Carla	2103	Radel, Heidi	2123		
		Reynolds, Katie	2106		

E-MAIL

Staff may also be contacted **via e-mail** by use of the staff member's first initial + last name @ rvschools.org - example: dbalakley@rvschools.org

BLACKHAWK PERIOD

Blackhawk Period is a 35 minute period that occurs after the third period of each day. From 10:21-10:56 all students are in a structured study hall environment. Students may be allowed to move to other classrooms in the building, with approval from their teachers, to see available teachers and receive help on their academics at that time. During the Blackhawk Period, Booster Classes will also be available in the areas of English and Math. Student tutoring will also be available in the library for students. Students are encouraged to take advantage of this time to improve and receive assistance with their academics. **(This period is part of the school day)**

DAILY ANNOUNCEMENTS

Daily Announcements are posted in the office, cafeteria TV's, and are read during morning announcements each morning.

STUDENT INSURANCE PROGRAM

A group plan for student accident insurance is made available on a voluntary basis for students. Forms will be handed out the first day. The cost of the insurance coverage shall be covered by the individual student's family. **The school does NOT carry accident insurance on students.**

EMERGENCY FORMS

This form is needed on file to provide the school personnel with needed information in case of an emergency. Please notify us of any changes.

MEDICATIONS AT SCHOOL

No prescription or non-prescription drug products will be administered by school/school district personnel without the Medication Administration form being completed and returned to the School Nurse or building secretary.

1. The Medication Administration form must be completed and signed by the parent/legal guardian and returned to the School Nurse or building secretary.
2. For a prescription medication, an order for medication administration must be completed by a prescribing practitioner and returned to the School Nurse or building secretary.
3. Parent/guardians are responsible for supplying the prescription or non-prescription medication for their child.
4. The School Nurse or superintendent/principal's designee shall maintain an accurate medication file, which includes all of these necessary forms for each student/participant receiving medication. Any changes shall be communicated to the School Nurse or school district administrator's designee or building secretary by both the prescribing practitioner and parent/legal guardian.

Prescription drugs to be administered in the school or at a school district site/program must be supplied by the student's/participant's parent/legal guardian in the original pharmacy-labeled package and have the following information printed, in a legible format, on the container:

1. Student's/participant's full name
2. Name of the drug and dosage
3. Effective date
4. Directions
5. Time to be given
6. Prescribing practitioner's name.

Non-prescription drug products to be administered in the school or at a school district site/program must be supplied by the student's/participant's parent/legal guardian in the original manufacturer's package and the package shall list the ingredients and recommended dosage in a legible format. High school students may carry a one-day supply of a non-prescription medication only. No bottle or pills can be kept in the student's locker. If witnessed by staff, it will be confiscated and taken to the Health Office for safe keeping and disciplinary action will be taken.

Students may self-carry albuterol inhalers and epinephrine auto-injectors if they have a medical order, have been instructed by their health care provider in the correct and responsible way to use the medication and have been assessed by the School Nurse as having the appropriate self-management skills.

ILLNESS

- Students who are ill must report to the office. Staff will contact a parent/guardian or another individual listed on the emergency card if the action needed is for the student to leave school.
- **For liability reasons the school policy states no students shall leave school without permission of the parent/guardian or the contact person on the emergency card.**
- Students are asked not to call home for permission to leave school. This permission must be granted only after school personnel have spoken with the parent/guardian.
- **Students are reminded that leaving school without permission can be considered an unexcused absence or truancy.**

- All students must sign out in the front office before leaving.
- A school nurse is at the high school on a limited basis. If a student becomes ill or injured they are to report to the main office where office personal will provide appropriate assistance.
- Student is allowed five sick days per semester and ten personal days per year.
- If the student has exceeded sick days and are out of personal days then the parent/guardian will need to provide a physician excuse or be seen by the school nurse within three days after the sick call. If a student is unable to see a physician, the expectation is that the student will come to school, see the school nurse, and let the school nurse determine if the student should be sent home. Failure to comply will result in the attendance officer following the next step in the attendance truancy policy.

PASSES

Teachers will issue passes within the building. The office will issue passes for students leaving school property during school hours. As stated previously, parents must contact the school office before a student will be given permission to leave the school grounds.

VISITORS

Prior administrative/staff approval is required for ALL visitors. **Visitors must register in the main office.**

Parents/Guardians and Community Members

1. The school welcomes visits from parents and the community, but if a conference is desired with a teacher, counselor or administrator, please make an appointment in advance.

Student Visitors and Alumni

1. A student bringing a guest must get approval 24 hrs. in advance by teachers and administration. A student must accompany his or her guest throughout the day and is responsible for the guest's conduct. Visitors/students are strongly discouraged from bringing infants to school due to health and safety concerns.

STUDENT PARKING AND TRANSPORTATION

All students driving motor vehicles to school will be expected to park in the front parking lot. Students will be required to register their vehicle in the main office and pay the yearly registration fee. The fee for the 2018-19 school year is \$100.

Parking on school grounds is a privilege. Students must have a pass to be in the parking lot during school hours and are expected to adhere to proper and safe driving etiquette. All unauthorized vehicles parked on school grounds are subject to ticket and/or towing fees at the driver's/owner's expense. No student is allowed to take up two or more parking stalls. **STUDENTS ARE NOT TO PARK IN THE SECTIONS RESERVED FOR VISITORS. STUDENTS MAY BE TICKETED FOR VIOLATIONS. The parking lot is monitored by video surveillance.**

Consistent, noncompliant parking and violation of the closed campus policy may result in the loss of parking permit at the discretion of administration.

Students that utilize bikes, skateboards, or other modes of transportation should be used only to and from school and not during the regular school day.

RECREATIONAL VEHICLES

In accordance with state laws which prohibit any motor vehicle from being operated while on private property without the owner's consent, it shall be the policy of the River Valley School District that no recreational vehicles (ATV's, snowmobiles, motorbikes, motor minibikes or motorcycles) be operated on any lands owned by the River Valley School District except on hard-surfaced roads or parking lots and then only by an operator with a valid State of Wisconsin driver's license. Students who want to ride their snowmobile on designated trails must complete the appropriate form and return it for approval prior to bringing their snowmobile to school. Board Policy #454.2 & #833

WORK PERMITS

Work permits are required for students under the age of 16. Students must pick up the permit as their signature is required on the permit. Work permits may be obtained from in the front office. The following five (5) items will be needed to obtain a work permit:

1. A signed statement from the employer stating the nature of the employer's business, intent to hire, and the type of work the minor will be doing.

2. A statement from parent/guardian giving permission to work. Parent/guardian may counter-sign the employer's written job offer.
3. Proof of age. This may include birth certificate or baptismal certificate. If using a baptismal certificate, it must state on said certificate the date of birth and the place of birth. A driver's license is also acceptable.
4. Social security card.
5. Fee - \$10.00 cash. If the employer does not provide the \$10.00, the employer must include reimbursement in the first paycheck.

