

**School District of River Falls
Educational Program Committee Meeting**

Monday, July 13, 2026 - 6:00 PM

District Office

852 E Division Street

River Falls, Wisconsin 54022

Educational Program Committee members: Alan Tuchtenhagen (Chair), Lindsey Curtis, & Monica LaVold

A quorum of the School Board may be present for information-gathering purposes only.

Agendas can be viewed at <https://www.rfsd.k12.wi.us/district/school-board.cfm> or at

<https://meetings.boardbook.org/Public/Organization/1447>

1. CALL TO ORDER - 6:00 PM

2. MANNER OF PUBLIC NOTIFICATION OF MEETING

3. HEARING OF VISITORS OR DELEGATIONS

4. APPROVE 2026-27 RFSD ELEMENTARY STUDENT HANDBOOK

3

Description: Administration will present the 2026-27 Elementary Student Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 RFSD Elementary Student Handbook.

5. APPROVE 2026-27 MEYER MIDDLE SCHOOL STUDENT HANDBOOK

55

Description: Administration will present the 2026-27 MMS Student Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 Meyer Middle School Student Handbook.

6. APPROVE 2026-27 MEYER MIDDLE SCHOOL ATHLETIC HANDBOOK

128

Description: Administration will present the 2026-27 MMS Athletic Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 Meyer Middle School Athletic Handbook.

7. APPROVE 2026-27 RENAISSANCE CHARTER ACADEMY STUDENT HANDBOOK

148

Description: Administration will present the 2026-27 Renaissance Charter Academy Student Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 Renaissance Charter Academy Student Handbook.

8. APPROVE 2026-27 RIVER FALLS HIGH SCHOOL STUDENT HANDBOOK

207

Description: Administration will present the 2026-27 RFHS Student Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 River Falls High School Student Handbook.

9. APPROVE 2026-27 RIVER FALLS HIGH SCHOOL ACTIVITIES HANDBOOK

290

Description: Administration will present the 2026-27 RFHS Activities Handbook for board approval. Specific changes are summarized below.

Recommended Action: Approve the 2026-27 River Falls High School Activities Handbook.

**10. REVIEW THE 2026-27 RIVER FALLS HIGH SCHOOL VIRTUAL PROGRAMMING
STUDENT HANDBOOK**

313

Description: Administration will present the 2026-27 RFHS Virtual Programming Student Handbook. Specific changes are summarized below.

Recommended Action: None, informational only.

11. APPROVE 2026-27 ACADEMIC STANDARDS

334

Description: Administration will present the Academic Standards in the School District that identify standards utilized to guide classroom instruction. Standards adopted are used by teachers to develop their curriculum maps, instructional units, and classroom assessments. This is a required annual notice based on Act 55 for approval at the first board meeting after July 1st of each school year.

Recommended Action: Approve the 2026-27 Academic Standards Public Notice.

12. PROPOSED/SUGGESTED ITEMS FOR THE NEXT REGULAR AND FUTURE EDUCATIONAL PROGRAM MEETING AGENDA(S)

Description: As always, committee members will be given the opportunity to suggest items for future committee and/or School Board meeting agendas.

Recommended Action: As needed.

13. SCHEDULE NEXT EDUCATIONAL PROGRAM COMMITTEE MEETING

Description: Upcoming committee meeting dates, times, and locations will be reviewed.

Recommended Action: Set the meeting schedule as follows:

Educational Program Committee meeting: Monday, August 10, 2026, 6:00 p.m.

The meeting will be held in the District Office Conference Room, 852 E. Division Street.

14. ADJOURN



Elementary Student Handbook Changes and Additions 2026

- Jenny Ames updated the Title Slide for the upcoming school year.
- All links, important, and table of contents in the handbooks are updated.

Page 20:

Modified Student Insurance section to, "Parents may wish to purchase student accident insurance for their child. Information about low-cost insurance is available on the district website."

Page 20:

- *Section Header change to Personal Transportation Devices To and From School.*
 - *Information added about electric bicycle and scooter expectations.*
 - *Bicycles information embedded into this section from the original stand alone section on page 32.*

Page 21:

Academic Integrity description to more closely align to updated policy. The overarching definition of academic integrity was changed to more closely match policy language and individual examples were taken directly from the policy itself.

Page 25:

Updated report card language to exact report card definition of "Beginning to Meet the Standard". This was previously noted as "Area of Concern" which is not on our reports any longer.

Page 26:

Promotion, Placement, and Retention section updated verbiage to more closely align to policy 5410.

Page 28:

Lunch Accounts section: Lunch prices taken out of the student handbook due to their availability after the handbook approval deadline. Reference added to school food services webpage for families with link added.

Changes made by:

Kate Skappel, Ashley Bingenheimer, Rachel Mader and Kai Rodgers

June 2, 2026



2026-27



**ELEMENTARY
STUDENT
HANDBOOK**

Greenwood
ELEMENTARY SCHOOL

Montessori
ELEMENTARY SCHOOL

Rocky Branch
ELEMENTARY SCHOOL

Westside
ELEMENTARY SCHOOL

Important Elementary School Contacts

Greenwood Elementary School

Kate Skappel, Principal
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River Falls, WI 54022
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Rocky Branch Elementary School

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1415 Bartosh Lane
River Falls, WI 54022
Phone: 715-425-1819, Fax: 715-425-0599

Westside Elementary School

Rachel Mader, Principal
Rachel.Mader@rfsd.k12.wi.us
1007 West Pine Street
River Falls, WI 54022
Phone: 715-425-1815, Fax: 715-425-1805

River Falls Public Montessori Elementary

Kai Rodgers, Principal
Kai.Rodgers@rfsd.k12.wi.us
421 W. Maple St.
River Falls, WI 54022
Phone: 715-425-7645, Fax:

School District of River Falls Building/Department #s

(All numbers use area code 715)

District Administration Offices	425-1800
Buildings and Grounds	425-1806
Bus Garage	425-1808
Food Service	425-1839
River Falls High School	425-1830
Renaissance Academy	425-7687
Meyer Middle School	425-1820
Greenwood Elementary	425-1810

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WELCOME

2026-27 School Year

On behalf of the entire faculty and staff, we extend a warm and enthusiastic welcome to the students and families attending elementary school in the School District of River Falls. We pride ourselves in providing a physically and emotionally safe environment where students feel cared for, supported, and motivated to learn.

Please take time to read this handbook as it is designed to give you a better understanding of our values, procedures and expectations. An incredible amount of personal and academic growth occurs throughout the elementary years and we are honored to guide and learn alongside our students daily. We sincerely hope our students will make positive memories in our schools to cherish for a lifetime.

We look forward to working with you for many years to come and hope that your child will find elementary school to be an enjoyable, meaningful, and rich experience. For specific information pertaining to individual elementary schools, please visit our district website at: <http://www.rfsd.k12.wi.us>.

Sincerely,

Kate Skappel – Greenwood Elementary Principal
Kai Rodgers - River Falls Public Montessori Principal
Ashley Bingenheimer – Rocky Branch Elementary Principal
Rachel Mader – Westside Elementary Principal

Handbook Overview

This Student Handbook is a general reference guide and is in harmony with school board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has policies that are not included in this handbook but are available on the district website for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents beyond those garnered in state/federal laws. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your student(s) have questions about any of the material in the handbook, please contact the building principal.

Important Dates 2026-2027

Date	Event
August 26	Back to School Open House & Pictures
September 1	First Day of School
September 7	No School: Labor Day
October 5	No School: Teacher In-Service
November 2	No School: Teacher In-Service
November 2	Parent/Teacher Conferences (4:00-7:30 pm)
November 5	Parent/Teacher Conferences (4:00-7:30 pm)
November 20	End of First Trimester
November 25-27	Thanksgiving Break
December 23-January 1	Winter Break
January 18	No School: Martin Luther King Jr. Day/ Teacher In-Service
February 15	No School: Teacher In-Service
February 15	Parent/Teacher Conferences (4:00-7:30 pm)
February 18	Parent/Teacher Conferences (4:00-7:30 pm)
March 5	End of Second Trimester
March 15-19	No School: Spring Break
April 2	No School: Teacher In-Service
May 7	No School: Vacation Day
May 31	No School: Memorial Day
June 4	Last Student Day: End of Third Trimester

School District Mission, Vision, and Values

OUR MISSION:

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

OUR VISION:

In partnership with families and the community, the School District of River Falls is an innovative Grade PK-12 educational leader committed to the academic, social, emotional, and physical well-being of every student.

OUR VALUES:

Students First - We center our policies, practices, and actions on doing what is best for all students.

People Matter - We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

Equity - We ensure the individual personal needs of every child is supported by high quality education/resources to pursue their unique potential.

Respect - We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

Integrity - We ground our actions in character, honesty, responsibility, service, and compassion toward others.

Excellence - We embrace the continuous pursuit of improvement in school operations, services, and programs.

Innovation - We inspire and empower innovative thought and practice.

Communications - We are accountable and transparent in order to maintain public trust.

ATTENDANCE POLICY

Attendance Philosophy

We believe that engaging families as partners is essential for the child's success in school and promotes an equitable experience. Student attendance is important for a child's social, emotional, and academic success. Our policies and procedures:

- Focus on early communication and intervention with student absences and tardies.
- Focus on communication from teachers, school counselors, and principals.
- Work collaboratively to not blame, shame, or judge families (we are all doing our best).
- Focus on family strengths and support networks to help students attend school.

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all students must attend school full-time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have sufficient credits to graduate from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility among the students, parents, schools, social service agencies, law enforcement officials, and the community at large.

Attendance Guidelines

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

All children between six (6) and eighteen (18) years of age will attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. Regular attendance is required until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten will attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Part 1: Definitions

1. Excused Absence: A student is considered excused when the student is absent with an acceptable excuse for all or part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:
 - a. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
 - b. Excused absences of greater than 50% of the school day will be a full day absence.
2. Unexcused Absence/Truant. A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.
3. Habitually Truant. A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Part of a school day is any time period that exceeds 15 minutes.
4. Tardy/Late Arrival: Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as

required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
2. Entering attendance data into the district's school information system.
3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Part 4: Excused Absences

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.
 - a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
 - b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.
 - c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
 - d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school.
 - e. Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
2. The student has a chronic condition or is experiencing an extended illness.
 - a. A student who has been diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
 - b. A [Chronic or Extended Illness Verification Form](#) will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
 - c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
3. The student's parent(s) or guardian has provided a pre-planned notice of absence.

- a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
 - b. A student may not be excused for more than ten (10) days per school year.
 - c. Absent students must complete any coursework missed during the absence.
 - d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
 - ii. to attend a funeral outside of the immediate family;
 - iii. college visits;
 - iv. job fairs;
 - v. vacations.
4. The student is absent from school for one of the following School Board approved reasons:
- a. Obtaining religious instruction or observing religious holidays.
 - b. A death in the immediate family.
 - c. A court appearance or other legal procedure upon submission of proof.
 - d. Approved school activities during class time.
 - e. Suspension or expulsion.
 - f. Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
 - g. High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.
 - h. Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
 - i. Quarantine of the student's home by a public health officer.
 - j. Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
 - k. Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival

Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: Promotion, Monitoring, and Intervention

All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;

- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without advanced notification for a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;
4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;

6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Middle and High School Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day 7:45 -2:55) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Part 12: Attendance Records

The district will use the same technology-based attendance record keeping system at all schools. Attendance Records will be categorized in the following ways:

- Exempt
 - ACT: School activities during class time.
 - COUN: Visit to School Counselor
 - CMVF: Chronic Medical Condition
 - EXP: Expelled
 - HLTH: Visit to Health Office
 - ISS: In-School Suspension
 - MED
 - Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
 - The student has a chronic condition or is experiencing an extended illness.
 - HLTH-ILL
 - If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused.
 - SUS: Out of School Suspension
- Excused
 - APL: Alternative Placement

- EAP: Excused for an Appointment (no professional note provided)
- EXE: Excused Absence
 - Obtaining religious instruction or observing religious holidays.
 - A death in the immediate family.
 - A court appearance or other legal procedure upon submission of proof.
- ILL: Illness
 - The student is temporarily not in proper physical or mental condition to attend school. Absences for this reason may be excused by oral or written notification to the attendance officer by the student's parent(s) or guardian for four (4) school days.
- PAR: Parent Pre-arranged
 - The student's parent(s) or guardian has provided a pre-planned notice of absence.
- Unexcused
 - UNX: Unexcused
 - The first four occurrences in which no valid excuse provided or excuse provided exceeds allowable yearly maximums.
 - TRU: Habitually Truant
 - No valid excuse provided for 5th or further unexcused absence or excuse provided but exceeds allowable yearly maximums.
 - TDY: Tardy
 - A student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

LEGAL REFERENCE: Wisconsin Statutes Sections [118.15](#), [118.153](#), [118.16](#), [118.162](#), [118.16\(4\)\(4\)](#), [118.165](#), [115.28\(51\)](#) .
[Pierce County Ordinances](#), [St. Croix County Truancy Policies and Procedures](#)

School Hours

Greenwood/Rocky Branch/Westside:

8:30	Playground supervision begins
8:40	Entrance /School Begins
3:30/3:40	Dismissal for Transfer Bus students
3:50	Dismissal for Walkers, students being picked up, and Bussers

RFPME:

8:30-8:45	Students enter the building and go directly to their classrooms as they arrive <i>**on Thursdays, students will move to the playground area for supervised recess until 9:00</i>
8:45	All Students expected to be in the building/School Begins
3:25	Dismissal for Walkers, Students being picked up, and Bus Students
3:40	Dismissal for Late Bus Students

Playground supervision will begin at 8:30 a.m. The playground is not supervised before 8:30 a.m. or after school. Students are not allowed to arrive before 8:30 a.m. On Thursday mornings, there will be an extended recess time until 9:00 a.m. After school, students are supervised during bus pick-up and

parent pick-up. Walkers are instructed to walk directly home after school and not play on the playground. School playgrounds are not supervised after pick-up time at the end of the school day.

Student Drop Off

Parents arriving at school after 8:40 a.m. must report with their child to the office.

If your child must be dropped off or sent to school before 8:30 a.m., we ask that you enroll your child in our before/after school child care program, Kids Club. Information about this program is available by calling the coordinator at 715-425-0799.

All visitors during the school day will need to press a buzzer at the main office and will then be let into the office by a staff member. All visitors must check and sign-in with the office before going to other locations in the building. Visitors are asked to wear a nametag that can be picked up in the office. We take pride in knowing all of our parents but please don't be offended if we ask you who you are or request identification.

Student Pick Up

Parents picking up their child(ren) during/after the school day should wait outside or in the office/lobby area. Parents may not go to the classroom to pick up their children.

Changes of end of day routines made during the day should go directly to the office prior to 2:45 p.m. Children are not permitted to leave the school grounds during school without permission.

When picking up your child from school, parents will park in the parking lot and use the crosswalk to meet their child in the designated area or pull up to the curb. When pulling up to the curb parents must stay in their car and drive all the way down the curb and not pass other waiting cars.

Emergency School Closing Procedures

If weather conditions or other circumstances develop that alter the normal school schedule, the administration of the School District of River Falls follows these procedures: 1. Campus Messenger parent phone call notification system will be activated; and 2. the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations:	WCCO (830 AM) WDMO (95.7 FM) WEVR (1550 AM & 106.3 FM) WIXK (1590 AM & 107.1 FM) KWNG (105.9 FM)
iHeart Media:	880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM; 98.7FM; 100.7FM; 106.7FM
Television stations:	WCCO (Channel 4) KSTP (Channels 5, 45, and KSAX-TV-channel 42 FOX (Channels 9, 25, 29 and 48) KARE (Channel 11)

Websites:

WEAU (Channel 13)

wcco.com

kstp.com

myFOX9.com

kare11.com

moose106.com

b95radio.com

rock921.com

z100radio.com

987thebrew.com

wmeq.com

Please do not contact these stations, or the schools directly, as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours, and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of a school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

Reunification In Case of Emergency

Student - Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, a power outage, hazard or if a crisis occurs at the school. The Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified that a Reunification Plan is in effect in a number of ways to include the district's phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student will look something like this: "The school has closed, please pick me up at 3:25 p.m. at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and Reunification is needed, there are expectations that parents or guardians should keep in mind:

- Bring identification. That will streamline the Reunification process.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations.
- Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- Parents are asked to then go to the Reunification “Check In” area and form lines based on the first letter of their students last name. During check in, identification and custody rights are confirmed.
- While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
- From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

How the Reunification Process Works for Students

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

What if a Parent Can’t Pick-up Their Student?

When a parent can’t immediately go to the reunification site, students will be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick-up their student(s).

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

STUDENT HEALTH AND SAFETY

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived for medical/health, religion or personal conviction reasons. Waivers are available in the district’s office, Health Service offices, and on the district website. Students with an immunization waiver may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may face possible exclusion from school. Please contact your practitioner or Health Service for required immunizations.

Illness/Injury

- Students who become ill or injured during the school day should report to the Health Service Office.
- If a student is sent home due to illness or injury the Health Service Office must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Service Office if their child needs accommodations during the school day due to crutches, casts, etc. For example, if a student needs to be excused from recess and/or PE class, the order from a doctor will be necessary if missing multiple days.
- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform the Health Service Office and provide/supply appropriate medical documentation and prescription or emergency medication(s).

Medication

If your child will be taking daily and/or as-needed medication at school, a Medication Request Form needs to be on file with your school. Forms are available in the Health Service Office and on the district website.

- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as-needed, must be administered in the Health Service Office.
- Students may NOT carry medication on their person or in their locker. In a few cases prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service Office.
- All prescription and non-prescription medications should be brought into the Health Service Office by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Service Office when he/she arrives at school. The parent/guardian shall then call the Health Service Office and inform them of the medication coming to school with the child.
- Please check the expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.
- The Health Service Office is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service Office before medication(s) will be administered.
- It is recommended that students with asthma have an Asthma Action Plan completed by their provider and keep an inhaler at school.
- A history of severe allergic reaction can be life threatening. Please inform the Health Service Office of a student's allergy(ies). An Allergy Emergency Plan needs to be completed by the student's provider and signed by the parent or guardian.

Is my child well enough to go to school?

Many students and parents are frequently concerned about when students should stay home or attend school. Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.

The following information is intended to help with this decision

- If a student has had a fever of 100.4 degrees or more, the student must stay home for a minimum of 24 hours after temperature returns to normal without fever reducing medication.
- If a student has vomited or had diarrhea, the student must stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with a family practitioner before sending the student to school. The Health Service Office may request a doctor's note from parents.

Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases, and control measures can be found on the district website.

Student Insurance

Parents may wish to purchase student accident insurance for their child. Information about low-cost insurance is available on the district website. The school does not carry student accident and health insurance.

Personal Transportation Devices To and From School

Children who ride bicycles/scooters to school are expected to observe safety rules at all times. At school, bicycles/scooters are to be placed in the racks provided and left there until dismissal time. Lock these items to the racks. Helmets are strongly recommended. Skateboards need to remain at home. Electric bikes and scooters must follow local laws and ordinances. Students may not ride through the parking lot, playground, driveway, or bus loading zone. Students must walk their bicycles and scooters while in crosswalks and walk them on the sidewalk while on school property.

Failure to follow local ordinances or school regulations will result in disciplinary action or a loss of privilege of use.

Walking To and From School

Students who walk to school need to be reminded periodically of safety measures. This is particularly true during the winter months when streets are slippery. The students should be warned of the dangers to them and the motorists if they walk in or play in the streets.

Safety Patrol

All students must obey safety instructions given by 5th grade safety patrol students and supervisor.

Video Surveillance

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The video surveillance intends to reduce disciplinary problems and protect school property.

STUDENT BEHAVIOR

We believe our schools should have high expectations for student behavior that are aligned with the district's character traits and community expectations.

Code of Conduct

We believe that students are entitled to learn in a safe and secure environment free from violence, drugs and other inappropriate behavior. The playground, lunchroom, and buses are extensions of the classroom. Our general educational objectives relating to behavior include:

1. Establishing an atmosphere in our school that is most conducive to learning.
2. Ensuring respect for the rights and safety of each student.
3. Keeping parents informed and involved in their student's behavior at school.

Classroom teachers will teach students classroom rules and expectations. All classroom rules are to be followed by students, even though they may not be listed in this handbook. Feel free to contact the teacher any time with questions regarding behavior rules and expectations.

Student Expectations

Students are expected to be respectful and cooperative with all staff members and students. The school administrator or designee reserves the right to involve the police at their discretion. A student's age, maturity, and social development will be considered when involving the police or social services, but will not limit the school's administration from seeking proper legal or social agency support. It is our sincere hope that student disciplinary issues can and will be handled at school with minimal corrective actions.

- Desks, lockers, and backpacks may be searched at any time consistent with board policy and law.
- Students are expected to walk through the hallways quietly since other students may still be in class.
- Trading cards, rollerblades, skateboards, snowboards and similar sport items may not be used on school property. Please leave such items at home.

Academic Integrity

Honesty is a highly valued character trait in the River Falls School District. Students are responsible for maintaining an environment in which they are held and in which they hold each other accountable for becoming ethical users of information and ideas. All schoolwork submitted for the purpose of meeting course requirements must be the individual student's original work or the original work of a group of students for group projects.

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic

integrity, either while acting alone or assisting others. Academic dishonesty includes, but is not limited to:

- A. plagiarism (of ideas, work, research, speech, art, music, etc.);
- B. forgery of another's work;
- C. presenting the results that are the product of an artificial intelligence (AI) platform as one's own where the use of AI was not specifically allowed by the teacher as part of the assignment;
- D. downloading or copying information from other sources and presenting it as one's own;
- E. using language translation work of someone else or using technology when the expectation is doing one's own translation;
- F. copying another person's work;
- G. allowing another person to copy one's own work;
- H. stealing another person's work;
- I. doing another person's work for them;
- J. distributing copies of one's work for use by others;
- K. distributing copies of someone else's work for use by others for academic gain or advantage; intentionally accessing another's work for the purpose of presenting it as one's own for academic gain or advantage;
- L. distributing or receiving answers to assignments, quizzes, tests, assessments, etc.
- M. distributing or receiving questions from quizzes, tests, assessments, etc.
- N. failure to attribute sources in the manner expected from the teacher.

Teachers are authorized, in consultation with the Principal, to apply consequences appropriate to the nature of the violations of academic integrity.

Student Discipline

The goal of student discipline is to stop inappropriate behavior, explain what is appropriate, and help the student take responsibility for their behavior. Student discipline is approached through a continuum (punishment, consequence, solutions, and restoration). Although it is our goal to take a restorative approach as much as possible, our student discipline model uses all approaches when necessary. The following are examples, but not limited to, actions related to the different approaches:

Restoration: Recognizes the purpose behind the misbehavior, addresses the needs of all people affected by the misbehavior, and works collaboratively to put right the harm and improve the future. (i.e. The student understands how the mess in the bathroom affected many people and works with them to correct the harm. For example, the custodian might feel that their work isn't valued, other students might feel unsafe or unappreciated because of the mess, and the teacher might feel a loss of trust. The other students, custodian, teacher, and the student work together to better support each other in the future.)

Solutions: Looks at the misbehavior as a problem to be solved (i.e. Why did the student make the mess? If the student made the mess because they were frustrated with someone, the student is given different tools to use when they feel frustrated).

Consequence: Takes action that is connected to the misbehavior (i.e. cleaning up the mess the student made in the bathroom).

Punishment: Takes action that is not connected to the misbehavior (i.e. missing recess for making a mess in the bathroom).

Student Removal From Class

Student behavior that is dangerous or disruptive and 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 in an alternative setting. In addition, the student may be subject to disciplinary action in accordance with established Board policies and school rules. A student with a disability may be removed from class and placed in an alternative educational setting only to the extent authorized by state and federal laws and regulations.

Suspension

Suspension is a temporary denial by school administration of the right to attend class or school. Suspensions can be either in or out of school. If the suspension is out of school, the student will not appear in school or on school grounds during the time he/she is suspended; the parents/guardians are responsible for the activities of the student during this time. Students are required to make up all missed assignments and tests for the period of the suspension.

Suspensions may be used for incidents such as fighting, threats, insubordination, or other dangerous or antisocial actions. Suspensions will be for 1-5 days at the discretion of the principal. In some cases it may be necessary to inform law enforcement and/or social services.

Expulsion

In severe cases the district may have to consider expulsion from school. Expulsion is the denial of the right to attend school for a period of time.

Theft/Vandalism

Students involved in theft will be responsible for repaying or returning that which was taken. Further consequences may occur. This is also true for vandalism.

Guns and Weapons

Squirt guns, water balloons, and all types of toy weapons are not allowed on school property. These will be confiscated and penalties applied. Possession of any weapon on school property, including B-B and pellet guns, is prohibited by law and may be referred to the police. Toy weapons of any kind are not permitted at River Falls elementary schools.

Drug-Free Environment

River Falls School District is a drug-free environment. Students and parents are hereby notified that the unlawful manufacture, distribution, dispensing, possession of or use of a controlled substance or the use of alcohol on school district property, including all district-owned vehicles, is prohibited at all times. These same provisions shall be in effect at all school-sponsored events or extracurricular activities while off school premises. No student or parent/guardian may appear at any school-sponsored function under the influence or in possession of alcohol, non-prescribed substances, chemicals, illegal substances, or look-alikes. Failure to abide by this policy may result in referral to counseling and rehabilitation services and/or such disciplinary action up to, and including suspension or expulsion from school.

TRANSPORTATION

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Parents are requested to explain the importance of proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal from bus privileges.

Student Responsibilities for Bussing

1. Occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. Practice appropriate classroom conduct while using a school bus.
3. Stay off the traveled roadway at all times while waiting for a bus.
4. Wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. Leave the bus only at the consent of the driver.
6. Enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. Cross the traveled highway in the following manner, if necessary, after leaving the bus:
 - a. Make certain the bus has come to a complete stop.
 - b. Wait for the driver to signal for crossing.
 - c. Upon signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
 - d. Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside the bus at all times.
9. Report bus damage to the driver immediately.
10. Help keep the bus clean, sanitary, and orderly.

Parent Responsibilities for Bussing

1. Ensure that their children arrive at the bus stop on time in the morning. The bus driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
2. Accept responsibility for proper conduct of their children while at the bus stop and on the bus.
3. Explain and reinforce appropriate student behavior while riding the bus.

GRADING

Purpose of Grading

The purpose of grading at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths and deficits is achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements, and aid the teacher in modifying curriculum and instruction to make it more effective. The district curriculum sets educational expectations for all students within a scope and sequence across grade levels, using national and state standards as a guide.

Report Cards

Your child will receive a report card showing her/his progress in school. Report cards will be sent home at the end of each Trimester. Report cards can also be viewed on Infinite Campus. Parents are encouraged to maintain close contact with the school, attend Parent-Teacher Conferences, and to request an additional conference when they feel a need. Standards-based elementary report cards were fully implemented in 2014-15. There is an elementary parent information brochure about standards-based grading on each school's website. (<https://www.rfsd.k12.wi.us/>)

Grading Procedures

Students will be scored as 3, 2, 1 for Academic Standards and 3, 2, 1 for Characteristics of Successful Learners:

MEETS EXPECTATIONS (3) - Indicates that there are no major errors or omissions regarding any of the information or processes (simple or complex) that were explicitly taught. The student is on track to master the standard by the end of the year.

APPROACHING EXPECTATIONS (2) - Indicates that there are no major errors or omissions regarding the simpler details or processes but major errors or omissions regarding the more complex ideas or processes. Based on what has been taught and assessed, the student is moving quickly toward becoming proficient, and should be expected to meet standard with additional time and/or support.

BEGINNING TO MEET EXPECTATIONS (1) - Indicates that the student demonstrates only partial knowledge of some of the simpler details or processes or no understanding or skill demonstrated. Students have not consistently shown required evidence of learning. Based on what has been taught

and assessed, the student has not demonstrated that s/he is on track to master the standard by the end of the year.

Class work, whether it is completed during class or given as an assignment, is an important component in all curricular areas. Students will be expected to turn in all class work as assigned and on time. Teachers have individual policies regarding late assignments that are to be explained to students at the beginning of the year.

Homework

Students may be given assignments that will require work at home. Homework may increase in amount and difficulty as a student advances through the years of school. Parents are encouraged to take an interest in their children's homework, develop a consistent routine with their child, and contact the teacher when they have questions. In the elementary grades, we encourage 20 minutes of reading each night and talking about number concepts at home when they apply.

Promotion, Placement, and Retention

At the end of a school year, students may be promoted, placed, or retained. Promotion of students happens when a student demonstrates learning and proficiency at their current grade level. Wisconsin Forward Exam results will be taken into account when determining promotion for students entering 5th grade.

Placement occurs when the team determines it is in the best interest of the student to be placed in the next grade level despite not achieving grade level proficiency in all academic areas.

Retention occurs when a student has not demonstrated a level of academic proficiency to indicate the student is ready for the next grade level. Repeating a grade level is a significant event in the life of a child. While research does not support the widespread use of retention, there may be cases where retention is appropriate for an individual student. Every effort will be made to assist the student to achieve satisfactorily prior to considering retention. Retention will be considered only after other possible factors contributing to a child's inadequate academic performance have been eliminated. A retention determination will be made by the Principal in collaboration with the Student Support Team and parent(s)/guardian(s).

3rd Grade to 4th Grade Promotion And Retention

Wisconsin Act 20, focused on early literacy, requires school districts to approve a student promotion policy by July 1, 2025 to go into effect September 1, 2027, that considers a student's reading ability when promoting them from third to fourth grade. This policy includes a reading achievement criteria and aligns with DPI's model policy. The goal is to ensure students are reading at grade level by the end of third grade.

For additional information on 3rd to 4th Grade Promotion and Retention in regards to reading, according to Wisconsin Act 20 please see [Policy 345.46- 3rd Grade to 4th Grade Promotion and Retention](#).

STUDENT RECORDS

Child Custody and Records

The law creates definitions of “legal custody,” “sole legal custody,” “joint legal custody,” and “physical placement.” The definition of “legal custody” includes the right and responsibility of a person to make major decisions concerning the child. The definition of “physical placement” includes the right to have a child physically placed with a party and the right and responsibility to make routine daily decisions regarding the child’s care during that placement. The school must have legal documents to enforce custodial rights.

The state pupil records law is amended to provide that a parent who has been denied periods of physical placement with a child does not have the rights of a parent or guardian with respect to that child’s pupil records.

GENERAL INFORMATION

Animals in School

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of students, staff, and animals are considered first and foremost. Live animals may be brought into the classroom with the approval of the building principal and providing the provisions of Policy 383.2 are met. Adherence to guidelines must be followed with respect to having animals present in the school building.

Character Education

The River Falls School District supports character education, which includes and complements a broad range of educational approaches such as whole child education, service learning, social-emotional learning, and civic education. All share a commitment to helping young people become responsible, caring, and contributing citizens. To maximize growth opportunities across the district, we use common language to teach about character. This common language comes in the form of nine character traits, which are taught monthly at all RFSD schools.

September:	Curiosity
October:	Responsibility
November:	Gratitude
December:	Compassion
January:	Cooperation
February:	Perseverance
March:	Respect
April:	Honesty
May:	Courage

To build upon our success in promoting character among our students, we need partnerships from parents. Feel free to use the nine character traits at home as you see fit.

Classroom Placement Request

To maintain equitable practices, specific teacher requests will not be accepted from parents. This allows the school to make the most equitable and appropriate class lists. Parents may make broad requests to support their child. An example could be to describe the optimal learning environment for your child. Classroom placements are subject to change at the discretion of the building principal, however changing classroom placement after lists are released is rare.

Religious Accommodations

Reasonable accommodation of a student's religious beliefs will be made at the written request of the student's parent/guardian with regard to examinations, academic requirements, and other school activities.

Lunch Accounts

Breakfast and lunch are offered at each elementary school every day school is in session. School lunch prices are available on the district [food service website](#).

Each family has one lunch account, so one payment can be sent for all children in the family. Payments can be made in the school office or online through [Wordware](#). It is expected that a positive balance will be maintained in each food service account at all times. Each family receives a digital copy of the free and reduced lunch policy and families are encouraged to apply if the criteria are met.

Each day children have a choice of two main entrees. The school lunch menu is included on the school website. There is an additional charge for classroom snack milk. Children may bring their own lunch and purchase milk by the carton. Do not include pop or other beverages containing caffeine in your child's lunch. If there are questions concerning the lunch program, please contact the Food Service Office at 715-425-1830, ext. 3724.

*Students eating lunch with their families will eat at a separate table from their class. Families may only bring food for their own children and will eat only with their child(ren).

Field Trips

Field trips are planned by the teacher and approved by the building principal. These trips are an integral part of the educational program and are enrichment to the teaching units.

Parents/guardians will be notified through the school, in writing, of pertinent information about any planned trip that the class is anticipating. A signed permission form will be required of the parent or guardian to enable the student to participate.

Desk/Locker/Cubby Search

Lockers, desks, cubbies, and coat rack areas are school property. In an effort to protect the rights of all students, a search of any and all areas will be made by the building principal or designee as permitted by policy or law or if there is reasonable suspicion to warrant the search.

Bathroom

Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a person, including nude or partially nude person in a bathroom.

Damaged Property

Students will be responsible for all school-issued textbooks and property. The degree of damage to school property will be determined by the teacher with the severity of damage determining the fine amount. Students will not be responsible for reasonable wear and tear that may occur throughout the school year. All fines are due by the completion of the year.

Telephone Use

The phones in the building are for business purposes. Students may not use school phones for personal use unless there is an emergency. Office personnel will take important messages during the day and relay the information to the students. The phone in the office area may be used for emergencies and after school times to communicate with parents about transportation needs.

Electronic Devices Student Rules

- All cell phones must be in your school locker, cubby, or backpack during school hours from 8:30 am to 3:50 pm.
- No devices are allowed in the restrooms.
- Students are not allowed to take pictures or video of any kind, unless permitted by your teacher.
- Only school-issued electronic devices are allowed during school hours of 8:30 am to 3:50 pm.

Students may not use any two-way communication devices such as smart watches, or walkie-talkies while on school property during school hours without permission from a staff member. If a cell phone, smart watch, video game or other electronic device is used by a student during the day (including indoor recess), it will be turned into the office and need to be collected by the parents.

Visitors/Volunteering

1. All visitors, including field trip chaperones, who have complied with the district background check process, are to register in the office before visiting other areas of the school. Please make an appointment via the school office to visit with a teacher during the school day.
2. Due to liability concerns, student visitors are not allowed.
3. To help us better communicate and align volunteer opportunities with our parents and community, we have implemented a **volunteer application**. Fill out the application to become a volunteer in the School District of River Falls.
4. Parents and other adults needing more information regarding volunteering should contact Lesley Schradle, District Volunteer Coordinator, at 715-425-1810 ext. 3506. The district will conduct background checks prior to volunteering.
5. Observing in a classroom and/or being out on the playground require: (1) an appointment in advance via the office of the Principal and (2) a completed background check.

6. Lunch visitors must notify the office of their intent to attend lunch by 10am the morning of the visit. Lunch visitors will sit at a designated table with their child(ren) only and may not share food with other students in the lunchroom.
7. Principals have the discretion to restrict school and school ground access to parents, volunteers, and other visitors.

Media Center (Library)

River Falls Elementary Schools have a central Media Center under the supervision of a media specialist. This service makes available to students and teachers up-to-date collections of books, tapes, videos, software, and other audio visual aids. Parents are encouraged to foster appropriate values in the care and use of library materials. Lost and damaged materials are the financial responsibility of the students. Privileges may be withheld to encourage the return of overdue materials.

The School District of River Falls has policies and procedures for selecting materials for our school media centers ([Policy 361.2 Rule](#)). School media collections are developed to appeal to a wide range of diverse ages, interests, and tastes. Library collections are curated to meet the interests of all library users. The District supports the right of all users to decide what material is appropriate for themselves and their families.

River Falls School District has partnered with Follett Destiny Library Systems to review student history and to provide parents or guardians the option to select the titles their child(ren) can access. This information can be found on the Academic Services page of the RFSD district website and Library Media Center web pages. In addition, this information is shared in back to school newsletters, library media specialist's welcome letters, and individual classroom teacher communications.

School Entrance Age (see policy on page 32)

According to Wisconsin School Law, Chapter 118.14, school entrance age requirement for kindergarten must be 5 on or before September 1 of the current school year. It is our practice to comply with these age requirements. On rare occasions, early entrance to school may be considered for children turning 5 no later than October 1. For additional details, refer to page 32.

Use of District Technology Resources

All students and their parents must sign an Acceptable Use Policy regarding use of school computers and the Internet. Students must use computers and the network resources for school purposes. Inappropriate use will result in loss of computer privileges and other disciplinary measures depending upon the infraction. Please note the policy in the back of this handbook.

Student Device Damage Fee

Any student that damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration, not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district issued devices may result in a loss of device use and/or other disciplinary action as

determined by the building administration. (Cross Reference: [363.2 - Rule. Internet Safety and Acceptable Use](#))

Social Media & Networking Sites

While our school staff respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the school's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

We do not actively monitor students' use of social media and networking sites outside of school hours. Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. However, inappropriate activities that become public and/or are brought to the attention of school staff will be handled on a case-by-case basis. The information posted online through the use of cellphone, computers, or other electronic devices that damages the school's reputation, its employees, its students, families, and community can be grounds for disciplinary action. The School District of River Falls takes electronic bullying (cyber-bullying) very seriously. Inappropriate information includes, but is not limited to, acts of bullying & harassment, threats, and/or criminal activities.

Students experiencing bullying & harassment via online social media & networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed. Students are responsible for the ethical and educational use of the technology resources of the school district. Students will recognize that their reputation in cyberspace is nothing to take lightly as one's digital footprint can last a lifetime.

PTO (Parent and Teacher Organization)

The Parent-Teacher Organization is made up of parents and staff. The purpose of PTO is to maintain a positive working relationship between school, families, and community, and to support the needs of students. The PTO organizes various family activities during the year. We strongly encourage all parents to attend the meetings that are held every month and participate in discussions regarding school programs. If you have any questions or need help connecting with your school's PTO, please contact your school's office and we will be happy to help establish contact with the PTO.

Clothing

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

The District believes parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and does not contribute to any disruption to the school environment. School administration will enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. School administration will enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any

individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Responsibility for the personal appearance of students enrolled in the School District of River Falls will normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress shall be considered inappropriate if it:

- (1) Presents a “clear and present” danger to health and safety;
- (2) Causes an interference with work or creates classroom or school disorder;
- (3) Is disruptive to the school climate; or
- (4) Is damaging to school property.

Children are required to wear tennis shoes in the gym. Playground access may be restricted if students do not wear appropriate winter clothing. Final determination of appropriate dress will be determined by the building principal.

Food & Classroom Celebrations

River Falls School District promotes celebrations and activities that are fun and culturally responsive and sustaining. A celebration is a special event that people organize in order to celebrate something. Celebrations include, but are not limited to holidays, birthdays, homecoming, prom, character education celebrations.

In order for celebrations and activities to be culturally responsive and sustaining, they should:

1. Connect to the curriculum or be student initiated.
2. Be accessible to all students and families.
3. Be multicultural, promoting an awareness of other groups' thoughts, ideas, and behaviors including those of the students in the classroom.
4. Reinforce district character traits.

Educators may reference the following documents to help with the planning of celebrations.

- [Multicultural Celebration](#) Resource
- [Yearly Holidays and Celebrations](#) Resource

Toys/personal items

No toys or other personal items, including trading cards, should be brought to school unless they are to be used for classroom “sharing time” purposes or if kept in their backpack for after school activities.

IMPORTANT POLICIES

(These may also be found on the District Website)

A. Harassment ([Policy 411.2](#))

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment. ([Policy 411.1](#))

The following are examples of behavior that can constitute bullying/harassment: name-calling, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property. Students who feel that they are being bullied or harassed or that their rights, according to the legal statutes written above, have been denied should report the situation(s) to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion.

B. Sale, Solicitation, Distribution of Materials, Products or Advertising ([Policy 850](#))

Any group, individual, or representative of the same is prohibited from soliciting, selling, distributing materials or products, and/or advertising a position or product on school grounds, buildings and/or at school events without prior approval of school administration. Any students, student groups, and/or community groups desiring to use the asset of the River Falls Area School District in any manner related to the topics herein are to insure they have received permission to proceed from school administration prior to engaging anyone in such a manner.

C. Bullying/Cyber-Bullying Policy ([Policy 411.2](#))

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior ([Policy 411.2](#))

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

The School District of River Falls has a zero tolerance policy against cyberbullying and each reported instance will be handled in accordance with district, state, and federal rules, laws, policies and guidelines. SDRF prohibits acts of cyberbullying by students through the use of any district owned, or personally owned technologies.

The misuse of personal or home-based social media, depending on its potential effect on the health, safety and welfare of students/others and the maintenance of the educational setting in school, may result in referral to law enforcement and/or school discipline, including but not limited expulsion. See district policy [411.2](#) for more information.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

D. Police Interviews ([Policy 448](#))

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview if and when appropriate.

E. Other Policies

This handbook is not a comprehensive listing of all district policies. The River Falls School Board has other policies that are not included in this handbook but are available for all students/parents upon request.

REQUIRED NOTICES

(These are also on the District Website)

A. Student Record Notice

STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN THE SCHOOL DISTRICT OF RIVER FALLS

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) "progress records" which include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records; and, (2) "behavioral records" which include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.

The District shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Grade levels at which directory data categories apply

Categories Of Directory Data	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)	NA	NA	X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

B. Wisconsin Public Records Law

Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law

State law requires the School District to provide this informational notice to parents and guardians on an annual basis. No response is required. The River Falls School District is subject to the Wisconsin Public Records Law (WPRL). By submitting a request to the superintendent that sufficiently describes the records being sought, parents, guardians, and other members of the public may request access to District records under the WPRL. Fees authorized by law may apply. The District individually evaluates and responds to records requests as required by law. Under the WPRL, governmental records are presumed to be open to public inspection and copying, but there are exceptions. A public records request may encompass records regarding school employee discipline. A requester often has a right to inspect or copy such employment-related records. However, the WPRL does apply some special District processing procedures to such records; and, in some situations, such records or portions of such records are not disclosable. See, for example, Wis. Stat. § 19.36(10)(b), §19.356(2)(a)1, and §19.356(9). The WPRL is codified in Subchapter II of Chapter 19 of the Wisconsin Statutes.

C. Nondiscrimination Notice

SCHOOL DISTRICT OF RIVER FALLS PUBLIC NOTIFICATION OF EQUAL EDUCATIONAL OPPORTUNITIES/STUDENT NONDISCRIMINATION POLICY

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child 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, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

LEGAL REFERENCE: Wisconsin Statutes Sections 118.13; Wisconsin Administrative Code PI 9, 41; Title IX; Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act; McKinney-Vento Homeless Education Assistance Act

SCHOOL DISTRICT OF RIVER FALLS

TITLE IX NOTICE.

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District’s Title IX Coordinators.

Primary Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Secondary Title IX Coordinator-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources

852 E. Division Street

River Falls, WI 54022

715-425-1800

nate.schurman@rfsd.k12.wi.us

Title IX Coordinators are authorized by the Board to coordinate the District’s efforts to comply with Title IX and this policy. The District’s nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under Policy 411.11. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to Policy 411.11

D. Notice of Child Find Activity

NOTICE OF CHILD FIND ACTIVITY

The school district must locate, identify, and evaluate all children with disabilities, including children with disabilities attending private schools in the school district, regardless of the severity of their disabilities. The school district has a special education screening program to locate and screen all children with suspected disabilities who have not graduated from high school. Upon request, the school district will screen a child who has not graduated high school to determine whether a special education referral is appropriate. A request may be made by contacting Mark Inouye, Director of Student Services, School District of River Falls, at (715) 425-1800, or by writing her at the School District of River Falls, 852 E Division Street, River Falls, WI 54022.

Annually the district conducts developmental screening of preschool children. Each child's motor, communication, and social skills are observed at various play areas. Each child's hearing and vision is checked. The information is used to provide the parent with a profile of their child's current development and to provide suggestions for follow-up activities. Parents learn about community services available to them and speak with representatives of agencies serving families. The information from screening is also used to determine whether a child should be evaluated for a suspected disability. When school staff reasonably believe a child is a child with a disability, they refer the child for evaluation by a school district Individualized Education Program (IEP) team. Developmental screening will be part of the kindergarten screening this spring. Watch for the dates at your local school.

A physician, nurse, psychologist, social worker or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to report the child to the school district in which the child resides. If the child attends a private school in another school district, the child should be reported to the school district where the child attends school. Before referring the child, the person making the referral must inform the child's parent that the referral will be made. The referral must be in writing and include the reason why the person believes the child is a child with a disability. Others who reasonably believe a child is a child with a disability may also refer the child. A referral for the School District of River Falls may be sent to Mark Inouye at the school district address above.

The school district maintains pupil records, including information from screening and special education referral. All records directly related to a student and maintained by the school district are pupil records. They include records maintained in any way including, but not limited to, computer storage media, video and audiotape, film, microfilm, and microfiche. Records maintained for personal use by a teacher and not available to others and records available only to persons involved in the psychological treatment of a child are not pupil records.

The school district maintains several classes of pupil records.

- "Progress records" include grades, courses the child has taken, the child's attendance record, immunization records, required lead screening records, and records of school extra-curricular activities. Progress records must be maintained for at least five years after the child ceases to be

enrolled.

- “Behavioral records” include such records as psychological tests, personality evaluations, records of conversations, written statements relating specifically to the pupil’s behavior, tests relating specifically to achievement or measurement of ability, physical health records other than immunization and lead screening records, law enforcement officers’ records, and other pupil records that are not “progress records.” Law enforcement officers’ records are maintained separately from other pupil records. Behavioral records may be maintained for no longer than one year after the child graduates or otherwise ceases to be enrolled, unless the parent specifies in writing that the records may be maintained for a longer period of time. The school district informs parents when pupil records are no longer needed to provide special education. At the request of the child’s parents, the school district destroys the information that is no longer needed.
- “Directory data” includes the student’s name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the name of the school most recently previously attended by the student.
- “Pupil physical health records” include basic health information about a pupil, including the pupil’s immunization records, an emergency medical card, a log of first aid and medicine administered to the pupil, an athletic permit card, a record concerning the pupil’s ability to participate in an education program, any required lead screening records, the results of any routine screening test, such as for hearing, vision or scoliosis, and any follow-up to the test, and any other basic health information, as determined by the state superintendent. Any pupil record relating to a pupil’s physical health that is not a pupil physical health record is treated as a patient health care record under sections 146.81 to 146.84, Wisconsin Statutes. Any pupil record concerning HIV testing is treated as provided under section 252.15, Wisconsin Statutes.