These guidelines are set up by the Wisconsin Department of Industry, Labor and Human Relations and not the school district.

FOOD SERVICE

The following cafeteria procedures will be observed:

1. Courtesy and responsibility are expected in the lunch line and eating area. All students are expected to clean up the trash in their area.
2. River Valley High School has a **Junior-Senior Open Lunch Policy**. Junior-Senior Students that have obtained the parent permission slip for open lunch may do so, but must comply with school rules. Failure to do so may result in suspension or termination of the privilege.
3. Freshman and Sophomore students are to remain on school grounds during lunch. **Students are not allowed in the parking lot during school hours without a pass.**
4. Students may eat their lunch outside on the center grassy boulevard.
5. Meals are paid through an automated system or by paying cash. Payments can be sent to the high school or district office.

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:

1. Student name, address and telephone number
2. Date and place of birth
3. Photograph
4. Dates of attendance
5. Participation in officially recognized activities/athletics
6. Weight and height, if a member of a school athletic team
7. Name of the school most recently attended by student
8. Major field of study
9. Degrees or awards

A student, parent or guardian may notify the principal by using the **request for nondisclosure of the student directory data form** (Board Policy #347-Exb. 2) if it is desired that none of the above information be released without the parent or guardian's consent. The form must be turned in to the principal by October 1 of each school year or within 14 days of enrollment.

ACADEMIC REQUIREMENTS

Beginning with the class of 2017, 26 credits will be required for graduation from River Valley High School. Courses taken prior to completion of the eighth grade will not be counted toward graduation credits. Core credits needed for graduation include the following:

English	4 credits	Social Studies	3 credits	Physical Education	1.5 credits
Science	3 credits	Math	3 credits	Health	.5 credit
Personal Finance	.5 credit				

Students must be enrolled in a board-approved educational or an alternative educational program for each period of the school day. If students are not involved in an approved activity or alternative education program, the student must be enrolled in a minimum of six (6) classes each grading period to be considered a full-time student at River Valley High School.

GRADING DISTINCTIONS

A = Student has consistently surpassed class standards and expectations.

B = Student has frequently surpassed class standards and expectations.

C = Student has adequately met class standards and expectations

D = Student has met the minimal standards and expectations of the class

F = Student has not met the minimal standards and expectations of the class

HONOR ROLL

The honor roll is published four times a year at the end of the first and third quarters and following each semester. Students receiving a grade point average of 3.5 and above receive "highest honors" while those receiving GPA's between 3.0 and 3.49 receive "honors". The following scale is used to determine GPA:

A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	0.67
B+	3.33	C+	2.33	D+	1.33	F	0.00

LAUDE SYSTEM

The Laude System rewards students for challenging themselves during high school to be adequately prepared for postsecondary study. Students earn honor points toward a Laude score and distinction by successfully completing the following courses: Advanced Placement, articulated and designated departmental honors courses.

REPORT CARDS & NOTICES

Report card or progress notices are issued at the end of every 4½ weeks. In the fall, the reports will be made available to parents for Parent-Teacher conferences, all other reports cards and progress reports are available on Skyward Family Access. Paper copies will be mailed to those without e-mail.

INCOMPLETE GRADES

Students will be expected to complete all assigned work during the marking period when it is assigned. A grade of "INC" or incomplete is reserved for situations involving excused absences from classes at the end of a grading period. In general, a student will have one day of makeup for every day of excused absence unless more time is granted by the teacher. All incompletes not cleared within the specified time period will revert to a grade of "F" for the class.

SCHEDULE CHANGES

Student schedules are expected to be finalized in the spring semester of the current school year for the following school year. Specific schedule change procedures will be sent to students and parents/guardians via Skymessage or a mailing if needed. All students are permitted to change their schedule within the first three days of the semester, but only in cases of inappropriate course placement. Schedule changes made after the initial three days will result in a Withdraw/Fail. Students should see their counselor if they feel a change is needed. Any changes after these deadlines will involve parent, teacher, counselor, and administration with the assignment of a "WF" (Withdraw/Fail). A "WF" is assigned because the student did not complete the course requirements. A mark of "WF" is treated as an "F" when calculated in the grade point average. A grade of "W" (Withdraw) may be assigned by the principal in situations like prolonged excused absences due to illness or injury, or when there is a mutual agreement by parent, teacher, counselor, and administration that a student is inappropriately placed in a course. A grade of "W" has no effect on the grade point average.

GRADUATION

GRADUATION REQUIREMENTS

In order for a student to receive an official River Valley High School diploma, the student must have been in attendance of a recognized public or private high school for at least the three consecutive semesters prior to and including the semester of graduation. The student must have successfully completed all 26 credits. The diploma shall be dated and granted at the end of the school year in which all graduation requirements are met.

Mid-year graduates must apply to their counselor prior to the start of their final year to be approved for graduation at the end of the first semester. Students graduating early may participate in the spring

graduation ceremonies with their class. In the case of a student who has spent one or more of the required seven semesters of study in a school outside of the U.S., the student will be required to perform a demonstration of mastery before a panel of River Valley High School teachers with teacher representatives in each of the academic fields in which the student is seeking credit. Students from a non-graded institution will be required to demonstrate mastery or provide documentation of curriculum completed equivalent to River Valley curricula before credits are awarded.

GRADUATION EXERCISES

Graduation exercises shall be held each spring for the graduating class of River Valley High School. Only those students who are enrolled in sufficient and approved course work to meet credit requirements for graduation will be eligible to participate in the graduation exercises.

LEGAL REFERENCE: Sections 118.33 (1) (p) Wisconsin Statutes

CROSS REFERENCE: 345.5 Graduation Requirements, 345.51 Early Graduation

RECOGNITION OF SENIORS

Laude distinctions announced at graduation are based on 7th semester cumulative G.P.A. and multiplied by the number of honor points earned to equal the total Laude points. Those students who earn Summa Cum Laude (50 points or higher) will be awarded gold stoles to be worn at graduation, students who earn Magna Cum Laude (32 – 49.9 points) will be awarded with silver stoles and students who earn Cum Laude (16 – 31.9 points) will be awarded with white stoles. Minimum qualifications to earn a Laude distinction are a 3.2 cumulative GPA and 16 Laude points.

Transfer students will only receive honor points toward the Laude System for Advanced Placement (AP) and Project Lead the Way (PLTW) courses passed and completed at their previous school. This is due to the varying nature of honor designation in other schools. Additionally, honor points are awarded for AP and PLTW courses as students earn college credit based on the results of nationally normed standardized tests.

GRADUATION SPEAKERS

Graduation speakers will include the class president, and two graduating seniors who have earned Summa Cum Laude based on 7th semester G.P.A. and 7th semester honor points. If students are interested in speaking, they will be placed on a ballot and voted on by the high school faculty.