The Family Educational Rights and Privacy Act (FERPA), the Individuals with Disabilities Education Act (IDEA), and section 118.125, Wisconsin Statutes, afford parents and students over 18 years of age (“eligible students”) the following rights with respect to education records:

- The rights to inspect and review the student’s education records within 45 days of receipt of the request. Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. The school district will comply with the request without unnecessary delay and before any meeting about an individualized education program, or any due process hearing, and in no case more than 45 days after the request has been made. If any record includes information on more than one child, the parents of those children have the right to inspect and review only the information about their child or to be informed of that specific information. Upon request, the school district will give a parent or eligible student a copy of the progress records and a copy of the behavioral records. Upon request, the school district will give the parent or eligible student a list of the types and locations of education records collected, maintained, or used by the district for special education. The school district will respond to reasonable requests for explanations and interpretations of the records. A representative of the parent may inspect and review the records.
- The right to request the amendment of the student’s education records that the parent or eligible student believes is inaccurate or misleading. Parents or eligible students may ask the School District of River Falls to amend a record that they believe is inaccurate or misleading. They should

write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the district decides not to amend the record, the district will notify the parent or eligible student of the decision and the right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- The right to consent to disclosures of personally identifiable information in the student's education records, except to the extent that federal and state law authorizes disclosure without consent. The exceptions are stated in 34 CFR 99.31, Family Educational Rights and Privacy Act regulations; Sec. 9528, PL107-110, No Child Left Behind Act of 2001; and section 118.125(2)(a) to (m) and sub. (2m), Wisconsin Statutes. One exception that permits disclosure without consent is disclosures to school officials with legitimate educational interests. A school official is a person employed by the district as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the district has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility. Upon request, the district discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. Also the district discloses "directory data" without consent, unless the parent notifies the district that it may not be released without prior parental consent.
- The right to file a complaint with the U.S. Department of Education concerning alleged failures by the District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, DC 20202-4605

E. Asbestos Notification

ASBESTOS NOTIFICATION

As a result of federal legislation (Asbestos Hazard Emergency Response Act - AHERA), each primary and secondary school in the nation is required to complete a stringent inspection for asbestos and to develop a plan of management for all asbestos-containing building materials. The School District of River Falls has a goal to be in full compliance with this law and is following the spirit, as well as, the letter of the law. As a matter of policy, the district shall continue to maintain a safe and healthful environment for our community's youth and employees.

In keeping with this legislation, all buildings (including portables and support buildings) owned or leased by the School District of River Falls were inspected by an EPA accredited inspector and samples were analyzed by an independent laboratory. Based on the inspection, the school prepared and the state approved a comprehensive management plan for handling the asbestos located within its buildings safely and responsibly.

Furthermore, the School District of River Falls has completed the 3-Year Re-inspections required by AHERA. Our district buildings, where asbestos-containing materials were found, are under repair, removal and Operations and Maintenance.

This past year School District of River Falls conducted the following with respect to its asbestos containing building materials:

**Continued our Operations and Maintenance Program*

Federal law requires a periodic walk-through (called “surveillance”) every six months of each area containing asbestos. MacNeil Environmental, Inc will accomplish this under contract.

Short-term workers (outside contractors - i.e., telephone repair workers, electricians and exterminators) must be provided information regarding the location of asbestos in which they may come into contact. All short-term workers shall contact the lead maintenance person before commencing work to be given this information.

The School District of River Falls has a list of the location(s); type(s) of asbestos containing materials found in that school building and a description and time-table for their proper management. A copy of the Asbestos Management Plan is available for review in the school office. Copies are available at 25 cents per page. Questions related to the plan should be directed to Erin KH Paulson, with MacNeil Environmental, Inc., by contacting the School District of River Falls at (715)425-1800.

F. Notice of Referral and Evaluation Procedures

SCHOOL DISTRICT OF RIVER FALLS ANNUAL NOTICE OF SPECIAL EDUCATION REFERRAL AND EVALUATION PROCEDURES

Upon request, the School District River Falls is required to evaluate a child for eligibility for special education services. A request for evaluation is known as a referral. When the district receives a referral, the district will appoint an Individualized Education Program (IEP) team to determine if the child has a disability, and if the child needs special education services. The district locates, identifies, and evaluates all children with disabilities who are enrolled by their parents in private (including religious) schools, elementary schools and secondary schools located in the school district.

A physician, nurse, psychologist, social worker, or administrator of a social agency who reasonably believes a child brought to him or her for services is a child with a disability has a legal duty to refer the child, including a homeless child, to the school district in which the child resides. Before referring the child, the person making the referral must inform the child's parent that the referral will be made.

Others, including parents, who reasonably believe a child is a child with a disability, may also refer the child, including a homeless child, to the school district in which the child resides.

Referrals must be in writing and include the reason why the person believes the child is a child with a disability. A referral may be made by contacting Mark Inouye, Director of Special Education, School District of River Falls, at (715) 425-1800, or by writing him at 852 E. Division Street, River Falls, WI 54022.

G. Notice of Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance, and will be able to opt their child out of the activity or survey if they choose.

H. SDRF Entrance Age Policy

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 4-year-old kindergarten under the legal age if he/she meets the conditions and standards of the district's early admission to 4-year-old kindergarten procedures (421-Rule).

No child may be admitted to 5-year-old kindergarten in the District unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she meets the conditions and standards of district early admission to kindergarten procedures (421-Rule).

No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures. (421-Rule)

If a child's request for admission to 4 and 5-year-old kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator whose decision may be appealed to the School Board. The School Board has final authority for deciding whether or not the child is to be admitted to school in accordance with the conditions and standards specified in this policy. The appeal must be made in writing to the District Administrator within 10 days of receipt of the principal's decision.

Special Educational Programs: Enrollment Age

Given the written request of a child's parent/guardian, a screening shall be provided to a child who has reached the age of three to determine if the child has a disability. If so, and if the parent/guardian consents in writing, a resident child with a disability shall be placed in an appropriate special education program.

I. Security Cameras on School Buses

The School District of River Falls approves the lawful use of video/audio recording systems on the school buses to enhance safety and otherwise support bus operations. This policy is not intended to grant or create any expectation of privacy except at a location where a person would already have an expectation of privacy to be free from surveillance.

Video/audio recording systems will be placed and used in locations on school buses where individuals do not have a legally enforceable expectation of privacy. Audio recording devices will be placed in locations where the audio recorded would be that which the school bus driver would normally hear. School bus drivers will sign a written consent form authorizing audio recording on the buses they drive as a condition of employment.

Video/audio recording systems will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis. Video may be retained for a reasonable time period generally not more than 30 days.

The District may post notices or take other steps to inform people that their conduct may be monitored and/or recorded.

The transportation director, transportation supervisor and the district administrators shall be authorized to view the record for the purpose of documenting a problem. Wherever practical, the images of individuals not involved in the issue being investigated will be blocked out or obscured in the recording. Administrators from the private schools whose students ride the District's routes are also authorized to view the record if students from the private school are involved in a problem. If the record to be shared with the private school administrator includes information that is a pupil record of both public and private school students, the private school administrator is determined by the school board to have legitimate educational interests, including safety interests in the pupil records. Such private school administrators are subject to the restriction on redisclosure of the pupil records specified in s. 118.125(2)(d) Wis. Stat. Disciplinary action may be taken with students or drivers based on video/audio documentation. Staff and students are prohibited from tampering with or otherwise interfering with digital recording equipment. Any person who takes action to block, move, or alter the location and/or viewing angle of the video camera shall be subject to disciplinary and/or legal action.

The records shall not be available for viewing by the public in general, employees in general, media, or other individuals. The transportation director, transportation supervisor and the district administrator may, at their sole discretion, authorize parents or other individuals to view segments of a specific record if viewing the record is pertinent or beneficial to their role in assisting the student. The District Administrator or designee may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the District Administrator or designee determines that such disclosure protects the health and/or safety of any individual or school district property. The District Administrator or designee is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted. Otherwise, such confidential recording shall only be released through subpoena or court order. A log shall be kept of the dates and names of all individuals viewing the record.

SDRF STUDENT INTERNET ACCEPTABLE USE

K-2 Acceptable Use Agreement

1. I promise to use the Internet and computer for my schoolwork only.
2. I promise to stay on the web pages that my teacher shows me.
3. I promise to ask for help if I don't know what to do.
4. I promise to never give my picture, my name, address, home phone number or the name of my school on the internet. I will never give this information out about other people either.
5. I promise to tell my teacher if I read or see something on the Internet that makes me feel uncomfortable or unsafe.
6. I promise to never enter another student's server account, file, folder, or work.
7. I understand network files are not private. Teachers may view the contents at any time.
8. I promise to respect all school computers and use them appropriately. I will not do anything to damage the computers.

We have read together and explained these rules to our child. We understand the responsibilities involved and any consequences that may occur if the rules are not followed.

3-5 Acceptable Use Agreement

1. I will promise to use the Internet and computers for educational purposes.
2. I will only use the computers and Internet after obtaining my teacher's permission.
3. I will only use the bookmarked sites unless my teacher or another authorized adult supervises my use of a search engine for approved research.
4. I will not use email without permission from my teacher and will only use it as defined by my teacher. I will always treat people online with respect and treat them as I would like to be treated.
5. I will not enter chat rooms or use instant messaging at school.
6. I will respect the rights of copyright owners and will not plagiarize work that I find on the Internet.
7. I will respect and follow the copyright laws of software and I will not download any software on the school's computers.
8. I will respect all school hardware and never load any unauthorized software. I will never do anything to damage any equipment or its contents.
9. I will tell my teacher right away if I come across any information that makes me feel uncomfortable. I will not send, store, or access any material that is inappropriate, harassing, obscene, or offensive.
10. I will not leave an account open or unattended or trespass into anyone else's files, folders, or work.
11. I understand network files are not private. Network administrators may view the contents at any time in order to maintain system integrity.
12. I will not use school computers to trade, buy, or sell anything.
13. I will never send any personal information about me or anyone else. Personal information includes pictures, names, addresses, e-mail addresses, home phone numbers or location of my school.
14. I will not do anything to damage or interfere with the school districts access to any data, communications, systems, files, or passwords.
15. I understand that all school rules apply while I am using the Internet and computers. If I do not follow these rules, I may lose my privileges, be subject to disciplinary actions and may need to attend a meeting with my parents, teacher, principal, and other proper authorities.

I understand that using the computers at school is a privilege and with that privilege comes responsibility. I understand these rules and by signing my name, I agree to follow these rules. If I break my promise, I understand the consequences and that I may not be able to use the computers or other instructional technology equipment. Policy cross references includes the Non-Discrimination Policy and Sexual Harassment Policy.

Reference Policy 363.2 Rule Board Policy

Parent/Guardian Permissions/Acknowledgements for the following are handled via the registration process and when updating information for Infinite Campus at Orientation Day

- Media Release
- Local Field Trips
- Student Technology Device
- Student Handbook

Technology Device

STUDENT USER AGREEMENT

School District of River Falls

Grades K-12

Our Mission Statement

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

School District of River Falls – Student Technology Devices

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices may be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology, as well as protect the safety of our students online.

Goals for Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, and content rich media.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own education by establishing access to educational resources and providing tools to amplify student voice in learning.

General Expectation for Student Use of District Provided Technology

Student use of the technology devices fall under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activity and files stored on the devices are the property of the School District of River Falls

and are subject to regular review and monitoring. Students will be given a device and a cord for charging the battery on the device. Students may download personal content (apps, music, etc) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Acceptable Use Guidelines

- Students will have access to all available forms of electronic media and communication which is in support of education and research and in support of the educational goals and objectives of the School District of River Falls.
- Students are responsible for their ethical and educational use of the technology resources of the School District of River Falls.
- Students will recognize that their reputation in cyberspace is nothing to take lightly. One's digital footprint can last a lifetime.
- Access to the School District of River Falls technology resources is a privilege and not a right. Each employee, student and/or parent will be required to follow the District's Internet Safety and Acceptable Use (Board Policy 363.2).
- Transmission of any material that is in violation of any federal or state law is prohibited. This includes, but is not limited to the following: confidential information, copyrighted material, and threatening or obscene material.
- Any attempt to alter data, the configuration of a device, or the files of another user, without the consent of the individual, building administrator, or technology administrator, will be considered an act of vandalism and subject to disciplinary action in accordance with the student handbook and other applicable school policies.

Privacy and Safety

- Do not go into unapproved social media sites or chat rooms without permission. If applicable, teachers may create discussion groups for communication among students for educational purposes.
- Do not open, use, or change files that do not belong to you.
- Do not reveal your full name, phone number, home address, social security number, credit card numbers, password or passwords of other people.
- If you inadvertently access a website that contains obscene, pornographic or otherwise offensive material, exit the site immediately.

Legal Property

- Comply with trademark and copyright laws and all license agreements. Ignorance of the law is not immunity. If you are unsure, ask a teacher or parent.
- Plagiarism is a violation of the student policy. Give credit to all sources used, whether quoted or summarized. This includes all forms of media on the Internet, such as graphics, movies, music, and text.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code (943.70 Computer Crimes) may result in criminal prosecution or disciplinary action by the District.

Care and Maintenance

- Students are responsible for the general care of the technology device they have been issued by the school. Devices that are broken, or fail to work properly, must be taken to the Media Center as soon

as possible so that they can be taken care of properly. *Do not take district owned devices to an outside computer service for any type of repairs or maintenance.*

- Do not get your device wet or leave your device in extreme heat or cold temperatures.
- Store your device in a backpack compartment that is separate from other objects.
- Never transport your device with the power cord plugged in.
- Use caution when storing your device in your locker and avoid storing your device in a vehicle.
- Devices must remain free of any writing, drawing, or stickers with the exception of the identification label provided by the School District of River Falls.

Technical Support

- Technical support will be provided by the district IT team and is accessible via the school media center.

Consequences

The student in whose name a system account and/or a technology device is issued will be responsible at all times for its appropriate use. Non-compliance with the policies of this document or the district's Internet Safety and Acceptable Use (Board Policy 363.2), will result in disciplinary action. The district cooperates fully with local, state or federal officials in any investigation concerning or relating to violations of computer crime laws. Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.

Damage/Repair Fees

Damages and repairs will be dealt with on a case by case basis as per the student handbook school district property usage policies. Fines may be levied if need be with prices never to exceed the full cost of the device and/or case.



Meyer Middle School Handbook Revisions 2026-2027

Athletic Handbook Revisions:

Cover Page - The cover page was updated by Jenny Ames.

Page 2 - I updated the counselor grade information and changed the resource officer information to Alex Sather.

Page 5 - The individual maximum fee for students has changed from \$120 to \$170. This is due to our new Bound program for scheduling and activities. Their system does not have a way to calculate different individual max fees for different buildings. The middle and high school individual and family max fees need to be the same. The high school and middle school currently have the same family maximum fee. I also updated the link on page five for our access to our Bound program.

Pages 15 and 16 - I changed Mark Inouye's and Nate Schurman's title to Compliance Officer. I also added Lynette's information to the Title IX Notice.

Student Handbook Revisions:

Cover Page - The cover page was updated by Jenny Ames.

Page 2 - I updated the counselor grade information and changed the resource officer information to Alex Sather.

Pages 9-10 - I added a section for Parent/Student Rights. This information was not in our previous handbooks.

Pages 11-13 - I updated the calendars and MMS important dates.

Page 13 - I updated the arrival information. We do not ask students to wait outside anymore. Students can wait by their entrance until 7:10 if they arrive early.

Page 15-17 - I added a section related to eligibility of resident and non-resident students. We did not have this information in previous handbooks.

Pages 32-33 - I added a section about Promotion, Retention, and Placement. We did not have this information in previous handbooks.

Page 38 - I updated the section on personal communication devices.



Pages 45-46 - I added the required notice regarding security cameras on school buses. This information is new to the handbook.

Page 46 - I added a section about Student Use and Parking of motor vehicles. We did not have this information in previous handbooks.

Page 48 - I changed the resource officer information to Alex Sather.

Pages 53-55 - I added a section for suspension and expulsion. This information is new to the handbook and in addition to previous suspension and expulsion definitions.

Page 59 - Meal prices will be updated when information is provided from the state in July.

Page 64 - I changed Mark Inouye's and Nate Schurman's title to Compliance Officer. I also added Lynette's information to the Title IX Notice.

Page 70 - The public records access notice was updated and added to the handbook this past year after the handbook was approved. This was required by statute. This is an addition from last year.

Brian Buck
Assistant Principal
Meyer Middle School

2026-27 **STUDENT** **HANDBOOK**



Meyer
MIDDLE SCHOOL

Meyer Middle School

230 North 9th Street, River Falls, WI 54022

Phone: 715-425-1820 | Fax: 715-200-5950

Website: www.rfsd.k12.wi.us/meyer

MMS Contact Information		
Title	Name	Email
Principal	Mark Chapin	mark.chapin@rfsd.k12.wi.us
Assistant Principal/ MMS Activities Director	Brian Buck	brian.buck@rfsd.k12.wi.us
School Counselors	Gary Campbell (6th)	gary.campbell@rfsd.k12.wi.us
	Samantha Dusek (8th)	samanth.dusek@rfsd.k12.wi.us
	Jordan Seifert (7th)	jordan.seifert@rfsd.k12.wi.us
School Psychologist	Sommer Bowers	sommer.bowers@rfsd.k12.wi.us
Social Worker	Jacqueline Graham	jacqueline.graham@rfsd.k12.wi.us
Resource Officer	Alex Sather	alex.sather@rfsd.k12.wi.us

School District of River Falls Building/Department #s

(All numbers use area code 715)

Building	Phone
District Administration Offices	425-1800
Buildings and Grounds	425-1806
Bus Garage	425-1808
Food Service	425-1839
River Falls High School	425-1830
Renaissance Academy	425-7687
Meyer Middle School	425-1820
Greenwood Elementary	425-1810
Westside Elementary	425-1815
Rocky Branch Elementary	425-1819
Montessori Elementary	425-7645

MMS Student Handbook

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Welcome

On behalf of the entire faculty and staff, we extend to you a very warm and friendly welcome to Meyer Middle School. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community.

While at MMS, you will have many opportunities to develop character and make friends. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions.

Opportunities exist for you to explore a wide variety of interesting areas. Questions and answers often begin taking on new meanings. This is the time when many of you start bridging the gap between childhood and adulthood. We are proud to have you be a part of MMS. You are a unique individual, created with special talents and abilities. The staff members of MMS want to be a part of your future. The challenge is yours.

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under [Title IX of the Education Amendments of 1972](#) (sex), [Title VI of the Civil Rights Act of 1964](#) (race, color, national origin), [Section 504 of the Rehabilitation Act of 1973](#) (handicap), and [Americans with Disabilities Act of 1990](#) (disability).



School District Mission, Vision, and Values

Our Mission:

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

Our Vision:

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values:

Students First - We center our policies, practices, and actions on doing what is best for all students.

People Matter - We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

Equity - We ensure the individual personal needs of every child is supported by high-quality education/resources to pursue their unique potential.

Respect - We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

Integrity - We ground our actions in character, honesty, responsibility, service, and compassion toward others.

Excellence - We embrace the continuous pursuit of improvement in school operations, services, and programs.

Innovation - We inspire and empower innovative thought and practice.

Communications - We are accountable and transparent in order to maintain public trust.

Meyer Middle School Mission, Vision, and Collective Commitments

MMS Mission Statement:

We are collectively committed to the academic growth, character development, and well-being of every student, every day.

MMS Vision Statement:

We will operate as a high-performing professional learning community in a caring environment where students and staff feel safe, connected, and engaged.

MMS Collective Commitments:

- We will build and maintain meaningful relationships with our students, staff, families, and community.
- We will intentionally teach and support our students' character development and their social-emotional learning.
- We will use evidence of student learning and effective practices to teach, assess, and reteach the essential standards through common formative and summative assessments.
- We will promote a wide variety of extracurricular opportunities to meet our students' interests.
- We will continue to grow professionally by learning from each other and by implementing effective practices to support students.
- We will be positive and solution-focused contributing members of our collaborative teams.
- We will hire and work to retain the best employees who value our mission and vision.

Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has policies that are included in this handbook and also available at <https://drive.google.com/drive/folders/1mOu5kJsOGt7tNNtejlkgN2cJ1KGjopEL> for all students and parents. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents beyond those grounded in state and federal laws. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your student(s) have questions about any of the material in the handbook, please contact the principal or assistant principal.

Parental Connection

When students leave elementary school and transition into middle school, they sometimes feel this time is an independent stage of “young adulthood.” While their parents may have volunteered many hours at the elementary level, students can feel that it is “uncool” to have their parents around MMS. However, at MMS, we enjoy having parents around the building. We view parents as valuable connections and partners in education.

To help us better communicate and align volunteer opportunities with our parents and community, we have implemented a [volunteer application](#). Fill out the application to become a volunteer in the School District of River Falls. Parents can volunteer by contacting Lesley Schradle, Volunteer Coordinator: lesley.schradle@rfsd.k12.wi.us (715) 425-1810 ext 3506. You may also connect with your child’s House Team Leader or school administration (715) 425-1820.

Some examples of opportunities for parents to volunteer at Meyer Middle School include the Veteran’s Day Program, field trips, Service Learning activities, Activity Afternoons, mock interviews, and first aid testing.

Messages/Items from Home

To limit interruptions to the classroom learning environment, we will limit calls to the classrooms for messages and delivering forgotten items from home. It is the student’s responsibility to check the office if they are expecting items to be delivered from home during the day. Please be assured that prearranged interruptions like doctor and dentist appointments will still be honored. Texting your students during the school day is discouraged.

Visitors

Visitors will only be approved by the administration if it is deemed appropriate and educational. For safety purposes, all visitors are to enter through the Main Office, sign in, wear a school-issued badge, communicate their purpose for visiting with the Main Office staff, and, upon leaving, sign out and return the badge.

Our Rights

The following rights apply to all persons, students, and staff at Meyer Middle School for the entire school day including transportation to and from school and all school-sponsored activities.

- The right to an education – teachers should be free to teach and students free to learn without being interrupted.
- The right to develop one’s personality (so long as it doesn’t interfere with the rights of others) without disrespectful criticism or pressure from others.

- Freedom from physical and mental abuse, such as name-calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, friendship group, age, culture, handicap, financial status, clothing, or classroom performance.
- Freedom from being harassed in the classroom and hallways and the right to be treated respectfully and safely.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for all property, as well as people.

Student/Parent Rights

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District will attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the School Board recognizes that no student may be deprived of the basic right to equal access to the educational program and the student's constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, the student may authorize those school matters previously handled by their parents, but the student also assumes the responsibility for their performance in school, attendance, and compliance with the guidelines and District rules.

Parents also have rights in the school system to know about their student's educational experience. Specific rights are listed in topic areas of these policies.

In addition, parents have the right to inspect any instructional materials used as part of the educational curriculum for their student. Instructional materials means instructional content, regardless of format, that is provided to the student, including printed or representational materials, audio-visual materials, and materials available in electronic or digital formats (such as materials accessible through the Internet). Instructional material does not include academic tests or academic assessments.

The Superintendent will, in consultation with parents, develop a procedure addressing the rights of parents and procedures to assure timely response to parental requests to review instructional

material. The procedure will also address reasonable notification to parents and students of their rights to review these materials. (See Policy 9130 - Public Complaints).