RVHS ORGANIZATIONS & CO-CURRICULAR ACTIVITIES/EVENTS

CO-CURRICULAR ACTIVITIES

Co-curricular activities are an important part of the school experience. Co-curricular activities promote student involvement and research has shown that involvement increases academic success. Some activities are an expansion of classes with new concepts and areas being explored, while others are designed to expand an interest or hobby. A list of organizations, activities and athletics is available in the high school office and counseling office.

CO-CURRICULAR EVENTS

Students participating in or attending co-curricular events at home or away are reminded that they are subject to the rules and regulations of River Valley High School. Disciplinary action may be taken if individuals are determined to be in violation of a rule or regulation. Students missing school due to an illness or an unexcused absence are not to attend co-curricular events on that day.

All participants in co-curricular events and activities (includes homecoming court) must adhere to the following:

- All participants must be academically eligible
 1. The student must not receive more than one failing grade (F) in the current quarter
 2. The student must maintain a minimum 2.0 grade point average per quarter
 3. The student must be considered a full-time student. Full-time students must be enrolled in the equivalent of six classes. If part of these six classes is a work experience/apprenticeship/youth options, this must be approved by administration.
 4. Homeschool students will be allowed to participate.

Misconduct Violation

- No violation may have occurred within 30 school days of homecoming court election in order to be eligible. Any violations between the time of election to the court and the coronation will result in removal from the court.
- When a student-athlete is judged 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:
 1. Theft
 2. Vandalism
 3. Assault
 4. Battery
 5. Sexual assault of any degree
 6. The possession, use, or selling of alcoholic beverages or controlled substances (drugs)
 7. The possession or use of tobacco in any form (electronic cigarettes do not have tobacco, but are included in this category)
 8. Disorderly conduct

NOTE: "Holding" an alcoholic drink, tobacco product, electronic cigarette or illegal drugs shall also be considered a violation of the co-curricular code. The activities director/principal will refer the student to the ATODA (alcohol, tobacco and other drugs) program designee.

In all cases of ATODA screening or assessment, the River Valley School District Activities Director/Administration and the ATODA Program Designee shall be authorized by the student to receive information about the recommendations made by the treatment provider. The above shall additionally be authorized to monitor the student's participation in the treatment program and the student's observance of the treatment program recommendations.

ATTENDANCE GUIDELINES

RULES AND REGULATIONS

Students are allotted ten personal days per year, and five sick days per semester. All absences must be authorized solely by a parent/guardian. Guardians that call in their students for an excused absence must do so within 48 hours. After the 48 hours, the absence will remain as a truancy unless a doctor/physician's note is provided.

Excused absences include:

1. Illness
2. Health appointments (must be supported by a note from the provider)
3. Hospitalization (may be AODA or mental health related)
4. Medically ordered home rest or quarantine by issued by a public health officer
5. Accidents or death in the family
6. Suspension from school
7. Religious observances
8. School-sponsored activities
9. Special circumstances to be considered on a case by case basis
10. All personal appointments and/or family vacations
11. College visits
12. Court or legal appearances

Students whose absence from school does not fall under the reasons listed above shall be considered unexcused/truant. Failure to contact the school will result in a school contact to the home or place of employment. Four unexcused tardies will be treated as an unexcused absence/truancy. Students that leave school grounds without notification and authorization will be considered as unexcused absent/truant.

Students with excused absences shall be entitled to make up the work missed, including examinations. 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. Students with unexcused absences may 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. 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.

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 pass should accompany the student to explain the tardies.

Tardiness Discipline Procedure:

Weekly attendance checks will be made throughout the school year. Because four unexcused tardies are the equivalent of a truancy, PBIS and the Step Process will take place to address this behavior. Being late to a class by more than 15 minutes is considered a truancy.

- Before Step One is enacted, teachers MAY utilize PBIS and have informal conversations and interventions with students in an attempt to correct behavior.
- Step One: PBIS will be implemented during the student's study hall, activity period or lunch time.
- Step Two: Conference will take place between student, parents/guardians, teacher and administration.
- Step Three: Truancy letter will be sent to parents/guardians and contact by the Spring Green Police Department will be made.

NOTE: Repeated tardiness to an individual class period may ultimately result in the withdrawal/failure of that class.

TRUANCY

Habitual truancy is defined as a student absence from school without an acceptable excuse for all or part of five or more days during a school semester. Truancy is determined when a 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. 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. Students also may not have more than 10 pre-arranged excused absences in a school year.

Students that are found to be truant may be referred to the Spring Green Police Department for a truancy citation and a fine.

First Offense:

1. Letter is sent to parent/guardian.
2. Spring Green Police Liaison is notified.

Second/Third Offense:

1. Letter is sent to parent/guardian.
2. Parent/guardian meeting is requested by administration.
3. Spring Green Police Liaison is notified.

Fourth/Fifth Offense:

1. Possible truancy citation from the Spring Green Police Department.
2. Social services/intake worker may be notified of truancy.

Truancy Legal Reference – Wis. Statute - 118.15

LEAVING AND ARRIVING SCHOOL DURING THE SCHOOL DAY

PROCEDURES

Students may not leave school without permission during the school day. If conditions arise and a student must leave school or knows in advance that it is necessary to leave, they should adhere to the following procedures.

1. Obtain permission to leave the building by bringing a note from home or having a parent/guardian call stating the reason, the time of release, and the destination. Failure to receive a call or note in advance may result in a refusal to grant the request to leave or constitute an unexcused absence. The school has the right to reject or to make decisions as to the validity of the request by phone contact.
2. Students who become ill during school hours must report to the office. **Students will not be given permission to go home before the parent/guardian is contacted by school officials.** The student is to remain in school until a contact is made with the parent/guardian or the individual listed on the emergency card as the emergency contact. **Students are not to call their**

parents requesting the parent to come to the school to pick them up. Students are to report to the office and the office will assist in making the call.

3. All students leaving the building before the end of the school day or arriving after the start must sign in and out of the office.

CLOSED CAMPUS

The River Valley School District has a closed campus, with the exception of the Junior-Senior Open Lunch Policy. Students will not be permitted to leave the school grounds during the school day without approval of the principal or his/her designee. Students that leave school grounds without approval of the principal or his/her designee may be considered unexcused and truant. Upon returning to school, the student may be searched to ensure school safety and to confirm that no contraband is being brought into the school environment.

1. Step One: Verbal warning
2. Step Two: Noon detention
3. Step Three: Week of noon detention
4. Step Four: Alternative lunch arrangements are made for the purposes of supervision

Ref: School Board Policy #433 Closed Campus & #431 Student Attendance

WITHDRAWAL FROM SCHOOL

PROCEDURES

The following process will take place when withdrawing or transferring from River Valley High School:

1. Complete a school withdrawal form. This form can be obtained from your counselor.
2. Utilize the withdrawal form to obtain signatures from your teachers and other River Valley staff and turn in all textbooks and equipment.
3. Pay all library fines, course dues, shop fees, etc.
4. Return completed withdrawal form to your counselor with all required signatures.
5. Students are still considered enrolled at RVHS until River Valley High School receives confirmation from another educational entity that the registration process is complete.

STUDENT RIGHTS AND RESPONSIBILITIES

AGE OF MAJORITY

The River Valley School District recognizes when students reach the age of majority (s.990.01), they are afforded all the rights and privileges of adulthood. Eighteen-year-old students are subjected to the same school rules as other students, except as enumerated below, in special cases. Eighteen-year-olds may be placed on a special attendance/behavior contract if needed.

1. Students not living with their parents/guardians must still call in absences. If students are out more than one day during the week, they must have a medical excuse. Students who are 18 or older, and still living at home, must still be excused by their parents, unless the school receives notification from the student to do otherwise.
2. Individuals, who have attained the age of 18, if suspended, may negotiate their own readmission. Eighteen-year-old students have the right to examine their records without parental approval.

VIDEOTAPING AND/OR PHOTOGRAPHING OF STUDENTS

Videotaping and/or photographing may be used in 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. Videotapes and/or photographs may be used for investigative/monitoring purposes in any/all disciplinary activities (i.e. smoking, fights, vandalism, truancy, etc.). Videotapes and photographs of students may be utilized by teachers, administrators or their designees within the district for educational purposes without advance consent of the 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. **Video surveillance is used in the River Valley High School.** Reference: Board Policy #443.8 Rule 443.8

VIDEO CAMERAS ON SCHOOL BUSES

River Valley students are hereby informed that as stated in board policy #751.4 the River Valley School District approves the use of video cameras on school buses for the primary purpose of reducing disciplinary problems

and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. **Video cameras are used on school buses in the River Valley District.**

LOCKERS

School lockers are the property of River Valley High School and are provided for the convenience of students. **The school retains the right to conduct both announced and unannounced locker searches including K-9 searches.** Among the reasons for searches are suspicion of concealed weapons, alcohol, drugs, material of a disruptive nature, stolen property, or other items which pose a danger to health and/or safety. **Students should be aware there is no right of privacy in the lockers.** All students will be issued a locker number & combination. For personal safety and security, students are not to give their locker combination to other people. Locker decorations must not violate community values and standards. If your locker is damaged or an item has been taken from a locker without your permission, please report the incident to the office immediately. If damage is not reported, the student to whom the locker is assigned can be held accountable.

BACKPACKS

Students will not be permitted to use a backpack during the school day. They are permitted to use backpacks to carry books and supplies to and from school, but are not permitted to carry them between classes. No backpacks of any type are to be used to transport clothing to and from the gymnasium. This includes string type versions of bags. This policy is in response to the following concerns: the weight students carry on their back on a daily basis; theft of student property; fire code violations and student safety concerning the potential transportation of weapons, drugs and/or alcohol.

SEARCHES

The River Valley School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. It also recognizes that students have basic constitutional rights that are not necessarily shed at the schoolhouse door. It is the intent of this policy to establish guidelines for student searches.

- **Lockers and Vehicles**

The River Valley School District expressly reserves the right to search lockers and vehicles parked on school property, with or without reasonable suspicion of a violation of the district's substance abuse policy, harmful equipment policy, or other school policy. A student's privilege of using a school locker or parking on school property is conditioned upon the student's consent to a search. This search shall be conducted by a school administrator and at least one other person which may or may not include the River Valley School District Police Liaison Officer.

- **Personal Searches**

Because searches of a student's person or personal effects such as purses, pockets, etc. are more intrusive than locker or vehicle searches, these personal searches may be undertaken only with reasonable suspicion that the district's substance abuse policy, harmful equipment policy, or other school policy has been violated. This search shall be conducted by a school administrator and at least one other person which may or may not include the River Valley School District Police Liaison Officer.

- **Canine Searches**

Searches by dogs specially trained to detect the odor of narcotics may be conducted by law enforcement officials on school grounds. These searches will be scheduled by school officials on a random, unannounced basis. The searches will be criminal and treated as any other law enforcement search. Students face prosecution if narcotics 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 search may be conducted during school hours.

Legal Ref.: Drug-Free Workplace Act of 1988
34 CFR Part 85, Subpart F (Regulations Implementing Drug-Free Workplace Act)

Cross Ref.: 443.3, Drug and Alcohol Prohibitions
443.4, Dangerous Weapons in the Schools
445 Student Searches

PERSONAL PROPERTY OF STUDENTS

The River Valley School District **will not be responsible for any item of property left in or at any River Valley school building, whether with or without the knowledge of school district employees.** The school district does **not** carry a non-ownership policy on these items. Any loss suffered, directly or indirectly, will be at

the owner's risk. STUDENTS ARE STRONGLY DISCOURAGED FROM BRINGING ITEMS OF VALUE AND LARGE AMOUNTS OF CASH TO SCHOOL.

ELECTRONIC COMMUNICATION DEVICES

Student cellular phones, or personal electronic devices are generally prohibited during the school day. Students will be allowed to use school issued Chromebooks. Students who bring cellular phones to school are responsible for keeping their phones turned off and out of sight during class time. Text messaging and cellular camera photography is also prohibited under the standards of this policy. Student cell phones must remain turned off, out of sight, and not used during instructional times. Students may use their cell phone during their designated lunch period, in the hallways between class periods, and before/after school.

Students may use the high school office phones for illness or emergencies as determined by the office staff. Students will not be called out of class or study halls for phone calls except for family emergencies. To avoid interruption of normal daily instruction, the office staff will take pertinent messages from incoming calls and relay them to the student as soon as possible. **It is the student's responsibility to listen for announcements and pick up messages in the office.** Students are allowed to use cell phones during class times at the discretion of the teacher.

The possession or use of electronic or two-way communication devices 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 students or staff at school
- Involve illegal or prohibited conduct of any kind

Cell Phone Discipline Procedure:

- Before Step One is enacted, teachers MAY utilize PBIS and have informal conversations and interventions with students in an attempt to correct behavior.
- Step One: Removal of phone for the day. Student will have conference with administrator. Parent will be contacted. PBIS may also be implemented.
- Step Two: Removal of phone and phone is placed in school vault. Parent must pick up phone and have conference with administrator.
- Step Three: Removal of phone and phone is placed in school vault. Parent must pick up phone and have conference with administrator.
- Step Four: Cell Phone privileges are revoked for the remainder of the school year. The phone will be taken and placed in school vault. Parent must pick up phone and have conference with administrator.
- **If at any point the student refuses to comply with a request by the teacher to turn the phone in, the student may lose their cell phone privileges for an amount of time to be determined by administration.**

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.

LEGAL REF.: 118.258 Wis. Statutes CROSS REF.: Board Policy #443.6 Two Way Communication Devices

TEXTBOOKS

Students are responsible for assigned textbooks. If textbooks are lost, written on or damaged, the student will be fined or will be required to purchase a new book.