A student who is still a dependent for Federal tax purposes, but who has reached the age of majority may, by written request, restrict the student's parents access to personally identifiable information from the student's records.

When a student with a disability reaches the age of eighteen (18), with the exception of a student with a disability who has been found incompetent in this State, the District must provide any required notices to both the student and the student's parents, and all other rights accorded to the student's parents under Subchapter 5 of Chapter 115, Wis. Stats., transfer to the student.

This policy will be applied consistent with the Family Education Rights and Privacy Act and applicable State student records law.

School Calendar and Schedule

[School District Of River Falls Important Dates 2026-27](#) - view on website

Day	Date	Event
Mon-Tues	August 17-18	New Teacher Orientation
Wednesday	August 19	Renaissance GEDO2 Info Meeting (4:00-6:30PM)
Wednesday	August 19	K Boost
Thursday	August 20	New Paraprofessional Orientation
Thursday	August 20	Teacher Curriculum Academy
Mon-Thurs	August 24-27	Teacher In-Service
Tuesday	August 25	MMS Back To School Open House (12:30-7:30 PM)
Wednesday	August 26	HS Parent Night Open House (5:00-8:00 PM)
Wednesday	August 26	Elementary Back To School Open House (3:00-6:00 PM)
Wednesday	August 26	RCA Back to School Parent Night (4:00-6:30)
Tuesday	September 1	First Day Of School (All Schools and All Grades)
Monday	September 7	No School (Labor Day)
Monday	September 28	HS and Renaissance Parent Teacher Conferences (4:30-7:00 PM)
Monday	October 5	No School K-8, Virtual Day 9-12 (Teacher In-Service)
Friday	October 30	End Of Quarter One (Secondary Level)
Monday	November 2	No School (Teacher In-Service)
Monday	November 2	Elementary Parent Teacher Conferences (4:00-7:30 PM)
Thursday	November 5	MMS Parent Teacher Conferences (3:45-7:30 PM)
Thursday	November 5	Elementary Parent Teacher Conferences (4:00-7:30 PM)
Wednesday	November 11	MMS Veterans Day Program (1:30 PM)
Friday	November 20	End Of Trimester One (Elementary Level)
Wed-Fri	November 25-27	No School (Thanksgiving Break)
Monday	December 7	HS & Renaissance Parent Teacher Conferences (4:30-7:00 PM)
Mon-Fri	Dec 23-Jan 1	No School (Winter Break)
Friday	January 15	End Of Quarter Two (Secondary Level)
Monday	January 18	No School (MLK Day and Teacher In-Service)
Monday	January 25	HS Course Registration/College Fair (5:00-8:00 PM)
Monday	February 15	No School K-8, Virtual Day 9-12 (Teacher In-Service)
Monday	February 15	Elementary Parent Teacher Conferences (4:00-7:30 PM)

Thursday	February 18	Elementary Parent Teacher Conferences (4:00-7:30 PM)
Thursday	February 18	HS & Renaissance Parent Teacher Conferences (4:30-7:00 PM)
Friday	March 5	End Of Trimester Two (Elementary Level)
Mon-Fri	March 15-19	No School (Spring Break)
Thursday	April 1	End Of Quarter Three (Secondary Level)
Thursday	April 1	MMS Parent Teacher Conferences (3:45-7:30 PM)
Friday	April 2	No School (Teacher In-Service)
Tuesday	April 6	HS ACT Day Grades 9-11, Service Learning for Grade 12
Friday	May 7	No School (Vacation)
Monday	May 10	HS & Renaissance Parent Teacher Conferences (4:30-7:00 PM)
Thursday	May 14	Renaissance Senior Celebration (4:30-7:30 PM)
Monday	May 31	No School (Memorial Day)
Friday	June 4	Last Day Of School
Sunday	June 6	High School Graduation (1:00-3:00)
Mon-Tues	June 7-8	Teacher In-Service

Meyer Middle School Important Dates 2026-27

Day	Date	Event
Tuesday	August 25	MMS Back To School Open House (12:30-7:30 PM)
Tuesday	September 1	First Day Of School (All Schools and All Grades)
Monday	September 7	No School (Labor Day)
Monday	October 5	No School K-8, Virtual Day 9-12 (Teacher In-Service)
Friday	October 30	End Of Quarter One (Secondary Level)
Monday	November 2	No School (Teacher In-Service)
Thursday	November 5	MMS Parent Teacher Conferences (3:45-7:30 PM)
Wednesday	November 11	MMS Veterans Day Program (1:30 PM)
Wed-Fri	November 25-27	No School (Thanksgiving Break)
Mon-Fri	Dec 23-Jan 1	No School (Winter Break)
Friday	January 15	End Of Quarter Two (Secondary Level)
Monday	January 18	No School (MLK Day and Teacher In-Service)
Monday	February 15	No School K-8, Virtual Day 9-12 (Teacher In-Service)

Mon-Fri	March 15-19	No School (Spring Break)
Thursday	April 1	MMS Parent Teacher Conferences (3:45-7:30 PM)
Friday	April 2	No School (Teacher In-Service)
Friday	May 7	No School (Vacation)
Monday	May 31	No School (Memorial Day)
Friday	June 4	Last Day Of School

Daily Schedule

All students are to report for Teacher Advisory (TA) by 7:45 am each day.

Lunch is served by grade level three times during the day:

6th (10:28 am to 10:58 am)

8th (11:15 am to 11:45 am)

7th (12:02 pm to 12:32 pm)

Dismissal is at 2:55 each day.

Meyer Middle School operates on a seven-period day, starting after Teacher Advisory (TA). Each house offers single-period classes along with block classes to enhance student learning and address students' educational needs. Descriptions of each grade's schedule are listed on the [Meyer Middle School Website](#).

Class Rotations - Students will follow a modified block schedule following an every other day rotation.

Class Length - Core classes (Language Arts, Social Studies, Science, Math) are held for 88 minutes per day every other day. Some Literature classes and Allied Arts classes (Art, Music, Physical Education, Spanish, Gateway to Technology, Careers, and Health) are 44 minutes in length..

Arrival and Vacating Building - Please note that students should remain by the north or south doors until the 7:10 bell. Please use reasonable discretion and do not arrive too early. Students are asked to leave the building by 3:05 PM, due to supervisory concerns.

Emergency School Closing Procedures

If weather conditions or other circumstances develop that alter the normal school schedule, the administration of the School District of River Falls follows these procedures:

1. A campus messenger parent notification system will be activated.
2. The following stations will be notified and requested to announce the delayed start, early release, or school closing:

Radio stations: WCCO (830 AM)
WDMO (95.7 FM)
WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM)
KWNG (105.9 FM)

iHeart Media: 880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM; 98.7FM; 100.7FM; 106.7FM

Television stations: WCCO (Channel 4)
KSTP (Channels 5, 45, and KSAX-TV-channel 42)
FOX (Channels 9, 25, 29 and 48)
KARE (Channel 11)
WEAU (Channel 13)

Websites: wcco.com
kstp.com
myFOX9.com
kare11.com
moose106.com
b95radio.com
rock921.com
z100radio.com
987thebrew.com
wmeq.com

Please do not contact these stations, or the schools directly, as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours, and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of a school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

Eligibility of Resident/Nonresident Students

The School Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

- A. The School Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for the purpose of attending the District's schools.
- B. The District will not make residency determinations on the basis of an individual's immigration status.
- C. The District will consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.
- D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District will be permitted to complete their high school education tuition-free.
- E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program will be accepted into the District's educational programs for up to two (2) classes at any time if the student satisfies the high school admission standards and sufficient space is available in the classes.
- F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District will be accepted into the District's educational programs for up to two (2) classes at any time if the School Board determines there is sufficient space in the classes.
- G. High school students who reside in River Falls School District due to a Chapter 117 reorganization—but who completed 9th and 10th grades in their former district—may finish their education at that former district. River Falls School District will pay the student's tuition. If a parent has already paid the tuition, the River Falls School Board will reimburse the parent upon request,

provided the request is made within three years. River Falls School District will include the student in its official membership count.

H. If parents (or adult students) present information to the District certifying that the parents (or adult students), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the School Board will use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District will place a copy of any certification provided by the parent in the enrollment files.

I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.

J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.

K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

L. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.

M. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.

N. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the School Board determines there is sufficient space in the classroom.

O. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

P. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. However, the Superintendent may choose to recommend to the School Board that the student be enrolled in the district. The enrollment of a previously expelled student must be approved by the School Board.
2. If a student has been expelled by a Wisconsin charter school or a public school in another state, the Superintendent or School Board may choose whether to enroll them. The

Superintendent may choose to recommend to the School Board that the student be enrolled in the District. The enrollment of a previously expelled student must be approved by the School Board. If the Superintendent chooses not to enroll the student, the Superintendent must first confirm that the original conduct would have been grounds for expulsion under District Policy 5610. To facilitate this review, the student (or their parent, if the student is a minor) must request the following from the previous school:

- A copy of the expulsion findings and order;
- A written explanation of the reasons for the expulsion; and
- The specific term (duration) of the expulsion.

Attendance Guidelines

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

All children between six (6) and eighteen (18) years of age will attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. Regular attendance is required until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten will attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Part 1: Definitions

1. Excused Absence: A student is considered excused when the student is absent with an acceptable excuse for all or part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:
 - a. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
 - b. Excused absences of greater than 50% of the school day will be a full day absence.
2. Unexcused Absence/Truant. A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.

3. Habitually Truant. A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Part of a school day is any time period that exceeds 15 minutes.
4. Tardy/Late Arrival: Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
2. Entering attendance data into the district's school information system.
3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Part 4: Excused Absences

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.
 - a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
 - b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.

- c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
 - d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school.
 - e. Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
2. The student has a chronic condition or is experiencing an extended illness.
- a. A student who has been diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
 - b. A [Chronic or Extended Illness Verification Form](#) will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
 - c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
3. The student's parent(s) or guardian has provided a pre-planned notice of absence.
- a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
 - b. A student may not be excused for more than ten (10) days per school year.
 - c. Absent students must complete any coursework missed during the absence.
 - d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
 - ii. to attend a funeral outside of the immediate family;
 - iii. college visits;
 - iv. job fairs;
 - v. vacations.
4. The student is absent from school for one of the following School Board approved reasons:
- a. Obtaining religious instruction or observing religious holidays.
 - b. A death in the immediate family.
 - c. A court appearance or other legal procedure upon submission of proof.
 - d. Approved school activities during class time.
 - e. Suspension or expulsion.
 - f. Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
 - g. High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring

institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.

- h. Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
- i. Quarantine of the student's home by a public health officer.
- j. Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
- k. Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival

Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return

to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: Promotion, Monitoring, and Intervention

All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;
- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without advanced notification. a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;
4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;
6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Middle and High School Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day 7:45 -2:55) to be eligible to participate in any co-curricular, extracurricular activity, or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Part 12: Attendance Records

The district will use the same technology-based attendance record keeping system at all schools. Attendance Records will be categorized in the following ways:

- Exempt
 - ACT: School activities during class time.
 - COUN: Visit to School Counselor
 - CMVF: Chronic Medical Condition
 - EXP: Expelled
 - HLTH: Visit to Health Office
 - ISS: In-School Suspension
 - MED
 - Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
 - The student has a chronic condition or is experiencing an extended illness.
 - HLTH-ILL
 - If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused.
 - SUS: Out of School Suspension
- Excused
 - APL: Alternative Placement
 - EAP: Excused for an Appointment (no professional note provided)
 - EXE: Excused Absence

- Obtaining religious instruction or observing religious holidays.
 - A death in the immediate family.
 - A court appearance or other legal procedure upon submission of proof.
- ILL: Illness
 - The student is temporarily not in proper physical or mental condition to attend school. Absences for this reason may be excused by oral or written notification to the attendance officer by the student's parent(s) or guardian for four (4) school days.
- PAR: Parent Pre-arranged
 - The student's parent(s) or guardian has provided a pre-planned notice of absence.
- Unexcused
 - UNX: Unexcused
 - The first four occurrences in which no valid excuse provided or excuse provided exceeds allowable yearly maximums.
 - TRU: Habitually Truant
 - No valid excuse provided for 5th or further unexcused absence or excuse provided but exceeds allowable yearly maximums.
 - TDY: Tardy
 - A student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

LEGAL REFERENCE: Wisconsin Statutes Sections [118.15](#), [118.153](#), [118.16](#), [118.162](#), [118.16\(4\)\(4\)](#), [118.165](#), [115.28\(51\)](#) . [Pierce County Ordinances](#), [St. Croix County Truancy Policies and Procedures](#)

Academics and Activities

Standards-Based Grading Guidelines

Introduction

Standards-based grading is rooted in our commitment to the academic growth of every student, every day by providing a more transparent and accurate representation of our students' academic progress.

Rather than a traditional letter grade that may not fully capture a student's strengths and areas for improvement, standards-based grading provides a detailed breakdown of our students' proficiency in each content area's priority standards at each grade level.

This approach enables teachers to identify and address any challenges our students face more precisely. It also encourages our students to take ownership for their learning and foster a growth mindset by emphasizing progress over time rather than a single grade on a test or assignment.

What are proficiency scales and why are they beneficial to students, teachers and parents?

A proficiency scale is a tool that displays a collection of related learning targets and scores for determining a student's current level of performance. A proficiency scale defines a learning progression or set of learning goals for a specific topic, relative to a given standard (Herlebower et al, 2019). This is a tool that shows teachers, students, and others what proficiency looks like, what knowledge and skills must be obtained for mastery, and how students might go beyond what the standard requires. For students, the proficiency scale is the primary source of information about what they need to know and be able to do in relation to a priority standard or set of standards. Finally, a proficiency scale can serve as a source of information for parents to help them better understand the instructional focus of a specific content area. Figure 1.1 represents a description of our continuum for learning and standards based scoring. Figure 1.2 is a sample proficiency scale for a 7th grade science standard.

Figure 1.1 represents a description of our continuum for learning and standards-based grading

Figure 1.1

Scoring	Content	What does this mean?
4 Exceeding target standard with enriched understanding and application.	Complex Content: a performance or application that goes beyond what a standard requires.	The student demonstrates in-depth inferences and applications that go beyond the target content.
3 Achieving target standard. (this is the goal for all students)	Target Content: What students should know and be able to do by the end of the course that aligns to the standard.	The student demonstrates mastery of the targeted standard. The student consistently grasps and applies key concepts, processes, and skills with limited errors.
2.5	Mid-Point between Basic Content and Target Content	The student knows and can do all of the basic content at level two and some of the target content at level 3.
2 Approaching target standard.	Basic Content: Is foundational knowledge that a student must acquire in order to master the target content. This includes academic vocab and prerequisite knowledge and skills.	A 2.0 indicates the student does not have any major errors or omissions regarding the foundational knowledge in order to master the target content. However, the student has gaps in understanding necessary to demonstrate mastery of the target standard or the student may require teacher assistance and support in order to demonstrate understanding of the target standard.
1.5	Mid-Point to Basic Content	The student knows some of the basic content at level two, but makes some mistakes.
1 Still Progressing toward the target standard.	Progressing toward basic content	With help, the student knows some of the basic content at level 2.
Insufficient Evidence (IE)	Insufficient Evidence	There isn't enough evidence in the gradebook to determine a score.

Figure 1.2: Sample Proficiency Scale - 7th Grade Science

Meyer Middle School Student Proficiency Scale

Grade: **7**

SUBJECT: **Astronomy**

Unit: **Solar System**

MS-ESS1-2. Develop and use a model to describe the role of gravity in the motions within galaxies and the solar system.

Level 4.0 - Complex Content

I can:

- use the skills and concepts below to make connections to processes and content that was not directly taught in class
- potentially surpass the assessment boundary

Level 3.0- Target Content

- ☐ I can use a model to:
 - ☐ describe that gravity is an inward-pulling force that keeps smaller/less massive objects in orbit around larger/more massive objects in a continuous pattern
 - ☐ causes smaller objects (e.g., moons) to orbit around planets.
 - ☐ causes the planets and other bodies to orbit around the Sun, holding the solar system together.
 - ☐ causes stars and other solar systems to orbit around the center of the Milky Way galaxy.
- ☐ I can describe that objects too far away from our sun do not orbit it because the sun's gravitational force on those objects is too weak.
- ☐ I can predict what a given phenomenon might look like without gravity (e.g., smaller planets would move in straight paths through space, rather than orbiting a more massive body).

Level 2.5- I know and can do all of the basic content and some of the target content.

Level 2.0 - Basic Content

- ☐ I can explain:
 - ☐ How gravity is an attractive force between objects in space that:
 - ☐ Increases when the mass of the interacting objects increases.
 - ☐ Decreases as the distances between objects increases.
 - ☐ The orbital motion of objects in our solar system (e.g., moons orbit around planets, all objects within the solar system orbit the sun).
 - ☐ The orbital motion of stars around the center of the Milky Way.
 - ☐ That our solar system is one of many solar systems orbiting the center of the larger system of the Milky Way Galaxy.
- ☐ I know the levels of organization in space (e.g., the respective size comparisons of objects in space, for example moons are smaller than planets.)

Level 1.5 - I know some of the basic content, but I make some mistakes.
Level 1.0 I can identify the following components of the Universe: ☐ Gravity. ☐ The solar system as a collection of bodies, including the sun, planets, moons, and asteroids. ☐ The Milky Way galaxy as a collection of stars and their associated solar systems. ☐ Other galaxies in the Universe.
Insufficient Evidence

How Are Students’ Levels of Performance Determined?

A student’s final level of performance will be determined based on multiple pieces of evidence through frequent and on-going assessments (both formative and summative—see below) aligned to specific standards and their corresponding proficiency scale. The teacher evaluates the student’s body of work and may consider any clear patterns of growth through the concept of mounting evidence (Figure 1.3).

Practice assignments (i.e. homework) are just that: practice, and serve primarily as a source of feedback and instructional support for both students and teachers. Scores on practice assignments will not be used as a major component of a student’s report card score. However, teachers may require students to complete all of their practice work prior to allowing them to take, or retake, an assessment.

Throughout each quarter, student performance data is collected for each standard and reported in the following manner aligned to the standard’s proficiency scale:

- 4 - Exceeding Target Standard
- 3 - Meeting Target Standard
- 2 - Approaching Target Standard
- 1 - Still Progressing Toward Target Standard

Formative and Summative Defined

Formative Assessment- The general goal of formative assessment is to collect detailed information that can be used to improve instruction and student learning *while it’s happening*.

Summative Assessment-The goal of summative assessment is to *evaluate student learning* at the end of an instructional unit by comparing it against grade level targets.

Formative assessments are *for* learning, while summative assessments are *of* learning.

6th Grade Science: The student can explain the role of photosynthesis in the cycling of matter and flow of energy into and out of organisms. (MS LS 1-6)

Figure 1.4: Determining Final Level of Proficiency

Student	Pre-Assess	Quiz 1	Mid-Unit Quiz	Test	Final Grade
Emma	2.0	2.5	3.0	3.0	3.0 (Achieving Target Standard)

Minimum Evidence Evaluated Each Quarter

Teachers should have a sufficient quantity of evidence during the grading period to accurately reflect student achievement on any particular standard. To determine a quarter/pent grade, teachers collect evidence of student learning through daily work, observation, and assessment. This evidence is used to determine whether the student has mastered the skills or needs additional time. Ultimately, the amount of data collected and needed will depend on the student and standard.

Note: If a student has missing assessments, the teacher may not have enough evidence to determine proficiency and ultimately establish a grade for the report card. This may result in an I (Incomplete) until the work is completed or a student may receive an IE (Insufficient Evidence) if the work is not completed.

Re-performance

Students are allowed multiple opportunities to demonstrate their understanding of classroom skills in various ways, including re-performance. Please note there is no school-wide policy for re-performance. Each curricular department administers these opportunities at their discretion. The following are common ways this could happen:

- Teachers may offer a re-performance after a summative exam as another attempt to demonstrate learning (up to one week beyond the unit of study).
- Prior to the exam, teachers may administer re-performance events that simulate the summative exam. These events prepare students for the exam. In these situations there is no re-performance after the exam because they occurred prior.

- Teachers may add sections to each summative exam that have students continually demonstrate knowledge from the prior unit or units. In these cases, the re-performance is embedded into each summative exam. There would be no need for a separate re-performance.

Late Work

- Students are expected to complete daily work (assignments) on time. Patterns of late work will be reflected in a student's personal accountability grade (see below).
- Students will have an opportunity to complete summative assessments one week past the end of a unit (unless prearranged with teacher or administrator due to unforeseen circumstances).
- For quarter four, all summative assessments are due on the last day of school.
- A grade of zero will be assigned as a placeholder for late work.

What is a Personal Accountability Grade?

The purpose of standards-based grading is to identify what a student knows, or is able to do, in relation to pre-established learning targets, as opposed to simply averaging grades/scores over the course of a grading period, which can mask what a student has learned, or not learned, in a specific course. In a traditional grading system, a student's grades can be skewed based on a number of behavioral factors, including homework points or participation points. One of the benefits of standards-based grading is the separation of a student's behavior from their actual learning of specific standards. A Personal Accountability (PA) grade indicates a student's ability to meet pre-established behavioral guidelines in the areas of respect, responsibility, and work habits. All students will receive Personal Accountability grades each quarter or pent. The Personal Accountability rubric is below (Figure 1.3).

Figure 1.3: Personal Accountability Rubric

Personal Accountability Criteria	3 - Consistently Successful	2 - Sometimes Successful	1 - Rarely Successful	Evidence
Personal Accountability	3 Consistently Successful	2 Sometimes Successful	1 Rarely Successful	Evidence (examples)
Meets Deadlines	Consistently turns in assignments on time.	Sometimes turns in assignments on time.	Rarely turns in assignments on time.	*Number of late assignments *Meets deadlines on major projects/labs.
Follows classroom expectations and uses class time wisely	Consistently follows classroom expectations and uses class time wisely.	Sometimes follows classroom expectations and uses class time wisely.	Rarely follows classroom expectations and uses class time wisely.	*Arrives to class on time and prepared *Stays on task when working *Pays attention when classmates/teacher are talking.
Communication and behavior are kind, respectful and honest	Communication and behavior are consistently kind, respectful and honest.	Communication and behavior are sometimes kind, respectful and honest.	Communication and behavior are rarely kind, respectful and honest.	*Is kind to others and self. *Is a productive team/group member. *Makes positive comments about self, others or the learning. Displays academic integrity. *Is safe throughout the building.

How can I earn a 4?

A score of 4 indicates performance that is consistently above what is expected for mastery at that point in the school year. Level 4 work would indicate a much deeper understanding of a standard, the ability to apply that knowledge, make connections, and extend learning beyond the targeted goal.

If a student is being accelerated in any grade level/subject area with above grade level standards or materials, does that mean they will receive a 4 automatically?

No. Students who are accelerated must demonstrate mastery of the targeted standard with consistency and demonstrate in-depth inferences and applications that go beyond the target content for those course standards.

Promotion, Placement, and Retention

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It will be the policy of the School Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Definitions

Promotion: Occurs when a student is demonstrating learning that indicates the student has met the criteria established in this policy and will be moved forward to the next grade.

Placement: Occurs when a student is not demonstrating learning that indicates the student will be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

Retention: Occurs when a student is not demonstrating learning that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

A student will be promoted to the succeeding grade level when the student has demonstrated learning by:

- A. completing the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieving the instructional objectives set for the present grade;
- C. demonstrating sufficient proficiency to permit the student to move ahead in the educational program of the next grade.

For consideration of promotion or retention for students from grade three (3) to grade four (4) with respect to reading, see Policy 5411 - Third Grade Promotion and Retention: At-Risk Students. Following sound principles of child guidance, the School Board discourages the skipping of grades.

Promotion from Grade 4 and Grade 8

Students in grades 4 and 8 will be promoted if they score at least at the "Approaching" level on all of the subtests of the Wisconsin statewide grade 4 or grade 8 assessment, respectively.

If a student scores at the "Developing" level on one or more subtests of the Wisconsin statewide grade 4 or grade 8 assessment, if the student was excused from taking the assessment, or if the District has not yet received individual student scores for grade 4 or grade 8 students by May 1, then the promotion decision will be based on the student's grade 4 or grade 8 academic performance. A grade 4 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by a report card grade of 2 (Approaching) or higher on standards related to each subtest will be promoted to grade 5. A grade 8 student who has demonstrated satisfactory grade level achievement in the subtest areas as evidenced by a report card grade of 2 (Approaching) or higher on standards related to each subtest will be promoted to grade 9.

If a student has not demonstrated satisfactory grade level achievement in the subtest areas as evidenced, a report card grade of 2 (Approaching) or higher in on standards related to each subtest, then the promotion decision will be based on recommendations of teachers which are based solely on the student's academic performance. The Principal will convene a meeting of the child's teacher(s), school counselor, Principal, and any others who the Principal believes may contribute to the promotion determination. The assembled promotion team will receive the teacher's recommendation which will be based on academic indications such as prior classroom, District, and statewide assessment scores, the student's academic progress, or any other measures of the student's ability or achievement deemed to be appropriate. After the teacher's recommendation is provided and any further analysis or discussion is considered, the team will either endorse the teacher's decision regarding promotion or make an alternate recommendation to the Principal.

If the promotion team makes an alternate recommendation to the Principal, then the Principal will make the promotion decision based on the best interests of the child. Contingent conditions (e.g., summer school performance, tutoring, online coursework) may be part of the Principal's promotion decision.

Appeal Process

Any person appealing a decision regarding promotion to grade five or grade nine under this policy will submit a written appeal to the Superintendent within five (5) business days of notification. The person must state in writing the portion of this policy they believe was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The Superintendent will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the Superintendent is final.

Academic Integrity

Honesty is a highly valued character trait at Meyer Middle School. Students are responsible for maintaining an environment in which they hold themselves and each other accountable for being ethical users of information and ideas. When students cheat, they are being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an *obligation* for all students at MMS.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. Below are six general areas and examples of academic misconduct:

1. Committing plagiarism (see information below)
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment, and writing a fake interview). This includes using ChatGPT or other A.I.-created work.
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices) on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases).
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check; forging a hallway pass)
5. Damaging or purposefully hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student).
6. Assisting other students in any of the acts above including allowing a person to use your notes on a test.

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, common knowledge related to a field or specialty may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance. Using ChatGPT or any A.I.-created work is prohibited.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete their assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do their work, either intentionally or not, this will be considered academic misconduct, and the student will be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students at MMS are committed to learning and practicing ethical behaviors when it comes to learning and using information and information technology. Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format and ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator should investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present their perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences should be assigned based on the protocol below.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator should meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator will communicate with the parent(s)/guardian(s) in-person or through a phone call to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. will determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.

The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for any credit for that activity/assignment/assessment.

4. Administration will meet with the student to reinforce academic integrity and expectations for learning.

5. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

Activity Afternoon

Activity Afternoon is a reward program for hard work and positive character, which is scheduled quarterly during the school year. Students have the opportunity to participate in a variety of fun activities in the building. Students can participate in Activity Afternoon if they meet the following criteria:

- Students currently at 80% or higher in their classes can go to Activity Afternoon even if they have missing assignments.
- Students currently not at 80% or higher in their classes, but they have all their work completed and no missing assignments can also go to Activity Afternoon.
- Students held back from Activity Afternoon for missing work can attend the second half if they are working hard and behaving with strong character while being held back. The decision if the student can attend will be left up to the supervisor's discretion.
- Late work is turned in one day before Activity Afternoon in order for it to be recorded.
- Students at Step 2 or lower on the discipline step system will be eligible for all of Activity Afternoon.
- Students at Step 3 on the discipline step system will be eligible for half of Activity Afternoon.

Co-Curricular

- 7th and 8th Grade BOYS: Football – Cross Country – Basketball – Wrestling – Track
- 7th and 8th Grade GIRLS: Volleyball – Cross Country – Basketball – Wrestling - Track
- 6th Grade BOYS and GIRLS: Wrestling
- 6th, 7th, and 8th Grade Vocal and Instrumental Solos and Ensembles – Jazz Band
- All 6th- 8th Grade: Student Council, School Musical, Band and Choir

A student must be in school attending classes during the entire day to participate in a school co-curricular activity. (See Attendance Guidelines and [MMS Athletic Handbook](#)).

School Related Activities

Many positive activities happen during the school year such as assemblies, programs, activity afternoons, dances, cook-outs, field trips, clubs, and after-school activities. To participate in these activities, students must be in attendance for the entire day unless there is a pre-excused absence. Students must also be in good academic and behavioral standing to participate in any school-related activity.

Drop/Add Policy for Band and Choir

Adding Band and Choir:

- Students may be added to a music class at any time.
- The School Counseling Department will handle parent communication needed to add students.
- The Music teacher will be notified via email of incoming new students as soon as possible.

Drop Policy:

6th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 1st or 2nd quarter. Once the 3rd quarter begins a student may not drop for the remainder of the school year without special circumstances.

7th Grade & 8th Grade Band & Choir

- Students may drop within the first 10 school days of the year or at the end of the 2nd quarter. Once the 3rd quarter begins a student may not drop for the remainder of the school year without special circumstances.

Drop Procedure:

- After the student approaches the teacher or counselor, the student picks up the "Class Change Request" form from their music teacher.
- The student fills out the form with a parent and gets a parent's signature.
- The students turn in the "Class Change Request" form to their music teacher.
- The Music teacher will sign the form and deliver it to the School Counseling Department for the class change.

Technology

Goals For Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content-rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing tools to craft support specific curricular areas.

Non-School Issued Personal Communication Devices

The School Board is dedicated to maintaining a focused environment where instructional time is protected and students can fully immerse themselves in learning. In recognition of the impact personal communication devices (PCDs) have on student conduct, mental health, and academic achievement, the School Board has established limitations on their use during the school day. In partnership with parents and students, these expectations are designed to foster schools that support academic, social, and emotional growth.

Personal Communication Devices (PCDs): Portable wireless devices (also referred to as non-school issued wireless communication devices) that have the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes but is not limited to all of the following:

- A. cellular/mobile telephone;
- B. tablet computer;
- C. laptop computer;
- D. gaming device;
- E. smartphone;
- F. e-reader;
- G. smartwatch;
- H. earbuds or headphones;
- I. wearable technology;
- J. any other web-enabled device of any type.

Students may possess PCDs in school and on school property. If students bring a PCD to school, it must be stored out of sight during school hours. Students may store PCDs in District provided lockers or in backpacks stored in coat hook areas. Students can't store PCDs in their pockets or at their desks. Students are not allowed to use PCDs at any time during school hours. This includes instructional time, passing time, lunch, and recess.

Students are allowed to possess and use PCDs before school, after school, and while on the school bus or other District provided transportation. However, use will be prohibited during these times if it is causing a distraction, disruption, or interfering with the school environment. Students will be required to store PCDs if instructed to do so by an administrator, teacher, bus driver, or support staff.

Students are not allowed to possess and use PCDs during co-curricular activities. However, advisors and coaches have the discretion to allow PCD use for educational purposes.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked for students at school.

Student Technology Devices

The School District of River Falls provides technology devices to students to enhance personalized learning and improve achievement. These devices are used in instruction to promote 21st-century learning skills. Students who are issued a device, and their parent or guardian, are required to review and sign an agreement with the School District of River Falls to protect the hardware and software inherent with the technology.

General Overview of the Information In this Agreement

Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use ([Board Policy 363.2](#)). Access to the internet is monitored through our school's content filtering software, and all rules and expectations are applied to the use of the devices. All applications, activity, and documents stored on the devices are the property of the School District of River Falls and are subject to regular review and monitoring. Students will be given a device and a cord for charging the battery on the device. Students may download personal content (apps, music, etc.) to their assigned device as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Students Should:

- Report loss, damage, or theft immediately.
- Remember that the technology device is for educational purposes.
- Follow the School District of River Falls Acceptable Use Policy at all times.

Students Should Not:

- Modify the device in any way other than instructed by an administrator.
- Exchange devices with another student.
- Allow other students to retain or remove the device from their presence. The device is issued to one student and one student only. No exceptions.
- Apply any permanent marks, decorations, or modifications to the device.
- Clear or disable browsing history.

Please see the link for full details of the River Falls School District Device Usage Agreement:

https://docs.google.com/document/d/1k43MPQX5Y0qd-l37Z_Ms0j1_T_KPekAgCL6TePlnXYs/edit?usp=sharing

Consequences For Violation Of The Policy

First Offense – a warning will be issued

Second Offense – student's device will be taken away until the end of the day

Third Offense - student's device will be taken away until the end of the day, and a parent/guardian will be required to pick up the device from the office

Fourth Offense - Students will lose device privileges – length to be determined by the principal. A parent or guardian will be required to pick up the device from the office when the privileges are restored.

Technology Device Damage Fee

Any student who damages their school district-issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of the Administration and is not to exceed the replacement cost of the device. Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration.

Taking pictures or videos of students or staff without their consent:

Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violations of rules will result in further and more serious consequences.

Using student or staff member pictures or videos (or their likenesses) without their permission or using the River Falls Logo without permission:

Using a photo or video of a student or staff member, or their likeness without their permission, is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violations of rules will result in further, and more serious consequences.

Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violations of rules will result in further, and more serious, consequences.

Social Media & Networking Sites

While Meyer Middle School respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the middle school's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times. The middle school does not actively monitor students' use of social media and networking sites outside of school hours. Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. However, inappropriate activities that become public and/or are brought to the attention of the middle school staff will be handled on a case-by-case basis. The information posted online through the use of cellphones, computers, or other electronic devices that damages the school's reputation, its employees, its students, families, and community can be grounds for disciplinary action. The middle school and the School District of River Falls take electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of bullying, cyberbullying or harassment, threats, and/or criminal activities. Students experiencing bullying or harassment via online social media or networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed. In closing, students are responsible for the ethical and educational use of the technology resources of the school district. Students will recognize that their reputation in cyberspace is nothing to take lightly as one's digital footprint can last a lifetime.

General Information

Reunification Plan In Case Of Emergency

Student-Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, a power outage, hazard or if a crisis occurs at the school. The Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified that a Reunification Plan is in effect in a number of ways to include the district's phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student will look something like this: "The school has closed, please pick me up at 3:25 p.m. at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and Reunification is needed, there are expectations that parents or guardians should keep in mind:

- Bring identification. That will streamline the Reunification process.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations.
- Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- Parents are asked to then go to the Reunification “Check In” area and form lines based on the first letter of their students last name. During check in, identification and custody rights are confirmed.
- While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
- From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

How the Reunification Process Works for Students

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick-up their student(s).

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Search, Seizure, and Surveillance

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well-being of the students in their care. As part of that responsibility, and as permitted by law, school authorities may search school property such as lockers, items on school property such as student backpacks and vehicles, and students themselves due to reasonable suspicion. Metal detector wands may be used for these searches.

Video Surveillance

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The video surveillance intends to reduce disciplinary problems and protect school property.

Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview in accordance with [School Board Policy 448](#).

School Lockers

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. Students are to care for their lockers to prevent damage. Students are to report any locker issues to the main office. The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school employee. Reasons for routine checks include, but are not limited to; locker condition, tidiness, suspicion of concealing alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items that pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules and the student will potentially face expulsion proceedings. Items in a school locker must adhere to the policies within this handbook.

Items on the outside of the locker must be school or activity-related only. Items not fitting those criteria will be removed.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to the school and leaving them in the locker. Students are encouraged to keep their lockers locked. Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others their combination ([See Board Policy 446.1](#)).

Transportation

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Cameras are present on RFSD buses as an added measure of safety. Parents are requested to explain the importance of proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal of bus privileges.

Student Responsibilities For Bussing

1. Students occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice appropriate classroom conduct while using a school bus.
3. To stay off the traveled roadway at all times while waiting for a bus.
4. To wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. To leave the bus only at the consent of the driver.
6. To enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. To cross the traveled highway in the following manner, if necessary, after leaving the bus:
 - Make certain the bus has come to a complete stop.
 - When unloading, go to the front of the bus, within sight of the driver, and wait for the driver to signal for crossing.
 - Upon signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
 - Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside the bus at all times.
9. Immediately report bus damage to the driver.
10. Help keep the bus clean, sanitary, and orderly.

Parents Responsibilities For Bussing

1. Ensure that their children arrive at the bus stop on time in the morning. The bus driver is responsible for the maintenance of the schedule and cannot wait for tardy pupils.
2. Accept responsibility for proper conduct of their children while at the bus stop and on the bus.
3. Explain and reinforce appropriate student behavior while riding the bus.

Students are allowed to exit only at their designated drop-off point. Upon being dismissed at the end of the school day, students are to board the bus only at the middle school. Unless permission is given, riding the elementary bus is not an option for Middle School Students. A parent/guardian note is required by the driver or bus garage (715-425-1808) to go home with another student or ride with that student to a different location.

Security Cameras on School Buses

The School District of River Falls approves the lawful use of video/audio recording systems on the school buses to enhance safety and otherwise support bus operations. This policy is not intended to grant or create any expectation of privacy except at a location where a person would already have an expectation of privacy to be free from surveillance.

Video/audio recording systems will be placed and used in locations on school buses where individuals do not have a legally enforceable expectation of privacy. Audio recording devices will be placed in locations where the audio recorded would be that which the school bus driver would normally hear. School bus drivers will sign a written consent form authorizing audio recording on the buses they drive as a condition of employment.

Video/audio recording systems will not be regularly and comprehensively monitored by employees or agents of the District on a real-time basis. Video may be retained for a reasonable time period generally not more than 30 days.

The District may post notices or take other steps to inform people that their conduct may be monitored and/or recorded.

The transportation director, transportation supervisor and the district administrators shall be authorized to view the record for the purpose of documenting a problem. Wherever practical, the images of individuals not involved in the issue being investigated will be blocked out or obscured in the recording. Administrators from the private schools whose students ride the District's routes are also authorized to view the record if students from the private school are involved in a problem. If the record to be shared with the private school administrator includes information that is a pupil record of both public and private school students, the private school administrator is determined by the school board to have legitimate educational interests, including safety interests in the pupil records.

Such private school administrators are subject to the restriction on redisclosure of the pupil records specified in s. 118.125(2)(d) Wis. Stat. Disciplinary action may be taken with students or drivers based on video/audio documentation. Staff and students are prohibited from tampering with or otherwise interfering with digital recording equipment. Any person who takes action to block, move, or alter the location and/or viewing angle of the video camera shall be subject to disciplinary and/or legal action.

The records shall not be available for viewing by the public in general, employees in general, media, or other individuals. The transportation director, transportation supervisor and the district administrator may, at their sole discretion, authorize parents or other individuals to view segments of a specific record if viewing the record is pertinent or beneficial to their role in assisting the student. The District Administrator or designee may further authorize law enforcement in an emergency situation to view, monitor and/or record video surveillance/electronic monitoring live streaming broadcasts or recordings if the District Administrator or designee determines that such disclosure protects the health and/or safety of any individual or school district property. The District Administrator or designee is authorized to provide advance guidance to law enforcement on the circumstances in which such authority is granted. Otherwise, such confidential recording shall only be released through subpoena or court order. A log shall be kept of the dates and names of all individuals viewing the record.

Student Use and Parking of Motor Vehicles

The School Board will permit the operation and parking of motor vehicles on District property by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission to park a motor vehicle on school grounds.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate. Bringing other vehicles onto District property will be considered a violation of school rules and this policy; school officials may contact law enforcement, as appropriate, when vehicles are brought onto District property without legal authorization.

At no time may a student enter a vehicle without the owner's consent, or the driver's consent if the owner has granted the driver express permission to operate the vehicle. School officials may contact law enforcement for unauthorized entry of a vehicle.

School officials may search a vehicle located on District property in accordance with School Board Policy 5771 - Search and Seizure.

The School Board will not be responsible for motor vehicles that are stolen or damaged on District property.

The School Board will not permit the use of snowmobiles for travel to and from school.

The School Board will not permit the use of Off Highway Vehicles (OHV).

School Counseling Department

Counseling services are available to every student in the school. These services include assistance with personal problems, friendship concerns, educational planning, interpretation of test scores, career information, tips for studying, group counseling, help with family, school, and/or social concerns, or any questions the student may feel they want to discuss with the counselor.

Students wishing to visit a school counselor should contact one of them directly to arrange an appointment. This can be done before school or between classes. The counseling center is in Room 218. Parents are urged to contact a counselor regarding any concern at 425-1820. The counseling secretary will help arrange all appointments.

Library Media Center

The School District of River Falls has policies and procedures for selecting materials for our school media centers ([Policy 361.2 Rule](#)). School media collections are developed to appeal to a wide range of diverse ages, interests, and tastes. Library collections are curated to meet the interests of all library users. The District supports the right of all users to decide what material is appropriate for themselves and their families.

River Falls School District has partnered with Follett Destiny Library Systems to review student history and to provide parents or guardians the option to select the titles their child(ren) can access. This information can be found on the Academic Services page of the RFSD district website and Library Media Center web pages.

Hours:

The library media center will be open from 7:20 a.m. to 3:00 p.m. daily. The 7:20 – 7:40 period will be a period in which students may study, read, play board games, or relax before school in a quiet manner. The library media center is closed from 7:45-8:04.

Checking Materials Out:

Library materials may be used in different ways..

- Books may be checked out for two weeks
- Reserve & Reference Materials can be used in the library media center.

Fines are not assessed for overdue materials. If, however, a book or magazine is lost, the student will be expected to pay for lost or damaged materials before leaving Meyer Middle School.

Student Conduct In The Library Media Center:

Students wishing to use the library media center during study hall must report to study hall first, then sign the appropriate slip for the area they wish to go to. Students will be dismissed from the study hall by the study hall supervisor at that time. These areas have limited seating; therefore, some students may not be able to sign in. Students coming to the library media center, video room, or breakout rooms from an individual classroom should have a pass signed by the teacher of that class. Students should bring all needed materials with them to the library media center. Students may lose library media center privileges for displaying disrespect toward students or staff, defacing materials/equipment, or taking materials without first checking them out. The librarian will determine the length of time that a student may not use the library media center, materials, or applications lab.

School Resource Officer

The School District of River Falls and the River Falls Police Department jointly provide the services of a School Resource Officer for the schools in our district. The goal of the School Resource Officer is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed. At Meyer Middle School, the School Resource Officer is a speaker for many student and parent events. Officer Alex Sather is the Meyer Middle School Resource Officer. Contact him at alex.sather@rfsd.k12.wi.us or 715-425-1820 Ext 3311.

Substitute Teachers

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for that day. The substitute teacher assumes all the responsibility of the regular teacher as well as the authority in the classroom. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day productive and enjoyable.

Health Services

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived by medical/health, religion or personal conviction reasons - waivers are available from the Health Service Office and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized. Students who do not have the required immunizations and/or a properly completed waiver on file in the Health Service may face a fine or possible exclusion from school. Please contact your healthcare practitioner or the school Health Services department for a list of required immunizations.

Illness/Injury

- Students who become ill or injured during the school day should report to the Health Aide.
- If a student is sent home due to illness or injury, the school's Health Service must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep Meyer Middle School informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Service if their child needs accommodations during the school day due to crutches, casts, etc.

Medication

- If your child will be taking daily and/or as needed medication at school, a Medication Request Form needs to be completed – forms are available in the Health Service and on the district website.
- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed will be administered in the Health Service office.
- Students should NOT be carrying medication or keeping it in their locker. In a few cases, prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service.
- All prescription and non-prescription medications should be brought into the Health Service by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Service when they arrive at school. The parent/guardian shall then call the Health Service and inform them of the medication coming to school with the child.
- Please check the expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.
- The Health Service is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler at school.
- The Health Service has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.
- A history of severe allergic reactions can be life-threatening. Please inform the Health Service of this information and appropriate medication.

Is My Child Well Enough To Go To School?

Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.

Many students and parents are frequently concerned about when students should stay home or attend school. The following information is intended to help with this decision:

- If a student has had a fever of 100 degrees or more, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever-reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with the family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website at <https://www.rfsd.k12.wi.us/programs/health-services.cfm>.

Student Behavior At Meyer Middle School

Purpose

To ensure the proper learning atmosphere, students' rights are balanced with their responsibility for good citizenship. Student conduct code is intended to create an educational climate conducive to learning, to instill responsible and considerate behavior, and to ensure the safety of students and all other persons concerned.

Policies and Procedures

Developing responsible behavior and self-discipline occurs at two levels in the school setting. The first level begins in the classroom where students spend the majority of their time. The teacher strives to gain the respect and cooperation of students to ensure an effective learning environment. The teacher applies a careful approach to classroom discipline and administers it fairly. The second level of school discipline involves the areas outside of the classroom such as hallways, lunchroom, and outside the school building. The Assistant Principal sets the tone for acceptable behavior throughout the school setting. This is done with a specifically developed set of rules that are administered fairly.

Classroom Expectations

The adult(s) leading learning in the classroom establish specific classroom expectations; however, these guidelines apply in all classes:

- act respectfully towards self and others;
- demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time;
- demonstrate cooperation through active participation and support of others during learning activities;
- show respect to property, equipment, and facilities;
- maintain a positive attitude towards learning;
- demonstrate compassion towards others;
- maintain academic integrity.

Explanation Of Step System Discipline

When actions taken by the teacher have failed to help the student change behavior or the rule infraction is of a serious nature, the incident will be reported to the principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline records of the student. In order to incorporate these two factors, a progression of consequences called, "The Step System" has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive rule infraction, the student will advance up the step system, at least one step, depending upon the severity of the offense.

The Step System

Step 1: Referral to the principal for conference, incident filed, possible parent notification.

Step 2: Principal conference, assign one detention, parent notification by phone or email.

Step 3: Assign two detentions; notify parents by phone or e-mail.

Step 4: One day in-school suspension.

Step 5: Two days in-school suspension, parent conference to complete a behavioral contract.

Step 6: 1-3 days out of school suspension.

Step 7: 3 days out of school suspension, parent conference for re-admittance.

Step 8: 3 days out of school suspension and all succeeding violations will be treated with a Step 7.

Parent conference required for pre-expulsion contract.

Step 9: Five days out of school suspension pending pre-expulsion hearing before the school superintendent.

Severe Infraction Clause

Some rule infractions may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense.