DANGEROUS WEAPONS ON SCHOOL GROUNDS

Any illegal weapon, firearm, explosive (including smoke bombs and all fireworks) is prohibited on school property, school buses, school vehicles, and/or at any school-related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage. Weapons under control of certified law enforcement personnel are permitted.

Students violating this policy will be subject to disciplinary action, possible suspension and/or recommendation for expulsion. In the case of possession, with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified. Parents/guardians will be notified and recommendation for suspension or expulsion reviewed.

YOUTH GANGS

The presence of gangs, and gang-related activities within a school disrupts the learning environment by threatening the safety of students, staff, and parents in the school building and causing a disruption to the academic process. In order to provide a safe environment for all students and staff, the display of street gang related graffiti or identification, and participation in related gang activities will not be tolerated in the school building, on school grounds or at school activities.

Board Policy #443.7 Section 65 48.396(7) (b) Wis. Statutes

EQUAL EDUCATIONAL OPPORTUNITIES

The River Valley School District is committed to the task of providing the best education possible for every student in the district, for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability. Board Policy #411

Bullying/Harassment

River Valley School District strives to provide a safe, positive learning environment for students. In order to maintain a school environment that encourages optimum human growth and development, it is the policy of the district to maintain and ensure a learning and working environment free of any form of bullying or harassment. All bullying behavior is prohibited whether it is the action of students or staff members.

Bullying/harassment is prohibited on all school property whether the property is owned, leased or used by the school district, during school-sponsored activities, on school buses and at bus stops or through the use of electronics, computer, cell phones or messaging devices (cyber bullying).

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

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

Definitions:

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

Harassment refers to physical, verbal or visual conduct that interferes with a student's schoolwork, ability to attend class or participate in co-curricular 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, and social/emotional and cyber.

1. **Physical:** involves harming a person's body or possessions and includes, but is not limited to: hitting, kicking, punching, spitting, tripping, pushing, taking or breaking someone's things, and making mean or rude hand gestures.
2. **Verbal:** involves harassing, teasing, intimidating, or threatening comments, which includes but is not limited to: inappropriate sexual comments, taunting, threatening to cause harm, comments or other expressions which insult, degrade or stereotype any person or group because of gender, race, religion, national origin, ancestry, color, disability, sexual orientation, class, creed, marital or parental status, pregnancy, or other protected status.
3. **Social/Emotional:** involves hurting someone's reputation or relationships, and includes but is not limited to: leaving someone out on purpose, telling someone not to be friends with someone, spreading rumors, and embarrassing someone in public.

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

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

Delegation of Responsibility:

- Staff: Each staff member shall be responsible to maintain an educational environment free of bullying/harassment. All staff members and contracted district employees are required to report bullying incidents they have witnessed to an administrator. Failure to take action or to report the behavior is considered to be in violation of this policy and subject to disciplinary action.
- Students and Parents: It is recommended that students and parents report bullying complaints to any staff member. Retaliation against a victim, reporter, or a witness is prohibited and will be subject to disciplinary action. Forms for reporting bullying/harassment are available from the school counselors or building secretary. They are also available on the district website.
- Administration: if the behavior is found to meet the definition of bullying, the administration will take the necessary disciplinary actions. Taken into account will be the developmental and maturity levels of the students involved, the circumstances, the severity of the behavior and past incidences or continuing patterns of behavior. The building principal or his/her designee will inform the parents or guardians of the victim and also the parents or guardians of the accused. Complaints of bullying shall be investigated promptly, and corrective action shall be taken when a complaint is verified.

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

Student Harassment/Sexual Harassment

The River Valley School District seeks to provide a learning environment free from any form of harassment/sexual harassment. Harassment/sexual 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.

The District will not tolerate harassment/sexual harassment in any form and will take all necessary and appropriate action to eliminate it, including, but not limited to, discipline (i.e. suspension, expulsion) and/or referral to law enforcement agencies. Furthermore, if needed, the District may pursue court action to prevent an individual from being on school property or in the presence of those people being harassed.

Examples of conduct prohibited under this policy include, but are not limited to, the following:

Harassment:

1. Physical or emotional abuse.
2. Verbal comments or other expressions which insult, degrade, or stereotype any person or group because of gender, race, religion, national origin, color, ancestry, disability, sexual orientation, class, creed, marital or parental status, pregnancy, or other protected status.
3. Knowingly filing a false harassment report against another person.
4. Unwelcome or unwanted sexual advances. This means patting, pinching, brushing up against, hugging, cornering, kissing, fondling, or any other similar physical contact which is considered unacceptable by another or other individual(s).
5. Requests or demands for sexual favors. This includes subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied or stated promise of preferential treatment or negative consequence concerning one's employment or educational status.
6. Verbal abuse or joking that is sexually oriented and considered unacceptable by another individual. This includes commenting about an individual's body or appearance where such comments go beyond mere courtesy; telling "dirty" jokes, that are clearly unwanted and considered offensive by others; or any other tasteless, sexually oriented comments, innuendoes, gestures or actions that offend others.

7. Engaging in any type of sexually oriented conduct that would interfere with educational performance.
8. Creating a learning environment that is intimidating, hostile, or offensive because of unwelcome or unwanted sexually oriented conversation, suggestions, requests, demands, physical contacts, or attentions. Also, the existence or display of sexually suggestive or graphic materials including, but not limited to, photographs, magazines and posters.

Students who have been harassed or sexually harassed shall promptly report such incidents to any staff member, building principal, or District Administrator. All reports shall be documented on the appropriate form. Forms are available in each building and on the district website. Any parents/guardians who believe their child has been subjected to harassment shall report the matter in accordance with established procedures. There shall be no retaliation against students or staff who file reports under this policy. All reports shall be investigated in a timely manner.

Students may appeal decisions regarding the complaint through appropriate administrative channels. Appeals beyond the District may be made in accordance with state and federal laws. Students have the right appeal a negative determination by the School Board to the State Superintendent of Public Instruction within 30 days of the decision. A complaint or appeal may also be made on some of the above basis (Title IX, Title VI, Section 504, Americans with Disabilities Act) to the U.S. Office for Civil Rights. The identities of the parties involved shall be kept confidential to the extent possible. No District employee, school board member, or student shall attempt to restrain, interfere with, coerce, discriminate or take reprisal action against the complainant or their witness during or after the presentation, processing, and resolution of a complaint.

Student Nondiscrimination Complaint Procedures

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. Any student, parent, or resident of the district complaining of discrimination against a student as described in Policy #411 on the basis of gender, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in school programs or activities 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 the resolution of the case to the complainant.
5. If the complainant is not satisfied with the building principal's decision, he/she 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, he/she 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 decision 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, he/she 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 a child with a disability shall be processed in accordance with established appeal procedures outlined in the district's Special Education

- Handbook.
9. Discrimination complaints relating to programs specifically governed by federal law or regulation shall be referred directly to the State Superintendent of Public Instruction.
 10. Discrimination complaints base on federal discrimination laws may be referred directly to the Office of Civil Rights or appealed to such agency.