- Fighting, threats, or harassing students or school personnel including bullying and cyberbullying;
- Insubordination or defiance of authority, disregard of reasonable requests, directions, or commands by school personnel;
- Disruptions that interfere with the learning process;
- Vandalism or theft;
- Use or possessing disruptive or explosive devices, weapons or any paraphernalia associated with these items. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute;
- Involvement in an activity that may threaten the safety of others;
- Tobacco use or possession (including vapes or e-cigarettes) anywhere in the building or on the grounds or at a school-sponsored event on or off school grounds. Police referral will result;
- Alcohol or drug use or possession on school grounds or at a school-sponsored event. Police referral will result;
- Any act that is covered under the disorderly conduct statute, 947.01 Wisconsin State Statute, Violations of the Severe Clause may result in:
 - Automatic Step 4 or beyond in discipline
 - Parent notification
 - Police notification when appropriate

Disciplinary Consequences Defined

Extended Day- After school or lunch recess time spent with the house teacher.

Detention- Detention will be held after school on Tuesdays and Thursdays from 2:55 p.m. to 3:30 p.m. Students must arrive on time, have work to keep them occupied, and adhere to detention room rules. Failure to follow these requirements will result in additional detention days and/or possible school suspension. Students on detention are responsible for their own transportation from school and must promptly leave the building at 3:35 p.m.

Modified Learning Center/In-School Suspension- An in-school suspension room has been established to deal with students failing to adhere to school rules and routines. The length of time assigned depends on the infraction and can be from one to three days.

Restorative Justice And Practices- As an alternative to the consequences outlined above, administration may supplement or substitute restorative justice. These procedures focus on problem-solving, repairing the harm, and rebuilding relationships. They may include but are not limited to, mediation techniques, community service, apologies to victims, repairing damages, or school counselor interventions. The use of these procedures will be with the approval of administration, counselor(s), and/or appropriate staff.

Suspension and Expulsion

The School Board recognizes that exclusion from educational programs of the District, by suspension or expulsion, is a substantial sanction and that such action must comply with the student's due process rights. Exclusionary discipline is appropriate to address serious misconduct or when alternatives, such as in-school discipline or restorative practices, have been ineffective to address a student's repeated refusal or neglect to obey school rules.

SUSPENSION

For purposes of this policy, "suspension" will be the short-term exclusion of a student from a regular District program, including any school-sponsored events or activities.

The Superintendent or any principal may suspend a student for up to five (5) school days or, if a notice of expulsion hearing has been sent, for up to fifteen (15) consecutive school days. Students identified with a disability may be suspended in accordance with state and federal law.

The suspension must be reasonably justified based upon the grounds authorized under 120.13, Wis. Stats., which include, but are not limited to: noncompliance with school rules or District rules; knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; conduct by the student while at school or while under the supervision of a school authority that endangers the property, health, or safety of others; conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of others at school or under the supervision of a school authority; or conduct while not at school or while not under the supervision of a school authority that endangers the property, health, or safety of any employee or School Board member of the District in which the student is enrolled.

The Superintendent or any principal, will suspend a student if the student possessed a firearm, as defined in 18 U.S.C. 921(a)(3), while at school or while under the supervision of a school authority.

The parent of a suspended minor must be given prompt notice of the suspension and the reason for the suspension. The student's suspension from school will be entered in the student's record as required by the rules adopted by the School Board concerning the content of student records. The suspended student or the student's parent may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent or designee, who will be someone other than a principal or administrator, to discuss removing reference to the suspension from the student's records. Reference to the suspension on the student's school record will be removed if the designated administrator finds that the student was suspended unfairly or unjustly; the suspension was inappropriate, given the nature of the alleged offense; or the student suffered undue consequences or penalties as a result of the suspension. The Superintendent or designee will make a finding within fifteen (15) days of the conference.

A suspended student will not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period. Such work will be completed pursuant to the procedures established by the District.

In the event a student is classified as homeless, the building principal will consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The Homeless Coordinator will assist administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness.

EXPULSION

Under this policy, expulsion will mean the School Board will not permit a student to attend school at all, including any school-sponsored events or activities, for a specified period of time. If the student is expelled, the School Board will determine the length of the expulsion period, which may extend at a maximum to the student's 21st birthday. The School Board's expulsion order may include the opportunity for the student to return to school prior to the expiration of the term of expulsion under a specified set of early reinstatement condition(s) which are related to the conduct for which the student was expelled. The condition(s), once set forth in an expulsion order, will be administered at the discretion of the Superintendent who will have the authority to deny early reinstatement if any early reinstatement condition is not met prior to reinstatement or to revoke it for the remainder of the expulsion period if any enrollment conditions applicable to the student's attendance during a period of expulsion under early reinstatement, or conditional enrollment, are deemed by the Superintendent to have been violated. The decision to revoke a student's conditional enrollment will be explained in writing. The student or student's parent may request a conference with the Superintendent within five (5) school days of a decision to revoke early reinstatement. The Superintendent will meet with the student and/or parents within five (5) school days of a request. The Superintendent's decision is final.

The Superintendent may designate another District employee to perform the functions pertaining to a student's early reinstatement, but may not designate someone that is an administrator or teacher in the student's school.

The School Board may expel a student only when it is satisfied that the interest of the school demands the student's expulsion and only when the student: repeatedly refused or neglected to obey the rules established by the District; knowingly conveyed or caused to be conveyed any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; engaged in conduct while at school while under the supervision of a school authority that endangered the property, health, or safety of others; engaged in conduct while not at school or while not under the supervision of a school authority that endangered the property, health, or safety of others at school or under the supervision of a school authority or endangered the property, health, or safety of any employee or School Board member of the District in which the student is enrolled; or was at least sixteen (16) years old and had repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to maintain order or an educational atmosphere at school or at an activity supervised by a school authority and that such conduct did not otherwise constitute grounds for expulsion. For purposes of this policy, conduct that endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

The School Board will hold an expulsion hearing in the event a student is in possession of a firearm while at school or under the supervision of school authorities and will expel a student from school for not less than one (1) year whenever it finds that the student brought a firearm to school or, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 U.S.C. 921(a) (3), unless the School Board finds that the punishment should be reduced based upon the circumstances of the incident. Any such finding by the School Board will be in writing. This does not include any circumstance in which a student possessed a firearm while lawfully hunting on school forest land.

The District will refer any student who brings a firearm (as defined in 18 U.S.C. 921(a)(3)) or a weapon to school to law enforcement.

As required by 20 U.S.C. 7151, the Superintendent will ensure that the following information is sent to the Wisconsin Department of Public Instruction: a copy of this policy; a description of the circumstances surrounding any expulsion(s) for violating the above-stated firearms policy; the name of the school; the number of students expelled; and the types of firearms involved.

Prior to expelling a student, the School Board will provide the student with a hearing. Prior written notice of the hearing must be sent separately to both the student and if the student is a minor, to their parent(s). The notice must be sent at least five (5) days prior to the date of hearing, not counting the date notice is sent. The notice must also satisfy the requirements of 120.13(1) (c)4, Wis. Stats.

An expelled student or, if the student is a minor, the student's parent(s) may appeal the School Board's expulsion decision to the Wisconsin Department of Public Instruction. An appeal from the decision of the Department may be taken within thirty (30) days to the circuit court for the county in which the school is located.

In the event a student is classified as homeless, the building principal will consult with the Homeless Coordinator to determine whether the conduct is a result of homelessness. The District will not expel a homeless student for conduct that is caused by the student's homelessness. The Homeless Coordinator will assist the administration and the student's parents in correcting conduct subject to disciplinary action that is caused by homelessness. If the conduct in question is determined not to be caused by the student's homelessness, the District will proceed with expulsion proceedings as outlined in this policy.

Dress And Grooming

PURPOSE

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive, and positive educational environment.

The School District believes parents/guardians hold the primary responsibility for determining their child's personal attire. Schools are responsible for ensuring that a student's personal attire does not interfere with the health and safety of any student and does not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. School administration shall enforce the dress code in a manner that does not reinforce or increase, marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

School dress should be appropriate to the school environment and comply with state health laws. Student dress shall be considered inappropriate if it:

1. presents a "clear and present" danger to health and safety;
2. causes interference with work or creates classroom or school disorder;
3. is disruptive to the school climate.

MMS Dress Code Guidelines

Students Must Wear:

- A top (shirt, sweater, dress, sweatshirt, jacket, etc.) and a bottom (pants, shorts, dress, skirt, etc.)
- Clothes that fully cover genitals, buttocks, and nipples with opaque (non-see through) material.
- Students must wear shoes at all times.
- Tops must have shoulder straps and must cover the body above the belly button to the lower armpit.

Students May Not Wear:

- Any clothing that is determined by administration to be a disruption to the school learning environment which includes flags and/or capes.
- Any clothing or headgear with writings, images, language, pictures, or logos that, in the opinion of school officials, is vulgar, lewd, obscene, contains hate speech, profanity, pornography, or promotes drugs, alcohol, sex, violence, racism, gang activities, creates a hostile, disruptive, or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals undergarments.
- Swimsuits (except as required in class, field trips, or athletic practice).
- Accessories that could be considered dangerous or could be used as a weapon.
- Any item that obscures the face (except as a religious observance or medical purpose).

- Sunglasses are not permitted to be worn inside the school building (unless required for a documented medical reason or class project).
- Hoodies covering the head and hats may not be worn in the building from the time a student arrives at their locker to the time the bell rings at the end of the day.

Dress Code Enforcement

Building administration will enforce the dress code policy. If staff have concerns, they should direct concerns to the administration. Students shall not be “shamed” or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences. Parent/guardian notification by administration will occur if a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns with this dress code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more in alignment with this policy for the remainder of the day.
3. Students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Special Occasions

Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc., and/or individual coaches/advisor expectations) that have been approved by the school administration.

Extracurricular Activities

The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place

These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as, dances, field trips, school trips, etc.

Exceptions

Exceptions to these dress requirements are to be made as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the principal).

Book Bags

Book bags, backpacks, duffel bags, purses, and briefcases will not be allowed in any classroom or study area during school hours (7:45 am to 2:50 pm). Students are expected to cooperate by storing personal items in his/her locker(s) during the school day.

Items Not Appropriate for School

The following items are not allowed in our school:

- Drugs and look-alike drugs
- Weapons and look-alike weapons
- Skateboards
- Rollerblades
- Any other items deemed inappropriate by the principal/assistant principal will be dealt with accordingly.
- Squirt guns
- Laser light pens
- Chains
- Knives of any kind

State and Federal laws prohibit firecrackers and other incendiary devices, firearms, knives, pepper spray, or any other weapons on school grounds or at school activities off school grounds. Inappropriate items will be confiscated and may be returned only to parents or not returned at all.

Lunchroom

Lunchroom Rules

All students eating lunch at school are expected to be responsible, cooperative, respectful, and follow the lunchroom rules.

- Use indoor voices
- Control your behavior
- Respect classmates' and adults' feelings
- Keep your hands to yourself
- Respect others' property
- Don't throw food
- Clean off tables/discard trash
- Sit quietly until dismissed
- No energy drinks or coffee products

Returning Trays

- Deposit milk cartons in trash containers
- Deposit silverware in the pan outside the window
- Deposit lunch trays on the counter inside the window

Lunch Recess

- Be polite
- Be helpful
- Cooperate with supervisors and other students
- Students must be in the gym or cafeteria
- No food or drink are allowed in the gym

Buying Breakfast, Lunch, And Milk

The price of breakfast is \$1.90. Additional breakfast is \$1.90. The price of lunch is \$3.25. Additional lunch is \$2.50. Milk is \$0.55. A la carte and additional lunch items are an extra fee and will be billed to your account. There may be changes to the price of a la carte items; when those changes occur, you will be notified via email or other school correspondence. It is expected that a positive balance will be maintained in each food service account at all times. Money for lunches and milk can be deposited into family accounts by the following procedures:

- Dropping money off in the Meyer Middle School Office
- Sending money to River Falls Food Service, River Falls High School, 818 Cemetery Road, River Falls, WI, 54022;
- Add funds to your child's account with this link: <https://family.wordwareinc.com/>.

Please indicate the family name and the names of the students using the account with the payment.

Recycling

Meyer Middle School takes pride in its efforts to improve the environment of the school and the community. Recycling is a major concern for both teachers and students. Students are encouraged to be aware of the proper way to discard paper, glass, and aluminum containers used in the lunchroom as well as in classrooms.

Harassment/Bullying

Legal Definition Of Bullying

Under the Wisconsin Pupil Nondiscrimination, pupil harassment is any behavior directed toward pupils because of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile, or offensive school environment. ([PL 9.02\(9\)](#), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment ([Policy 411.1](#)).

The following are examples of behavior that can constitute bullying/harassment: name-calling, racial or cultural hate speech, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property. Students who feel that they are being bullied or harassed, or that their rights, according to the legal statutes written above, have been denied, should report the situation(s)

to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion. The harassment/bullying policy for the School District of River Falls is on the district website. It is a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post ([Policy 411.2](#)).

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying (which includes cyberbullying) like other violent or disruptive behavior, is conduct that interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior (Policy 411.2)

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can also be characterized by repetitive teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying/cyberbullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, regardless of whether that conduct is on school district property or at school-related functions, as well as bullying by an adult staff member bullying a student or another staff member.

Cyberbully Definition: Cyberbullying is the use of electronic information and communication devices, including but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings and defamatory websites that deliberately threatens, harasses, intimidates, an individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school; is conduct that disrupts either a pupil's ability to learn and/or disrupts the school's ability to educate its pupils in a safe environment.

The School District of River Falls (SDRF) will not tolerate cyberbullying and therefore, each reported instance will be handled in accordance with district, state, and federal rules, laws, policies and guidelines. SDRF prohibits acts of cyberbullying by students through the use of any district owned, or personally owned technologies.

The misuse of personal or home-based social media, depending on its potential effect on the health, safety and welfare of students/others and the maintenance of the educational setting in school, may result in referral to law enforcement and/or school discipline, including but not limited expulsion.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying shall immediately make a report to the school principal or designee.

No employee of the School District shall permit, condone, or tolerate bullying. Consent by a student being bullied does not lessen the prohibitions contained in this policy. Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

Reporting Procedure

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
- B. Any employee that receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.
- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

School District in Action

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.

- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.
- D. The school district, both immediately and pending completion of an investigation, will take strong, appropriate measures to ensure the rights of the victim and victim's family are addressed. School officials, counselors, staff, care groups, and other professionals may be enlisted to support the victim and his or her family.

Reprisal

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Online Anonymous Reporting Procedure

Go to the Meyer Middle School Website: <https://www.rfsd.k12.wi.us/schools/middle/>. Under the **Menu Link**, click **Students**. Click on **Speak Up Speak Out**. You will be directed to fill out an anonymous form.

Title IX Notice

As mandated by the current provisions of [Title IX of the Education Amendments of 1972](#) and under the regulations set forth in [Chapter 106 of Title 34 of the Code of Federal Regulations](#) ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Primary Title IX Compliance Officer-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Secondary Title IX Compliance Officer-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources

852 E. Division Street

River Falls, WI 54022

715-425-1800

nate.schurman@rfsd.k12.wi.us

Alternate Title IX Compliance Officer-Student and Staff

Lynette Coy, Director of Finance and Facilities

852 E. Division Street

River Falls, WI 54022

715-425-1800

lynette.coy@rfsd.k12.wi.us

Title IX Coordinators are authorized by the Board to coordinate the District's efforts to comply with Title IX and this policy. The District's nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under [Policy 411.11](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to [Policy 411.11](#)

Public Notification Of Student Nondiscrimination Policy

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child 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, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

LEGAL REFERENCE: [Wisconsin Statutes Sections 118.13](#); [Wisconsin Administrative Code PI 9, 41](#); [Title IX: Civil Rights Act of 1964](#); [Section 504 of the Rehabilitation Act of 1973](#); [Americans with Disabilities Act of 1990](#); [Individuals with Disabilities Education Act](#); [McKinney-Vento Homeless Education Assistance Act](#)

Equal Education Opportunities and Pupil Nondiscrimination

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The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

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The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

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Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

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Use or Possession of Drugs, Alcohol, and Tobacco on School Property

Use of or possession of drugs, alcohol or tobacco on school property and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a Principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug-related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. "vapor", smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times.

Students In Substance Abuse Treatment

Meyer Middle School recognizes that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances and/or with someone using them can be a major reason for a student's lack of personal, academic, and behavioral success. The counselors, administration, and staff attempt to work with parents and students to assist with substance abuse-related problems. Please contact the school counselors or administrators if there are concerns. Support services available include counseling and guidance groups, information, education, and referral assistance. The school will work with students who seek treatment in a variety of ways. Students who seek treatment that removes them from the school setting will receive support in cooperation with the treatment facility for academic work. The school staff will also cooperate with available students, extending make-up, and the services of the Student Support Team.

Required Notices

Student Records Notification To Parents of Students in the School District of River Falls

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) "progress records" which include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records and the student's attendance records; and, (2) "behavioral records" which include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if they believe the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District's procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to

the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student's records to another school, or school district, without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605. Further, the following categories of information are hereby designated as directory data.

Grade levels at which directory data categories apply

Categories Of Directory Data	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian, or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian, or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request. Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law

State law requires the School District to provide this informational notice to parents and guardians on an annual basis. No response is required. The River Falls School District is subject to the Wisconsin Public Records Law (WPRL). By submitting a request to the superintendent that sufficiently describes the records being sought, parents, guardians, and other members of the public may request access to District records under the WPRL. Fees authorized by law may apply. The District individually evaluates and responds to records requests as required by law. Under the WPRL, governmental records are presumed to be open to public inspection and copying, but there are exceptions. A public records request may encompass records regarding school employee discipline. A requester often has a right to inspect or copy such employment-related records. However, the WPRL does apply some special District processing procedures to such records; and, in some situations, such records or portions of such records are not disclosable. See, for example, [Wis. Stat. § 19.36\(10\)\(b\)](#), [§19.356\(2\)\(a\)1](#), and [§19.356\(9\)](#). The WPRL is codified in Subchapter II of Chapter 19 of the Wisconsin Statutes.

Notice To Parents Involving Data Collection

The District will provide reasonable notice to parents of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information. Notification will also be provided specific to any student survey containing information related to one or more of the following items: political affiliations or beliefs of the student or the student's parent; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom the student has close family relationships; legally recognized privileged or analogous relationship such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program. Finally, notification will be provided prior to any non-emergency,

invasive physical examination or screening that is 1) required as a condition of attendance, 2) administered by the school and scheduled by the school in advance, and 3) not necessary to protect the immediate health and safety of the student or other students.

Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance and will be able to opt their child out of the activity or survey if they choose ([Policy 333](#)).

Animals In Schools

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and well-being of students, staff, and animals are considered first and foremost. Live animals may be brought into the classroom as part of a lesson with the approval of the building principal and providing the provisions of [Policy 383.2](#) are met. Adherence to guidelines must be followed with respect to having animals present in the school.

2026-27 **ATHLETIC** **HANDBOOK**



Meyer
MIDDLE SCHOOL

Meyer Middle School

230 North 9th Street, River Falls, WI 54022

Phone: 715-425-1820 | Fax: 715-200-5950

Website: www.rfsd.k12.wi.us/meyer

MMS Contact Information

Principal	Mark Chapin	mark.chapin@rfsd.k12.wi.us
Assistant Principal/ MMS Activities Director:	Brian Buck	brian.buck@rfsd.k12.wi.us
School Counselors	Gary Campbell (6th)	gary.campbell@rfsd.k12.wi.us
	Samantha Dusek (8th)	samanth.dusek@rfsd.k12.wi.us
	Jordan Seifert (7th)	jordan.seifert@rfsd.k12.wi.us
School Psychologist:	Sommer Bowers	sommer.bowers@rfsd.k12.wi.us
Social Worker:	Jacqueline Graham	jacqueline.graham@rfsd.k12.wi.us
Resource Officer:	Alex Sather	alex.sather@rfsd.k12.wi.us

School District of River Falls Building/Department #s

(All numbers use area code 715)

District Administration Offices	425-1800
Buildings and Grounds	425-1806
Bus Garage	425-1808
Food Service	425-1839
River Falls High School	425-1830
Renaissance Academy	425-7687
Meyer Middle School	425-1820
Greenwood Elementary	425-1810
Westside Elementary	425-1815
Rocky Branch Elementary	425-1819
Montessori Elementary	425-7645

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Welcome

This Athletic Code shall cover all students in grades 6, 7, and 8 who participate in extracurricular activities including interscholastic athletic competition as an athlete, student manager, and all team student positions. This document is meant as a reference to the River Falls rules and regulations for extra-curricular activities. Participating in extracurricular activities constitutes an important phase of learning opportunity that is seldom duplicated. The primary philosophy of extra-curricular programs is to provide experiences that will help students develop emotionally, intellectually, physically, and socially. Such participation is a privilege that carries with it responsibilities to the students themselves, the activity, the student body, the community, and to the school. It is a widely known and accepted fact that activity participants generally represent their school more often and have more contact with other communities than any other part of the student body. The intent of this Athletic Code is to guide and inform students of their responsibilities and privileges. By intelligent choice, it is up to the individual to become and to remain a participant. If the student has any questions which deal with eligibility requirements that need clarification, the student should see the coach/adviser of the particular activity, the Activities Director, the building principal, or the appropriate designee. They are qualified to answer such questions. No person may be denied admission to any public school or be denied participation in, the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's: Sex, Ancestry, Sexual orientation, race, religion, National Origin, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability. In addition, this prohibits student discrimination under [Title IX of the Education Amendments of 1972](#), [Title VI of the Civil Rights Act of 1964](#) (race, color, national origin), [Section 504 of the Rehabilitation Act of 1973](#) (handicap), and [Americans with Disabilities Act of 1990](#) (disability).

Philosophy And Objectives

The athletic program is an important component of the middle school experience. The middle school athletic program in grades 6-8 provides definite opportunities that are not duplicated in other school activities or later life. Specifically, middle school athletics provides a different level of competition and gives the athlete an excellent background with a wider range of activities than normal. The basic objectives of middle school athletic participation in grades 6-8 program are:

1. To afford the opportunity for any student to participate in athletics.
2. To give the adolescent an early understanding that participation in athletics is a privilege that carries many responsibilities.
3. To place a heavy emphasis on learning basic athletic skills.
4. To teach students habits of health, safety, and participation.
5. To be competitive while learning self-discipline.
6. To practice, develop, and observe good sportsmanship and positive character traits.
7. To develop friendships, not only with teammates but also with opponents.
8. To ensure each participant is afforded an opportunity to perform during interscholastic competition.

Responsibilities

The responsibility and individual sacrifice accompany the privilege of participating in interscholastic athletics. If the sport is worth having and going out for, the student must be willing to put something into it. Desire and cooperation with teammates and coaches are essential. The Wisconsin Interscholastic Athletic Association (WIAA) has charged its member schools to establish regulations governing participation in athletics. While not a member of the WIAA, Meyer Middle School uses the WIAA rules and eligibility standards to guide local school procedures for student participation and discipline infractions. The following is quoted directly from the WIAA Rules and Eligibility ([Article XVI – Rules of Eligibility, Section 2.](#))

“A school shall have a code of conduct for its athletes. The code of conduct should be in place prior to the start of the school year. The code should be developed with the involvement of students, coaches, and administration and adopted by the Board of Education or recognized governing body.”

Meyer Middle School Activities Fees

\$170 Maximum Individual Fee

\$300 Maximum Family Fee

ATHLETIC -\$60 Each Individual Sport

NON-ATHLETIC - \$60 Each Individual Activity

Fees must be paid, in full, along with the physical form or alternate physical card and the signed Athletic Code to the activities office at the River Falls High School Activities Office. Online registration is available at [Bound](#).

Checks should be made out to the River Falls High School.