STUDENT CONDUCT

PHILOSOPHY

The River Valley School District shall not discriminate in standards or rules of behavior or disciplinary measures on the basis of race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability. Complaints regarding the interpretation or application of this policy shall be referred to the building principal and processed in accordance with established procedures. River Valley School District is currently implementing PBIS (Positive Behavior Interventions and Supports). There will be times when teachers will lead students toward solutions rather than punishment. This will be done to teach students responsible behavior and develop character in lieu of the step process, when teachers or administration see it as an appropriate opportunity.

LEGAL REFERENCE: Sections 118.13(1) 121.52(2) Wisconsin Statutes
BOARD POLICY: #443 Code of Classroom Conduct

RIVER VALLEY HIGH SCHOOL STUDENT EXPECTATIONS

- All students will contribute responsibly and positively to the learning environment.
- The student will respect themselves, others and the environment.
- The student will contribute to a healthy and safe environment.

CODE OF CLASSROOM CONDUCT

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, expertise, and authority to create schools and classes where effective learning is possible.

Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems. Additionally, students are expected to come to school, and every class, ready and willing to learn. Student behavior that is dangerous, disruptive, or unruly or that interferes with the teacher's ability to teach effectively will not be tolerated. Any student who engages in such behavior may be subject to removal from class and placement as outlined below. In addition, the student may be subject to other disciplinary action in accordance with established Board policies and school rules.

For more information refer to School Board Policy #443.

GENERAL SCHOOL MISCONDUCT

- Willful Disobedience - refusal to follow school rules and regulations or the directions of school officials.
- Disruptive Behavior - actions which interfere with effective operation of the school.
- Defiance of Authority - willful refusal to follow a legal direction/order given by a staff member.
- Disorderly Conduct - engaging in offensive, obscene, or abusive language or in boisterous and noisy conduct. Ref: Board Policy #443, Code of Classroom Conduct

CONSEQUENCES FOR GENERAL SCHOOL MISCONDUCT

A student who shows a lack of respect or responsibility, will be subject to the following procedures:

- Before Step One is enacted, teachers MAY utilize PBIS and have informal conversations and interventions with students in an attempt to correct behavior.
- **Step 1:** Referred to administration for a warning or class suspension, parents will be notified. PBIS may also be implemented.
- **Step 2:** One-day class suspension, the parents will be notified and a conference may be requested.
- **Step 3:** Three-day class suspension, the parents will be notified and a conference will be required. Determination of whether or not the student will continue in the class will take place.

- **Step 4:** Any further incident after Step 3 will result in the removal from class with a withdrawal/failure and student will be assigned to study hall for that period.

NOTE: Major violations, occurring in or outside of the classroom, such as fighting, insubordinate behavior, and the use of profanity as an assault toward another person will also carry a separate consequence.

PHYSICAL ASSAULT/THREATS/INTIMIDATION/FIGHTING

PHYSICAL ASSAULT/THREATS/INTIMIDATION/FIGHTING will result in the following:

- Suspension (1-15 days)
- Parent notification/conference
- Possible law enforcement notification and possible citation
- Possible expulsion

STUDENT DRESS CODE

Generally, students may dress in any style they desire as long as their choice does not reveal intimate body parts or pose a safety risk to the student or others. The following examples are intended to represent these limitations:

- Students may not wear multi-fingered rings, large metal chains or other jewelry that may be used as a weapon.
- Students may not wear clothing with vulgar or obscene statements or statements or pictures promoting illegal drugs, alcohol, sex, violence, tobacco or gang activities.
- Students may not wear clothing with words, pictures or caricatures based on negative stereotypes of a specific gender, race, ethnicity, nationality, religion, sexual orientation or disability. Hats and Bandanas may be worn during passing time and during lunch periods. It is up to the classroom teacher's discretion to allow hats in their classroom at any point and time. Failure to remove a hat or bandana when requested to do so will be considered a dress code violation.
- Sunglasses are not allowed within the classroom setting.
- Studs on jewelry and clothing and exposed chains are not allowed.
- Students must wear shoes or footwear.

Students who are dressed in a manner that does not fit within these guidelines may be asked by school staff to change their clothing or address the dress code violation. Students are expected to follow staff direction regarding dress code violations.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

STUDENT RELATIONSHIPS

Student relationships are recognized as normal socialization for young adults. However, public displays of affection (embracing, petting, touching inappropriately, kissing, etc.) will be handled as follows:

First Offense:

1. Student/teacher or administrative conference
2. Notification of parent

Additional Offenses:

1. Student/administrator/parent conference
2. Disciplinary action
3. Possible suspension

ACADEMIC DISHONESTY

River Valley High School supports the ethical and educational development of all students. Cheating will not be tolerated under any circumstance. Students who cheat jeopardize the overall equity of the grading system of the school. Academic dishonesty includes and is not limited to: copying (plagiarism) of student assignments, computer files, quizzes and exams. The policy for each class is reviewed by each teacher at the beginning of each semester. Students violating this policy may face the following consequences:

First Offense:

1. Student may receive an "F" on the assignment, quiz or exam based on teacher discretion.
2. Teacher contact may be made with the parent/guardian and written notification may be sent home.

Second Offense:

1. Student will receive an "F" on the assignment, quiz or exam.
2. Parent Teacher conference will take place.

3. The student will receive a one-day class suspension.

Third Offense:

1. Student will receive an "F" on the assignment, quiz or exam.
2. Parent meeting with teacher and administration to review and consider Withdrawal/Failure from the class.
3. In-School suspension for three days from the class in question.

Dual Guilt or Guilt by Association: In many of cases of academic dishonesty, a second party is involved in providing answers or schoolwork. Each teacher, in conjunction with administration, will determine the culpability of each student on a case by case basis. The student, if found guilty, will then face the same consequences aforementioned. Plagiarism is the act of presenting someone else's ideas as your own. Failure to give credit for material used, whether quoted or not, is called plagiarism and is not acceptable.

VANDALISM / THEFT

First Offense:

1. Suspension possible
2. Law enforcement notification
3. Parent notification and/or conference
4. Payment of damages
5. Possible expulsion procedures

Additional Offenses:

1. Suspension of 1-15 days
2. Law enforcement notification
3. Parent conference
4. Payment of damages
5. Possible expulsion

(Ref: WI Statute 943)

TOBACCO USE/POSSESSION (including Electronic Cigarettes, Vape Machines, etc.)

To promote the health and safety of students, staff and visitors to the schools as well as to promote the cleanliness of all facilities, the Board shall prohibit the **possession and use** of all tobacco products/electronic cigarettes/vape machines 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. Wisconsin Act 95 (April 1, 1991) prohibits possession of cigarettes or any tobacco product on school grounds. This will be enforced at River Valley High School. Students in violation will be subject to disciplinary action. For each offense, the police will be notified.