A waiver is available to those students who qualify for free or reduced lunch or have unusual circumstances. The Activities Office grants this waiver by contacting Brian Buck at brian.buck@rfsd.k12.wi.us.

Please call the Middle School office at 425-1820 with any questions.

Violations And Consequences

Student Conduct - Behavior

Students subject to this Code shall not engage in behavior contrary to the ideals, principles and standards of the school, the district character philosophy, and other expected behavior. Any in-school or out of school suspension will be considered a violation and may result in loss of eligibility.

- a. Willful and persistent disrespect or behavior, which is disruptive to or interferes with the learning environment, may result in ineligibility. This also includes home and away school events. It is impossible to list all of the situations that might fall under this rule. The Principal or Activities Director has discretion in interpreting this rule. The consequence associated with a violation of this portion of the Code may include a period of ineligibility of up to twenty (20) percent of the interscholastic contests of the sport in which the athlete competes, and/or up to nine weeks of suspension of any athletic activity.
- b. Violation of contest or game regulations as established by the WIAA which causes ejection from an athletic contest will result in missing one additional interscholastic contest.
- c. Athletes are expected to model appropriate character, behavior, conduct, and sportsmanship in and out of their season of participation. Any actions that are considered contrary to the School District of River Falls' Character Education philosophy and beliefs, as well as being considered conduct unbecoming of an athlete, may also result in ineligibility with the same consequences as described in part "a" (above). This includes actions that may be construed as pranks to include, but are not limited to, any types of destruction to property, trespassing, and/or physical or mental anguish to an individual.
- d. The use of social media by a student considered to be unbecoming of a Wildcat, including but not limited to, harassment, vulgar/inappropriate interactions with members of other communities or racially or sexually inappropriate comments may result in discipline including suspension of up to twenty (20) percent of contests or removal from the activity, group, leadership position, or team.
- e. A restorative practice can be used as a means to repair the harm done if the Activities Director or other administrator deems it appropriate and safe for all parties involved in a given situation. This would entail all parties being willing to engage in a restorative process. If the process is determined to be successful, administration can then adjust the suspension time at their discretion.

Academics

Scholastic achievement should be the primary concern of all student-athletes; Therefore, students participating in athletics must not have any Incomplete (I) or Insufficient Evidence (IE) grades in any academic subject. A final grade of Incomplete or Insufficient Evidence in any academic subject is considered failing and will result in athletic ineligibility. Each term's grades will be the basis for the following term's eligibility. Fall athletics eligibility shall depend on grades earned in the previous spring grading period.

1. If the student receives an Incomplete or Insufficient Evidence grade, they will be immediately subject to the following consequences. Ineligibility due to the Incomplete or Insufficient Evidence grade(s) will start as soon as the Activities Director or coach is aware of the Incomplete grade(s).

- i. Incomplete or Insufficient Evidence grade in one (1) subject during a grading period: Ineligible for 10% of the interscholastic contests (minimum 1). After the consequence is served, a student must demonstrate progress toward passing the class with the Incomplete or Insufficient Evidence grade, or ineligibility will continue. Grade checks will be made weekly. If at any time during the following term, the student is found to not be making sufficient progress, they will again be declared ineligible until they have a passing grade in all classes.
- ii. Incomplete or Insufficient Evidence grades in two (2) subjects during a grading period: Ineligible to practice for a minimum of 15 school days and nights plus no less than 20% of the interscholastic contests for that sport. After the consequence is served, a student must demonstrate progress toward passing the class with the Incomplete or Insufficient Evidence grade, or ineligibility will continue. Grade checks will be made weekly. If at any time during the following term, the student is found to not be making sufficient progress, they will again be declared ineligible until they have a passing grade in all classes.
- iii. When a student has accumulated three (3) Incompletes or Insufficient Evidence grades during a grading period, they will immediately be declared ineligible and must meet with the Activities Director to show cause as to why they should be allowed to continue to participate in athletics and to develop a plan to make up for the incomplete grades. The Activities Director, in coordination with the principal and guidance counselor, will make recommendations that are in the best interest of the student's academic progress.
- iv. Because of the September 1st starting date for schools, all ineligible periods will begin when the first game is played. However, if there are two Incomplete or Insufficient Evidence grades during the spring, the ineligible period will consist of 21 consecutive calendar days rather than 15 school days. If the period of ineligibility ends before the beginning of school, the student will become eligible. Grade checks will continue to be made weekly.

Other Violations and Consequences

Student-athletes participating in extracurricular activities may not use or be in possession of controlled substances or participate in federal, state, or municipal criminal activities. Violations of the controlled substance code or criminal activity during the summer will carry over to the following school year. Consequences for violations of the Athletics Code apply to all athletics in which the student participates. Below are the consequences for athletics.

1. Violations of Controlled Substance Act, use of Illegal/Dangerous Weapons, and Felonies. Any student who, through standards of fairness as established by the MMS Activities Department, is found to violate these provisions of the Code shall be withheld from at least fifty (50) percent of the maximum number of contests allowed by WIAA or the actual number scheduled by the school for that sport.
2. Violations - Any student subject to this Code shall not:
 - a. Possess, use, or consume cigarettes, e-cigarettes, cigars, or chewing tobacco.
 - b. Violate any of the Wisconsin Criminal Statutes as listed by chapter dealing with but not limited to:

Alcoholic beverages	Crimes against life and body
Crimes against health and safety	Crimes against property
Sexual morality, aggression, manipulation	Gambling
Crimes against government	Disorderly conduct
Harassment/bullying/cyberbullying	Crimes against animals

- c. Violate Wisconsin traffic statutes dealing by:
 - i. Operating under the influence of intoxicant/other drugs.
 - ii. Absolute sobriety.
 - iii. Minor transport.
 - iv. Open intoxicant by driver/occupant.
 - d. Use look-alikes, including but not limited to “vaping,” smoking of electronic apparatus, or other substitute forms of cigarettes; containers that may or may not contain alcohol, etc.
 - e. Violate any municipal/county ordinance or laws of other jurisdictions in conformity with the previously listed statutes. It is not necessary for a student to have received a ticket to be considered in violation. Consequences for a violation of the above are listed below.
3. Consequences - Athletics
- a. First Infraction – Any student who, through standards of fairness as established by the MMS Activities Department, is found in violation of the code will be subject to the following regulations.
 - i. Will be withheld from interscholastic competition for twenty (20) percent of the total scheduled contests for the sport in which they are participating. Any fraction will be rounded up to the next whole number when using the percentage. Any unserved portion of a consequence and/or violation that occurs during the offseason, will be carried over to the next sport in which the athlete participates. This will be whatever the percentage is remaining from the first part. For example, if a student were to miss 20% of the football season (2 games), but there was only one game left, they would have served half their penalty (10%). Therefore, they would miss 10% of the next sport they participate in.
 - ii. Unless otherwise stated, the student must continue practicing to maintain team eligibility. Missed practices may subject the participant to further suspension.
 - iii. Counseling concerning the problems inherent in the infraction will be provided to the student found in violation of the rule. This counseling may be delegated to the coach, Activities Director, counselor, school nurse, building principal, or any person the Activities Director feels is the best qualified to counsel the student on the particular matter.
 - iv. Any student subject to this Code shall not knowingly enter a vehicle transporting alcoholic beverages and/or controlled substances unless they are under the direct supervision of their parent or legal guardian. Attendance at parties/events where drugs, controlled substances, and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where the use of alcohol is occurring, is not considered a violation. These include such logical events as family weddings, graduation parties, or similar occasions. This does not, however, allow the use of alcohol or drugs by

any student under this Code at family or other gatherings.

- 1) Students who, through standards of fairness as established by the MMS Activities Department, are found violating this section of the Code shall be ineligible for one (1) interscholastic competition.

b. Second Infraction

Students in violation will be ineligible from athletic competition for fifty (50) percent of the total number of scheduled contests in which they participate.

For Alcohol or Other Drug (AODA)-related infractions, the student-athlete must undergo, at their expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which the assessors prescribe to confront the behaviors of use and abuse. In addition, the student-athlete will provide the activities director with written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within ten (10) days of written notice of infraction.

Any unserved portion of a consequence and/or violation that occurs during the offseason, will be carried over to the next sport in which the athlete participates.

For non-alcohol or drug-related offenses, completion of 20 hours of community service, as determined by the Activities Director and advisor, will be required before participation in the activity can resume. Students must make arrangements for community service within ten (10) days of written notice of infraction.

Students who do not complete the required AODA assessment or community service by a pre-arranged designated date will be ineligible for competition for 12 months.

c. Third Infraction

Students in violation will be ineligible from athletic competition for 12 months from the start date of the suspension.

For Alcohol or Other Drug-related infractions, the student-athlete must undergo, at their expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which the assessors prescribe to confront the behaviors of use and abuse. In addition, the student-athlete will provide the activities director with written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within ten (10) days of written notice of infraction.

For non-alcohol or drug-related offenses, completion of 40 hours of community service, as determined by the AD and advisor, will be required before participation in the activity can resume. Students must make arrangements for community service within ten (10) days of written notice of infraction.

Those students who do not complete the required AODA assessment or community service by a pre-arranged designated date will be ineligible for competition for the duration of their middle-school career.

- d. Students who participate in a school-approved student assistance (AODA) program and have no violations for at least one calendar year may have their levels of violation or record reduced by one after the period of ineligibility. This may be used only once in a student's middle school career.
- e. Students may not go out for a sport for the first time to exhaust any consequences of ineligibility without prior approval of the head coach of the sport and the Activities Director. Under these circumstances, students allowed to go out for a sport for the first time will be required to complete the season successfully, or the consequence extends to the next season.
- f. A student who knowingly falsifies information regarding eligibility status or violations of the Activities Code shall be subject to a period of ineligibility from all sports and/or co-curricular participation for 12 months from the investigation date.

Reporting Procedure And Activities Committee

- A. Information in police/court statements, citations, or reports may be used to investigate Athletic Code violations only per state statutes.
- B. The Activities Committee should consist of the Activities Director, two coaches/advisors, and two staff members.
 - 1. Each member will have one vote.
 - 2. The Activities Director will appoint each member. The committee members will remain consistently intact for a given case as much as possible.
 - 3. If the coach/advisor of the student in question is on the committee, they will be replaced.
 - 4. The Activities Director or principal may substitute appropriate non-coach members if teaching staff cannot serve.

Procedures For Administering The Athletic Code

- A. Violation of the Code is made known to the Activities Director.
- B. The Activities Director meets with the student to present charges.
 - 1. If the accused admits to the violation or infraction, the Activities Director states to them the prescribed action according to the code violation. The student serves their consequence and returns to competition.

Activities Department Standards Of Fairness

- A. Students accused of violating the rules and regulations of the Athletic Code will be subject to standards of fairness as established by the Activities Department in the administration of the Code:
1. Students will be informed of the charges being brought against them.
 2. Students may contest the charge.
 3. The Activities Director (or designee) will investigate/collect evidence and determine whether a violation has occurred. The prescribed consequence will be imposed if a violation is determined to have occurred.
- B. A determination of a violation may not be appealed. However, any student desiring a request to review must adhere to the following standards:
1. After a ruling of ineligibility resulting in suspension has been made, a student and/or their parents may formally submit a request to review to the Activities Director regarding the decision. A written request to the Activities Director must be received during normal business hours within five (5) school days from the first day such ineligibility shall take effect. The request may only apply to the technical requirement of the Code or the consequence associated with the violation. A student who requests a review regarding a consequence shall be ineligible during the "request to review" process up to the extent of the consequence.
 2. The Activities Director, within three (3) school days of receipt of such written request to review, shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents outlining the specific details relating to (a) violation or infraction, (b) date of violation or infraction, (c) period of suspension, and (d) any other pertinent information.
 3. After a request to review has been received and the school's formal reply mailed to the parents, a date for a meeting will be established by the Activities Director or principal. Such date is to be no later than seven (7) school days after receipt of the written request of the student and their parents. The opportunity to review will be scheduled during normal school business hours. Present at the meeting, in addition to the Activities Committee of the school, shall be the student and, if a rule relating to a specific sport is involved, the head coach/advisor of that activity. The parents may also be present.
 - a. The student will have the opportunity to speak and present other evidence on their behalf at the meeting.
 - b. Proceedings of the meeting, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and their parents.

*Note: Provisions as outlined in number 3 above, including items (a) and (b), will be applicable to any subsequent request to review. However, the Activities Committee will only participate in the first level of the "request to review" process.
 4. If at this point, the student and their parents are not satisfied with the findings of their request to review regarding the decision, a second request for review may be requested. This meeting will be with the principal.
 - a. The second request to review must be in writing to the AD or principal within five (5) school days of the mailing of the outcome of the meeting. A student who is found, under standards of fairness established by the Activities Department, to be ineligible shall remain ineligible up to the extent of the consequences during any request of review. (Excluding Title IX investigations.)
 5. The student and/or their parents, if they are not satisfied with the ruling of a particular meeting at one level, may request a review at the next level. The next level of opportunity to review after the principal is with the superintendent or their designee. The final level of review after the superintendent is the Board of Education. Requests to review must always be in writing to the Activities Director or principal within five (5) school days of

mailing the outcome of the last such meeting.

- a. The procedures for requesting opportunities to review, timelines, and sequence of levels specified above must be followed, or the request will be automatically denied. In all cases and levels, the student who requests a review regarding a consequence shall be ineligible during the “request to review” process up to the extent of the consequence.
6. The provisions as outlined above shall be the sole and exclusive remedy for opportunities to be heard regarding the rulings.

Parent/Athlete/Coach Expectations

Parenting and coaching are challenging and different vocations. By establishing an understanding of each other's expectations, we can better accept both parties' actions and provide greater benefits to the student-athlete. When a child becomes involved in a co-curricular activity, parents and coaches have a right to understand what expectations will be placed on the athlete and each other. This begins with clear communication from the athlete, parent, coach, and athletic department.

Communications/Expectations Parents/Athletes Should Expect From The Coaches

Parents and student-athletes should expect the following communication from their coaches:

1. The coaches' expectations for the student participants and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, and off-season opportunities.
4. The policy deals with excused and unexcused absences. (What will the consequence be for missing a game/practice because of vacation?)
5. The River Falls and WIAA requirements for eligibility.
6. Team rules beyond the River Falls Activities Code.
7. The coaches act as role models for good sportsmanship, the use of appropriate language, promoting a healthy environment, and safe teaching techniques.
8. Well-planned practices.

Communication/Expectations Coaches Should Expect From The Athlete And Parents

Coaches should expect the following communication from parents and student-athletes:

1. Notify any schedule conflicts that may occur well before the season. (including vacations, etc.)
2. Explanation of unique concerns regarding coaching expectations. (Practice requirements)
3. Support the Activities Code and all team rules.
4. Expectation of an athlete with a concern to be encouraged by their parents to speak with the coach or coaching staff.
5. Support all team members and the coaching staff.
6. Demonstrate positive support at games for their athletes, teammates, and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
8. Encourage a great work ethic at practices and in games.

Appropriate Concerns Athletes/Parents May Address With Coaches

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve their performance and skill level.
3. Concerns about the athletes' behavior in school/practices/games.

Inappropriate Concerns For Parents To Discuss With Coaches

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The makeup of the team and the decision as to who plays on a particular team.
5. Other members of the team, other parents, and other coaches.

The Proper Method To Report A Concern

Step One:

The athlete speaks with the coach. The coaching staff is involved/present when this conference takes place.

Step Two:

The parent asks for a conference with the coach and the athlete. If the coach cannot be reached, the parent should contact the Activities Director, and he will arrange for the coach to contact the parent.

Step Three:

If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the activities Director. The AD will moderate the conference. The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak uninterrupted. This will be in a non-threatening environment.

Miscellaneous

Illness, Athletic Injuries, And Care

- A. In order to participate, all athletes will be required to have the following information on file. All of these will be found on the online registration page.
 - 1. Parental Permission Form.
 - 2. A physical examination card attests to the participant's physical fitness.
 - 3. A signed agreement to this athletic code.
- B. Athletes will attend all practices unless they are ill. If possible, the coach should be notified prior to an absence. The individual coaches will determine excuses for absences other than for illness. If a student needs to use practice time for academic reasons, communication should be had with the coach.
- C. Students must be in attendance for all academic and required activities (designated by the school) for the entire school day (7:45 a.m. to 2:55 p.m.) to be eligible to participate in an extra-curricular activity or practice scheduled on that specific day. (The attendance definitions in the Student Handbook shall apply; the attendance officer shall determine daily attendance.) The administration maintains the right to allow athletes to participate. Excuses for medical appointments, funerals, and emergencies will be accepted; however, illness, tardiness (more than 5 minutes), haircuts, shopping trips, or other unexcused type of absence, or truancy, will not be accepted.
- D. All injuries must be reported to the supervising coaches immediately. Should an injury be discovered after the athlete has returned home, the coach or Activities Director should be contacted. The coach will notify parents if their child is injured or hospitalized.
- E. In the event of an injury, the coach will fill out an injury report form and file it with the Athletic Director the next day. This form may provide a source of information, if needed, for insurance purposes.
- F. Any athlete who was injured and required a physician's care must bring a physician's note to verify the student is well enough to practice and compete.

Title IX Notice

As mandated by the current provisions of [Title IX of the Education Amendments of 1972](#) and under the regulations set forth in [Chapter 106 of Title 34 of the Code of Federal Regulations](#) ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Primary Title IX Compliance Officer-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Secondary Title IX Compliance Officer-Staff (i.e. when the complainant is an employee)
Nate Schurman, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
nate.schurman@rfsd.k12.wi.us

Alternate Title IX Compliance Officer-Student and Staff
Lynette Coy, Director of Finance and Facilities
852 E. Division Street
River Falls, WI 54022
715-425-1800
lynette.coy@rfsd.k12.wi.us

Title IX Coordinators are authorized by the Board to coordinate the District's efforts to comply with Title IX and this policy. The District's nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under [Policy 411.11](#). To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to [Policy 411.11](#)

Public Notification Of Student Nondiscrimination Policy

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child 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, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

LEGAL REFERENCE: [Wisconsin Statutes Sections 118.13; Wisconsin Administrative Code PI 9, 41; Title IX; Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act; McKinney-Vento Homeless Education Assistance Act](#)

Equal Education Opportunities and Pupil Nondiscrimination

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The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

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The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

LEGAL REFERENCE: [Wisconsin Statutes Sections 118.13](#); [Wisconsin Administrative Code PI 9, 41](#); [Title IX](#); [Civil Rights Act of 1964](#); [Section 504 of the Rehabilitation Act of 1973](#); [Americans with Disabilities Act of 1990](#); [Individuals with Disabilities Education Act](#); [McKinney-Vento Homeless Education Assistance Act](#)

Team Travel

- A. The school district furnishes transportation to and from all away athletic contests in a school vehicle accompanied by a coach. Any other mode of transportation to contests is not allowed unless approved by the activities director.
- B. There may be occasions when return trips with parents may be accepted. If this is desired, parents must contact the coach by the end of the school day. This permission must be granted by the school Principal, activities director, or coach. A student may only ride home with their parent/legal guardian.
- C. The parent/legal guardian giving the ride must make direct personal contact with the coach after the contest before the athlete is excused.
- D. Failure to comply will result in travel restrictions and contest disqualification.

Equipment Care And Return

- A. Student-athletes shall be responsible for the care, maintenance, and return of all equipment they are issued. Any equipment lost or abused must be paid for by the student to whom it was issued.
- B. Equipment issued to a student-athlete may be used only by that athlete. Use of this equipment is restricted to practice and sanctioned school competitions.
- C. School-issued practice equipment is not to be used for physical education or personal wear. Continued misuse of equipment in this manner will be cause for turning it in and the student furnishing their equipment.
- D. Each athlete is responsible for taking care of their equipment, locker area, personal effects, and personal hygiene throughout the season.

Signature Page

Parent and student signatures on the online registration page are required prior to beginning practice in a sport.

Age Requirement

A student shall be ineligible for interscholastic competition as a member of a team consisting of grades 6-8 students if they reach their birthday before August 1 of any given school year (6th grade - 14; 7th grade - 15; 8th grade - 16).

Locker Room Privacy

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone, or other recording devices to capture, record, or transfer a person's representation in the locker room. No person shall be recorded in locker rooms (whether clothed, in uniform, partially clothed, or unclothed). No student has the authority to have themselves recorded.
- No media access to locker rooms before, during, or after any school athletic event or practice is allowed. Coaches and student-athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker room supervisor. If authorization is given, the person shall leave the locker room after the interview or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. Additionally, all violations will be reported to law enforcement.

As applicable, the building principal or designated locker room supervisor shall be responsible for enforcing this policy.

Acceptance Of The Code Of Conduct

Signing the Athletic Code agreement is required of all students who want to participate in any athletic sport offered by the district. Signing the Athletic Code Agreement acknowledges that the student and their parent(s)/guardian(s) have read and understand the requirements specified in the document. Failure to sign the Agreement will immediately disqualify a student from participating in any athletic activity.



2026/2027 Handbook Updates

School Calendar and Schedule	p.7-8
District Calendar	p. 9
2026/2027 RCA Academy Important Events	p.10
GEDO Attendance Hours	p.18

GEDO 2 classes run from 8:30 - 11:30 am - Monday through Friday

Online Classes - Edmentum	p. 22

Online Classes - Edmentum

In the event an online course is on a student's schedule. Students must complete all activities, projects and lessons with a 75% before taking the summative assessment

GEDO #2 added program expectation	p. 22

GEDO #2

Students enrolled in the GEDO #2 program will have a WBL or Volunteer Component. This must be done BEFORE the final content test can be scheduled.

All students will participate in an ACP exit interview.

Added Math for the Trades to Course Offerings	p. 25
AI/Plagerism	p. 27

Students turning in any A.I.-created work as their own is prohibited and subject to disciplinary action.



Updated Chromebook Policy

p. 32-33

Renaissance Charter Academy Chromebook Policy

Students will not be issued personal Chromebooks

At no time should a student have access to a Chromebook unless authorized by Staff

Teachers will:

- Have a classroom set of Chromebooks
- Assign a Chromebook to a student within the classroom
- Designate when a student will be allowed to use a Chromebook
- Allocate the time frame a student will use the Chromebook

Students will:

- Create their profile on their assigned Chromebook
- Use their Chromebook during the allocated time
- Return and charge the assigned Chromebook when class is over
- NOT be allowed to check out a Chromebooks unless authorized by staff

Teachers will post expectations in their classroom

Students within the School District of River Falls are supplied with a Chromebook and charger at the beginning of each school year. Students must turn in the same Chromebook and a charger at the end of the year (if you lose your charger you can buy a replacement or get a replacement charger from the main office, with fees applied to your student account). Students who fail to do so will be charged a replacement cost and will be issued a new Chromebook and/or charger.

If a student needs to charge their Chromebook, they may bring their Chromebook to the library to exchange for a loaner. Additionally, students who forgot their Chromebook should get a loaner from the library. Upon return of the loaner Chromebook, students can retrieve their original device. Students who do not return the loaner Chromebook will be charged.

2026-27 **STUDENT** **HANDBOOK**



Renaissance
CHARTER ACADEMY

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Welcome

The Renaissance Charter Academy (RCA) is an innovative, charter school that offers programs to meet the needs of a wide range of learners. Our specialty lies in the area of individualized learning with social and emotional support. The Renaissance Charter Academy partners with the River Falls High School to offer students a larger variety of courses, electives, sports, activities, and clubs. We ensure that all students have a firm grasp of the core academics and skills necessary to achieve post-secondary life goals. Students at the RCA are expected to demonstrate independent learning skills and embrace the concept of lifelong learning and planning for meaningful careers.