LEGAL REFERENCE: Sections 101.123, 120.13(1), 121.02 Board Policy #832

First Offense:

- One day in-school suspension
- Parent notification
- Report filed with police for a tobacco citation
- Optional attendance and participation in tobacco cessation classes/group in lieu of a citation

Additional Offenses:

- One-five day out-of-school suspension
- Parent notification and/or conference
- Report filed with police for a tobacco citation
- Possible referral for expulsion

(Ref: Board Policy #832)

USE/POSSESSION/SELLING of CHEMICALS and CONTROLLED SUBSTANCES including ALCOHOL

First Offense:

1. Parent or guardian will be contacted to pick up student.
2. Student will receive a one-five day out-of-school suspension.
3. Student will be enrolled in the Student Assistance Program (SAP).
4. Law enforcement will be notified.
5. Administrative review for possible expulsion.

Additional Offenses:

- Parent or guardian will be contacted to pick up student.

- Student will receive a one-five day out-of-school suspension.
- Suggestion will be made to the student/family for referral to an outside agency for professional consultation, assessment and/or treatment.
- Student will be re-enrolled in the Student Assistance Program (SAP).
- Law enforcement agency will be notified.
- Administrative review for possible expulsion.

(Ref: Board Policy 443.3)

STUDENT ASSISTANT PROGRAM (SAP)

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 the use of AODA screenings, support groups, individual counseling, classroom and/or community presentations and peer advocacy programs. The Student Assistance Program (SAP) will be facilitated by the high school counselors. In-house services, as well as 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.

LEGAL REF.: Sections 118.01(2)(d) WI Statutes, 118.176, 118.24(2)(f) Drug Free Schools & Communities Act Amendments of 1989, APPROVED: March 9, 1995 (Ref. Board Policy #452.6)

Treatment for Mental Health and AODA Issues

Students receiving mental health or AODA treatment services (both outpatient and inpatient), may do so without discrimination or punishment by the school district. Students will be responsible for all classroom homework, tests and projects per agreement with instructors, principal or counselors. Instructors will cooperate with treatment agency staff to provide assignments and materials to students enrolled in treatment services. Students returning from treatment will be referred to the Student Assistance Program for educational support services. The school district is not responsible for treatment effectiveness, cost of services, choice of modality, or insurance benefits.

LEGAL REF: Section 118.15(1)(d)(5) Wisconsin Statutes, APPROVED: March 9, 1995
(Ref: Board Policy #452.7)

BUS REGULATIONS

Students are expected to maintain proper behavior on the school bus. Students are expected to be respectful to self and others and be responsible young adults. Failure to comply with bus rules jeopardizes the safety of all riders. WE DISCOURAGE ALLOWING GUEST RIDERS on the bus, but they may be permitted, provided that written authorization is given by the building principal or designee. The principal will require parental authorization before granting permission. We reserve the right to refuse a guest rider if the bus capacity would be exceeded.

School bus misconduct will be addressed by the following procedures:

First Offense

1. Parent contact by the bus company or school official
2. Possible suspension from the bus 3-5 days
3. Possible suspension from school
4. Possible reassignment to another assigned seat or bus

Additional Offenses:

1. Parent conference with the Bus Company or School Official
2. Possible suspension from the bus 3-15 days
3. Possible suspension from school
4. Possible expulsion procedures for the bus or school

If a student is suspended from bus privileges, it is the responsibility of the student and parent/guardian to arrange transportation to and from school.

Changes in pickup or delivery points must be authorized in writing by the parent, signed by the school administrator, and presented in advance to the bus driver. This is an absolute must. We reserve the right to refuse changes if a request is deemed to be unreasonable. Also, for safety reasons, students will be picked up at only the appropriate schools for afternoon runs when transporting children home after school. Changes in

bus pick up or delivery must be given consent by the School District Business Manager. Ref: Board Policy #443.2

STUDENT SUSPENSIONS

A student may be suspended in school or out of school for violation of school rules. The district administrator and building principal shall be authorized to suspend a student for a period not to exceed five school days as provided by law. A student may be suspended for up to 15 school days when an expulsion hearing is pending. When a student is suspended a 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 or work missed during the suspension period. Students are not allowed to participate in or attend co-curricular activities at home or away during the time of suspension. A suspended/expelled student found to be on school grounds during the suspension/expulsion times may be issued a trespassing ticket from the Spring Green Police Department.

EXPULSION

Expulsion means the removal of a student from school. This penalty is reserved for situations involving serious misconduct or disobedience or repeated infractions of school rules. The decision regarding expulsion is made by the school board, based on the recommendation of the administration. In all situations, 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.

LEGAL REFERENCE: Section 120.13 (1) WI Statutes

CORPORAL PUNISHMENT

Corporal punishment shall not be used as a form of discipline in the River Valley School District. Limited, reasonable physical restraint or force may be used by a teacher, bus driver or other employee under the following conditions:

1. The purpose of self-defense
2. The protection of the student involved
3. The protection of other students or persons

LEGAL REFERENCE: Sections 118.31 939.48 WI Statutes

LIBRARY PROCEDURES AND POLICIES

Students who utilize the library must adhere to the guidelines set by the librarian, teachers and staff. The RVHS library is to be used for research, reference work and recreational reading. Therefore, a quiet atmosphere for studying must be maintained. Students will be granted library privileges if they are not in danger of failing a class.

To give all students equal access to the library materials, students are encouraged to return library materials in a timely manner. Fines may be issued for late, lost or damaged materials.

RVHS provides students with access to internet and e-mail. Students are expected to use the internet for educational purposes. The acceptable use of networked computer agreement must be signed by the parent/guardian and student and be on file in the library prior to use. Users of the internet who do not use it for educational and/or acceptable uses will lose their privileges. Students who wish to use the computers in the building's three computer labs, must have a signed pass from a staff member which includes the reason students are required to use the computer.

COMPUTER USE & MISCONDUCT

The network is provided for students to conduct research and communicate with others. Students are responsible for good behavior on school computer networks just as in a classroom or a school hallway. Communications on the network are often public in nature. Students should not expect that files stored on district servers will always be private. General school rules for behavior and communication apply.

Unauthorized access of administrative files or Network tampering:

First Offense:

1. Parent Conference
2. Suspension 1-15 days or referral for possible expulsion
3. Possible Law enforcement notification

4. Payment of damages if applicable
5. Loss of all access to district networked computers one year or longer

Unauthorized access of other student's files, logging onto the system as anyone other than yourself, unauthorized installation of software onto any computer, or sending offensive, abusive or threatening messages or pictures to others or any other activity inappropriate for an educational setting:

First Offense:

1. Parent Contact
2. Detention or possible suspension or expulsion
3. Loss of all access to district networked computers for 2 weeks or longer
4. Possible Law enforcement notification

Additional Offenses:

1. Parent Conference
2. Suspension 1-5 days
3. Possible Law enforcement notification
4. Loss of all access to district networked computers for 1 month or longer
5. Possible referral for expulsion

The following activities are **prohibited** (but not limited to) for all users of the RVSD computer network:

- Sending or displaying offensive messages or pictures
- Using obscene language
- Harassing, insulting, or attacking others
- Damaging computers, computer systems, or computer networks
- 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
- Employing the network for commercial purposes
- Any other activity inappropriate for an educational setting

Violations may result in a loss of access, as well as other disciplinary or legal action. All students and parents will sign an agreement/consent form (rule) before using the RVSD computer network.

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: March 11, 1999

ACCEPTABLE USE OF NETWORKED COMPUTERS

The RVSD computer network, because it is connected to the internet, enables students to explore thousands of libraries, databases, and bulletin boards while exchanging messages with people throughout the world. The Board believes that the benefits to students 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.

(Ref: Board Policy #743 - Use of Networked Computers)

RIVER VALLEY SCHOOL DISTRICT

Chromebook 1:1 Program: Procedures & Guidelines

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.

TABLE OF CONTENTS

<p>1. GENERAL INFORMATION</p> <ol style="list-style-type: none"> 1. Program Overview 2. Receiving Chromebook 3. Chromebook Check-In 4. General Precautions 5. Chromebook Incidents <p>2. CHROMEBOOK USE AT SCHOOL</p> <ol style="list-style-type: none"> 1. Chromebooks Left at Home 2. Chromebooks Undergoing Repair 3. Charging Chromebooks 4. Photos, Screensavers, and Backgrounds 5. Sound, Music, Games, or Programs 6. Printing 7. Home Internet Access 	<p><input type="checkbox"/> MANAGING YOUR FILES</p> <ol style="list-style-type: none"> 1. Saving to Chromebook 2. Network Connectivity <p>4. APPS AND EXTENSIONS</p> <ol style="list-style-type: none"> 1. Originally Installed Software 2. Inspection 3. Procedures for Re-loading Software 4. Software Upgrades
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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.

1. 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).

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 distributed each fall during the first week of school.

3. Chromebook Check-In

- Students will return Chromebooks and chargers prior to the end of the school year, on a date to be provided, in order for the devices to be checked for serviceability and to be stored for the summer.
- 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.

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.
- Students are responsible for keeping their Chromebook's battery charged for school each day.
- 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.

2. 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 privileges and may not be permitted to take the device home. This may also result in disciplinary action. All reports will be investigated on a case-by-case basis.

Incident	Action(s) Necessary	Cost
Accidental Damage (1st instance)	Report immediately to school staff. Device must be returned to school; another device may be issued.	No cost dependent on investigation/ cause
Accidental Damage (2nd instance)	Report immediately to school staff. Device must be returned to school; another device may not be issued. Student may need to wait until original device is returned from service.	Minimum: \$20
Accidental Damage (3rd instance)	Report immediately to school staff. Device must be returned to school; another device may not be issued. Student may need to wait until original device is returned from service. Loss of privileges	Minimum: \$20

	<p>may occur such as:</p> <ul style="list-style-type: none"> • Limited participation in Chromebook 1:1 program • Device remains at school • Discipline referral 	<p>Maximum: Full replacement cost of device \$225</p>
Intentional Damage	<p>Report immediately to school staff. Device must be returned to school. 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.</p>	<p>Repair or replacement cost \$225</p>
Loss	<p>Report immediately to school staff.</p>	<p>Full cost of device \$225</p>
Theft	<p>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.</p>	<p>Full cost of device \$225</p>
Damage/Loss of charger, extension cable, etc.	<p>Report immediately to school staff; charger, extension cable, etc. must be returned to school.</p>	<p>Repair or replacement cost \$20</p>
Damaged Screen/Keyboard	<p>Report immediately to school staff.</p>	<p>Maximum: \$75</p>

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.

1. Chromebooks Left at Home

- If students leave their Chromebooks at home, they are 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 leaves his/her Chromebook at home for two consecutive days, s/he will be required to check the device in for inspection.

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.

3. Charging Chromebooks

- Chromebooks need to be fully charged each evening for use the next day at school.
- Chargers should be kept at home. Labels on chargers should NOT be removed. Extra Chargers will be available for checkout in the library, if needed.

4. 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.

5. **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.
6. **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.
 - Students may set up home printing capabilities for their Chromebook. This will require a wireless printer and proper settings on the Chromebook using Google Cloud Print.
7. **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.
 - Off-site filtering is in place in accordance with federal CIPA laws.

3. MANAGING YOUR FILES

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.
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

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.
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.
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. Software Upgrades

- Each time the Chromebook is turned on, the system automatically checks for and applies any updates. Chromebooks should be turned off at night 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.

SPECTATOR BEHAVIOR AT ATHLETIC CONTESTS

The public is invited and encouraged to attend all high school sporting events to show support of River Valley Athletics. Those persons in charge of crowd control will be directed to remove spectators from athletic contests if the demonstrated purpose is other than the viewing of the contest. Spectators attending football games will not be allowed to be playing football or tossing a football inside the fenced area of the football complex. Those fans in the bleachers will be removed from the game for throwing candy and/or other objects. Spectators attending contests held in the gymnasiums are reminded that no food or beverages are allowed in the gymnasiums.

All spectators are reminded there are to be no tobacco or other controlled substances used or possessed on any premises owned, operated or under the control of the school district nor in vehicles owned, operated or used by the district for any district purpose. Everyone's support in maintaining satisfying crowd control would be appreciated.

SCHOOL VOLUNTEERS AND CHAPERONES

In an attempt to ensure the safety of all students and staff members, the River Valley School District requires any adult wishing to volunteer time in our schools or chaperone a field trip to complete a background check. This simple process requires 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.

EMERGENCY EVACUATION PROCEDURES

Emergency evacuation drills will be held throughout the school year, in compliance with Procedures in the Act of the State Legislature (s.118.07). Teachers will inform students of the procedures to be followed during a fire drill, tornado drill or other emergency evacuations. Directions are posted throughout the building. For fire, exit rooms and go out of the building keeping roadways clear. For tornadoes, exit to the locker room area. Please follow the directions carefully. Every person in the building is to go to the designated area 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 area. The teacher will follow the class out of the room and close the door.
2. The first student through the door will hold the door open. The last person leaving the building will close the door.
3. Students will move away from the entrance to make room for others following. ALL ROAD-WAYS MUST BE KEPT CLEAR during the evacuation.
4. In the event of poor weather conditions, students will be sent to the River Valley Middle School.
5. Students will only return to the classroom when the "All Clear" announcement is made.
6. Students will be suspended and/or referred to appropriate authorities for interfering with the school's firefighting equipment (s 941.12) and for intentionally setting off a false alarm. (s.941.13)