District Mission Statement And Philosophy Of Education

The School District of River Falls, an innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that...

- Each person is unique and the resulting diversity enriches our community.
- All people have equal value.
- Engagement in lifelong learning is essential to a productive and meaningful life.
- The pursuit of excellence is worth the effort.
- Every person has a right to a safe environment.
- The family is the primary influence in the development of the individual.
- Our staff is valued, respected, and essential for the success of our schools.
- Proactively and creatively managing change is critical in order to thrive.
- Integrity, healthy relationships, and effective communication are necessary for strong communities.
- A commitment to service is a vital part of citizenship.
- People are responsible for their own choices.
- A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
- It is our responsibility to be good stewards of all resources for present and future generations.

RCA School Mission and Values

Mission Statement:

The RCA models acceptance, compassion, and dignity. We nurture independence, responsibility, and individual strengths to foster personal growth and academic achievement.

Values:

- Our students and their families are at the center of each decision.
- Dignity and self-worth are paramount to everything we do.

- Parents, guardians, and community members are active partners in helping our students grow.
- Each student has different learning needs and we will strive to meet them.
- Our school is a welcoming, safe space where all students, regardless of where they come from, belong.

Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal rights between any student or parent and the district. If you or your student(s) have questions about any of the material in the handbook, please contact the coordinator.

By enrolling at RCA, both students and their families acknowledge that the policies and procedures outlined in this handbook apply to all students, families, and visitors.

RCA Contact Information

Contact Phone Number: 715-425-7687

Fax Number: 715-200-5918

Address: 1355 Sunshine Avenue, River Falls, WI 54022

Website: www.rfsd.k12.wi.us/schools/renaissance/

RCA Staff

- **Peggy Webb**, Program Coordinator 715-425-1800 , ext. 2224, peggy.webb@rfsd.k12.wi.us
- **Jill Dexheimer**, Secretary and Health Aide 715-425-7687, jill.dexheimer@rfsd.k12.wi.us
- **Jacquie Graham**, Social Worker 715-425-1800 ext. 2220, jacquie.graham@rfsd.k12.wi.us
- **Mitchell Kallenbach**, Instructor 715-425-7687, mitchell.kallenbach@rfsd.k12.wi.us
- **Tessa Kania**, Instructor 715-425-7687, tessa.kania@rfsd.k12.wi.us
- **Kyle Stapleton**, Instructor 715-425-7687, kyle.stapleton@rfsd.k12.wi.us
- **Josh Weiss**, Instructor 715-425-7687, joshua.weiss@rfsd.k12.wi.us
- **Lynn Elsenpeter**, Paraprofessional 715-425-7687, lynn.elsenpeter@rfsd.k12.wi.us

Messages/Items From Home

To limit interruptions to the classroom learning environment, we will limit calls to the classrooms for messages and delivering forgotten items from home. Please be assured that prearranged interruptions like doctor and dentist appointments will still be honored. Texting or calling your students during the school day is not allowed.

Visitors

All persons other than current students and staff are considered visitors. All visitors must show a picture ID before entering the building. Upon entering, visitors must check in with the front office staff.

Only program Coordinator approved visitors may come to visit students during the school day or at lunchtime. Persons found on campus without permission will be asked to leave the premises.

Our Rights

- The right to an education – teachers should be free to teach and students free to learn without being interrupted.
- The right to develop one's personality (so long as it doesn't interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical and mental abuse, such as name-calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, friendship group, age, culture, handicap, financial status, clothing, or classroom performance.
- Freedom from being harassed in the classroom and hallways and the right to be treated respectfully and safely.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for all property, as well as people.
- These rights apply to all persons, students, and staff at the RCA for the entire school day including transportation to and from school and all school-sponsored activities.

School Calendar and Schedule

Monday - Thursday Schedule

DAY STARTS @ 8:30 AM		
Advisory	8:30 - 9:05 AM	<i>35 minutes</i>
Breakfast / Passing Time	9:05 - 9:21 AM	<i>16 minutes</i>
Block 1	9:21 - 10:26 AM	<i>65 minutes</i>
Passing Time	10:26 - 10:29 AM	<i>3 minutes</i>
Block 2	10:29 - 11:34 AM	<i>65 minutes</i>
LUNCH	11:34 AM - 12:04 PM	<i>30 minutes</i>
Block 3	12:04 - 1:09 PM	<i>65 minutes</i>
Passing Time	1:09 - 1:12 PM	<i>3 minutes</i>
Block 4	1:12 - 2:17 PM	<i>65 minutes</i>
Snack / Passing Time	2:17 - 2:25 PM	<i>8 minutes</i>
Block 5	2:25 - 3:25 PM	<i>60 minutes</i>
Passing Time	3:25 - 3:30 PM	<i>5 minutes</i>

Friday Daily Schedule

DAY STARTS @ 8:30 AM		
Advisory	8:30 - 9:05 AM	35 minutes
Breakfast / Passing Time	9:05 - 9:21 AM	16 minutes
Block 1	9:21 - 10:13 AM	52 minutes
Passing Time	10:13 - 10:16 AM	3 minutes
Block 2	10:16 - 11:09 AM	52 minutes
Passing Time	11:09 - 11:12 AM	3 minutes
Block 3	11:12 - 12:05 AM	52 minutes
LUNCH	12:05 - 12:35 PM	30 minutes
Friday Meeting	12:35 - 12:45 PM	10 minutes
Block 4	12:45 - 1:37 PM	52 minutes
Passing Time	1:37 - 1:40 PM	3 minutes
Block 5	1:40 - 2:30 PM	50 minutes
Academic Hour	2:30 - 3:30 PM	60 minutes
DAY STARTS @ 8:30 AM		

2026-27 District Calendar



SCHOOL DISTRICT OF
River Falls

2026-2027 School Year Calendar

AUGUST 2026

- 17-18 New Teacher Orientation
- 19 K Boost
- 19 Renaissance CEDO2 Info Meeting (4-6:30 pm)
- 20 New Para Orientation
- 20 Teacher Curriculum Academy
- 24-27 Teacher In-Service
- 25 MMS Back-to-School Open House (12:30-7:30 pm)
- 26 HS Parent Night Open House (5-8 pm)
- 26 RCA Back-to-School Parent Night (4-6:30 pm)
- 26 Elementary Back-to-School Open House (3-6 pm)

SEPTEMBER

- 1 First Student Day of School (all schools, including RF4C)
- 7 No School (Labor Day)
- 28 HS & RC Parent/Teacher Conferences (4:30-7 pm)

OCTOBER

- 5 No School for Grades 4K-8 (Teacher In-Service)
- 5 Virtual Day for Grades 9-12
- 30 End of Quarter One (Secondary Level)

NOVEMBER

- 2 No School (Teacher In-Service)
- 2 Elementary Parent-Teacher Conferences (4-7:30 pm)
- 5 MMS Parent-Teacher Conferences (3:45-7:30 pm)
- 5 Elementary Parent-Teacher Conferences (4-7:30 pm)
- 11 MMS Veterans Day Program (1:30 pm)
- 20 End of Trimester One (Elementary Level)
- 25-27 No School (Thanksgiving Break)

DECEMBER

- 7 HS & RCA Parent/Teacher Conferences (4:30-7 pm)
- 23-31 No School (Winter Break)

JANUARY 2027

- 1 No School (Winter Break)
- 15 End of Quarter Two (Secondary Level)
- 18 No School (MLK Day) (Teacher In-Service)
- 25 HS Course Registration Night (5-8 pm)

FEBRUARY

- 15 No School for Grades 4K-8 (Teacher In-Service)
- 15 Virtual Day for Grades 9-12
- 15 Elementary Parent-Teacher Conferences (4-7:30 pm)
- 18 Elementary Parent-Teacher Conferences (4-7:30 pm)
- 18 HS & RCA Parent/Teacher Conferences (4:30-7 pm)

MARCH

- 5 End of Trimester Two (Elementary Level)
- 15-19 No School (Spring Break)

APRIL

- 1 End of Quarter Three (Secondary Level)
- 1 MMS Parent-Teacher Conferences (3:45-7:30 pm)
- 2 No School (Teacher In-Service)
- 6 HS ACT Day for Grades 9, 10, 11
- 6 Service to Community Day for Grade 12

MAY

- 7 No School (Vacation)
- 10 HS & RCA Parent/Teacher Conferences (4:30-7 pm)
- 14 Renaissance Senior Celebration (4:30-7:30 pm)
- 31 No School (Memorial Day)

JUNE

- 4 Last Student Day of School
- 6 High School Graduation (1-3 pm)
- 7-8 No School (Teacher In-Service)

Possible make-up days: 1/18, 2/15, 4/2, 5/7, 6/7, 6/8. HS 8:15 late start: every Wed. except 9/2, 9/9, 11/4, 1/20, 2/17, 4/7, 5/19, 5/26 & 6/2

August 2026				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

September 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30		

October 2026				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

November 2026				
M	T	W	Th	F
2	3	4	5	6
9	10	11	12	13
16	17	18	19	20
23	24	25	26	27
30				

December 2026				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29	30	31	

January 2027				
M	T	W	Th	F
				1
4	5	6	7	8
11	12	13	14	15
18	19	20	21	22
25	26	27	28	29

February 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26

March 2027				
M	T	W	Th	F
1	2	3	4	5
8	9	10	11	12
15	16	17	18	19
22	23	24	25	26
29	30	31		

April 2027				
M	T	W	Th	F
			1	2
5	6	7	8	9
12	13	14	15	16
19	20	21	22	23
26	27	28	29	30

May 2027				
M	T	W	Th	F
3	4	5	6	7
10	11	12	13	14
17	18	19	20	21
24	25	26	27	28
31				

June 2027				
M	T	W	Th	F
	1	2	3	4
7	8	9	10	11
14	15	16	17	18
21	22	23	24	25
28	29			

LEGEND				
▲	First Student Day			
▼	Last Student Day			
	No school			
*	Possible make-up days			
◆	In-service Days			
L	HS Late Start: 8:15am			

1-26-2026

2026-27 Renaissance Charter Academy Important Events

AUGUST 2026

- 19 GEDO2 Student Information and Registration Meeting
4:00-6:30 pm
- 26 Back to School Parent Night,
4:00-6:30 pm

SEPTEMBER 2026

- 1 First Student Day of School
- 7 No School, Labor Day
- 9 First GEDO-2 Student Day of School
- 22 School Picture Day
- 28 Parent-Teacher Conferences,
4:00-6:30 pm

OCTOBER 2026

- 5 Virtual Learning Day, Teacher In-Service
- 20 School Picture Retake Day
- 30 End of Term One

NOVEMBER 2026

- 2 No School, Teacher In-Service
- 25-27 No School, Thanksgiving Break

DECEMBER 2026

- 7 Parent-Teacher Conferences,
4:00-6:30 pm
- 23-31 No School, Winter Break

JANUARY 2027

- 1 No School, Winter Break
- 15 End of Term Two
- 18 No School, Teacher In-Service

FEBRUARY 2027

- 15 Virtual Learning Day, Teacher In-Service
- 18 Parent-Teacher Conferences,
3:30-6:00 pm

MARCH 2027

- 15-19 No School, Spring Break

APRIL 2027

- 1 End of Term Three
- 2 No School, Teacher In-Service
- 6 Testing Day for 9, 10, 11; Virtual Learning Day for grade 12

MAY 2027

- 7 No School
- 10 Parent-Teacher Conferences,
4:00-6:30 pm
- 13 Senior Celebration Dinner
- 21 Last Day of School for GEDO2 Students
- 31 No School, Memorial Day

JUNE 2027

- 4 Last Student Day of School
- 6 High School Graduation. 1-3 pm

Emergency School Closing Procedures

The administration of the School District of River Falls follows these procedures in the event River Falls Area Schools are forced to delay starting times, dismiss early, or cancel. If weather conditions or other circumstances develop that alter the normal school schedule, Campus Messenger parent notification system will be activated and the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations:	WCCO (830 AM) WDMO (95.7 FM) WEVR (1550 AM & 106.3 FM) WIXK (1590 AM & 107.1 FM) KWNG (105.9 FM)
iHeart Media:	880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM; 98.7FM; 100.7FM; 106.7FM
Television stations:	WCCO (Channel 4) KSTP (Channels 5, 45, and KSAX-TV-channel 42) FOX (Channels 9, 25, 29 and 48) KARE (Channel 11) WEAU (Channel 13)
Websites:	wcco.com kstp.com myFOX9.com kare11.com moose106.com b95radio.com rock921.com z100radio.com 987thebrew.com wmeq.com

Please do not contact these stations, or the schools directly, as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours, and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of a school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School and Heartland Montessori School.

Attendance Guidelines -

POLICY 431 STUDENT ATTENDANCE

Attendance Philosophy

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

Part 1: Definitions

1. Excused Absence: A student is considered excused when the student is absent with an acceptable excuse for all or part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:

- A. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
- B. Excused absences of greater than 50% of the school day will be a full day absence.
- C. Unexcused Absence/Tuant. A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.

2. Habitually Truant. A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Part of a school day is any time period that exceeds 15 minutes.

3. Tardy/Late Arrival: Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

- 1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
- 2. Entering attendance data into the district's school information system.

3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Reporting an Absence

To report a student absence, please use one of the following methods:

- Infinite Campus Parent Portal
- Call the main office: 715-425-7687
- Email: jill.dexheimer@rfsd.k12.wi.us

All absences must be reported by a parent or guardian within 48 hours. Students who are 18 or older and still living at home must have a parent or guardian report their absences. Students who are 18 or older and living independently may report their own absences. Living arrangements will be verified through Infinite Campus.

Part 4: Excused Absences (Part 4 of POLICY 431 STUDENT ATTENDANCE)

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.
 - a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
 - b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.
 - c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
 - d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school i.e. Absences for medical,

- dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
2. The student has a chronic condition or is experiencing an extended illness.
 - a. A student who has been diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
 - b. A [Chronic or Extended Illness Verification Form](#) will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
 - c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
 3. The student's parent(s) or guardian has provided a pre-planned notice of absence.
 - a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
 - b. A student may not be excused for more than ten (10) days per school year.
 - c. Absent students must complete any coursework missed during the absence.
 - d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
 - ii. to attend a funeral outside of the immediate family;
 - iii. college visits;
 - iv. job fairs;
 - v. vacations.
 4. The student is absent from school for one of the following School Board approved reasons:
 - a. Obtaining religious instruction or observing religious holidays.
 - b. A death in the immediate family.
 - c. A court appearance or other legal procedure upon submission of proof.
 - d. Approved school activities during class time.
 - e. Suspension or expulsion.
 - f. Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
 - g. High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.
 - h. Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
 - i. Quarantine of the student's home by a public health officer.

- j. Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
- k. Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival

Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited to, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: Promotion, Monitoring, and Intervention

All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting Expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;
- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without advanced notification. a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;
4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;
6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at grade level;

4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Middle and High School Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Truancy Diversion Plan

The Truancy Diversion Plan is designed to support students in improving their attendance through individualized goals and regular check-ins. This plan provides an alternative path for students with ongoing attendance challenges, helping them avoid court involvement or county-level consequences. All stipulations of the program will be clearly outlined and presented to families prior to enrollment to the Truancy Diversion Plan

Attendance Hours

The school day runs from 8:30 am – 3:25 pm, Monday through Thursday, and 8:30 am - 2:30 pm on Fridays for Day students.

GEDO 2 classes run from 8:30 - 11:30 am - Monday through Friday

Arriving at School

Students should be in their classrooms at 8:30 am. Students are not considered present and ready for class until they have placed their belongings in their lockers and are seated in class. Failure to do so may result in being marked tardy or not in compliance with classroom expectations.

Students who ride the bus and arrive after 8:30 am, will not receive a tardy or truancy if they arrive on the school bus. Students on the bus should place jackets and backpacks into their lockers and proceed directly to class. Failure to do so could result in a tardy.

Attendance Sanctions

[RCA Updated Tardy/Unexcused Absence Policy 25/26](#)

Appointments During the School Day

Students may be excused from school for professional appointments such as medical, dental, court, or social service visits. Whenever possible, appointments should be scheduled outside of school hours or during the lunch period.

Verification Required:

All appointments that cause a student to miss part of the school day must be verified within 48 hours. Acceptable documentation includes a card, note, prescription, or other official proof from the

provider, written on business letterhead. This should include the location and time of the appointment.

Partial-Day Attendance:

Students with appointments that do not take the full school day are expected to attend school before or return after the appointment. Failure to do so will result in the absence being marked as a parent-excused or illness absence.

Leaving During the School Day

If a student needs to leave school early for any reason, a parent/guardian note, phone call, or email is required.

Off Campus

Students that are off-campus (unless given permission) will be given a truancy. Off-campus includes any area outside of the school building excluding those designated as a lunch area during lunchtime.

Sign-Out Requirement:

Students **must** sign out and leave through the Main Office. Failure to do so may result in truancy.

Class Attendance

Students are expected to attend the classes they are assigned. Failure to be in the assigned area/classroom are subject to attendance laws.

Students may not leave class without permission from their instructor unless it is an emergency situation. Students who leave without permission will be subject to behavioral consequences.

In the case where a student is being disruptive to the class and/or school environment, alternative placements either within the school building or at home may be needed and will be determined by the coordinator.

Registration and Academics

Registration

RCA Registration

Students wishing to attend the RCA must have been accepted into the School District of River Falls. New students are accepted at the beginning of each term. Students from other districts are to follow the Open Enrollment policies, State of Wisconsin statute 66.03 (2c) procedures. Application forms are available in the Guidance Department at the High School, Central Office, RCA or online through the Wisconsin Department of Public Instruction.

All students who apply to the RCA will participate in an entrance interview to determine enrollment. If a student decides to return to River Falls High School, an exit interview will be conducted.

Application to the RCA does not guarantee admittance. All district and RCA paperwork must be filled out prior to admission.

Open Enrollment

Students in kindergarten to grade 12 may attend any public school in the state, as permitted by either law or board policy. Applications must be submitted to the non-resident's school during the Open Enrollment window. Forms are available at the District Central Office (715-425-1800) and on the River Falls School District website. See Board Policy 423. Open enrollment approval does not guarantee enrollment to the RCA.

RCA Course Registration

Course offerings and schedules are put together by the program coordinator and school counselor based on the academic needs of the students. Starting with senior graduation requirements, courses are selected to fulfill these needs.

Student schedules will be given out on the first day of each Term, they will be Infinite Campus within a week of the term starting. Students may request changes to their schedule during the first week of the term and with the program coordinator's approval.

Grading Policy

Grading Scale:

A (100%-93%); A- (92%-90%); B+ (89%-87%); B (86%-83%); B- (82%-80%); C+ (79%-77%); C (76%-73%); C- (72%-70%); D+ (69%-67%); D (66%-60); F (59%-0%); P - Credit is given, but is not included in the GPA.

Incompletes

If a student does not complete their work by the end of the term. It may be determined to give a student an I (Incomplete) on their transcripts. Students will have two weeks after the end of the Term to complete the work for an earned grade, which will be recorded on the transcript and report card. If work is not completed by this date, the student will not be eligible to earn credit for the course attempted and an F will be placed on the transcript.

Grades and Report Cards

Grades and attendance records can be found by logging into Infinite Campus. For more information on how to set up an account or re-activate your account, please contact the main office at the RCA, at 715-425-7687.

Coursework Makeup Guidelines

Students are responsible for getting all missed coursework from teachers when they are absent for any reason and are responsible for completing all of the missed work. Students will be allowed to complete all coursework missed and are generally responsible for completion with the allotted time listed:

- 1 day absent = 1 day to make up work
- 2 days absent = 2 days to make up work

- 3 days absent = 3 days to make up work
- More than 3 days absent = one week to make up work.
 - Long-term illness or accidents/injuries that keep students from attending school are exceptions to this rule and will be addressed on an individual basis. Teachers will determine the appropriate timeline and coursework and will communicate this information to the student and/or parents.
 - For absences in excess of two or more days, please contact the RCA Main Office at (715) 425-7687 and a request for coursework with teachers will be made. Please allow one full -school day (24 hours) from the time of request to prepare and collect coursework. Much of the coursework may be available through the teacher's online Google Classroom page.

Academic Highlights

Academic Fridays

Students who are failing classes, missing more than five (5) formative assignments or any summative assignments will be required to stay Fridays from 2:30 pm to 3:20 pm to receive academic support. This is applicable to Work-Based Learning students. Attendance policy applies.

Advisory

Advisory is the first 45 minutes of each school day. Advisory offers students one-on-one tutoring, ACP and testing support as well as reading interventions. Advisory co-horts are responsible for assigned school tasks. Failure to comply will result in a detention and loss of participation points for Advisory.

Zero Hour at River Falls High School

As a way to recover credits, Renaissance students can take Block 1 classes at River Falls High School. Students who are interested in this option need to speak with the school counselor. Students opting to take a zero-hour class will report directly to the high school for Block 1 return to the Renaissance immediately after the block.

Zero Hour policies:

- Students should attend the full RFHS class. Attendance will be modified at RCA for students that arrive late to class due to their RFHS class.
- Students who attend RFHS in the morning **MUST** sign out of the high school main office.
- Students who drive will need a parking permit to park in the RFHS parking lot. RCA parking permits are valid at RFHS.
- Students who attend RFHS in the morning **MUST** arrive at the RCA no later than 9:15 am or they will be subject to attendance rules.
- If there is a late start at RFHS, students **MUST** arrive at the RCA no later than 9:40 am or they will be subject to attendance rules.
- Upon arrival at the RCA, students **MUST** check in at the main office.

River Falls High School Classes

In some cases, students may be permitted to take Block 2, 3, or 4 classes at River Falls High School. If approved, students are responsible for their own transportation to and from RFHS. They must attend the full duration of their RFHS class. After being released, students will have 15 minutes to report to RCA. If they arrive late, standard attendance policies will apply.

Academic Academies

High School Academies are a series of courses that lead to a degree program. Academies are designed to meet high school needs with broad goals of offering program exploration, a recognized industry credential or embedded technical diploma, or up to a full semester of an associate degree program.

Interested students are required to complete a River Falls School District High School Academies application before applying for admission through CVTC. This application serves as a contract that details specific requirements and responsibilities. For more information, please see the school counselor or the RCA Coordinator.

Online Classes - Edmentum

In the event an online course is on a student's schedule. Students must complete all activities, projects and lessons with a 75% before taking the summative assessment

GEDO #2

Students enrolled in the GEDO #2 program will have a WBL or Volunteer Component. This must be done BEFORE the final content test can be scheduled.

All students will participate in an ACP exit interview.

Start College Now and Early College Credit programs

The Start College Now and Early College Credit programs allows RCA juniors and seniors who meet certain requirements to take post-secondary courses at a UW institution, a Wisconsin technical college, or one of the state's participating private nonprofit institutions of higher education. Successful completion of approved courses will count toward high school graduation as well as for college credit.

- The school district pays tuition and fees for a college course if the School Board determines the course qualifies for high school credit, is not comparable to a course already offered in the school district, and the student has successfully exhausted all course offerings in the designated area of study. A technical college course can be comparable under some circumstances.

- If the School Board approves the course, the student can receive both high school and college credit upon successful completion of the course.
- Students must follow regular sign-out/sign-in procedures at the RCA when attending a post-secondary institution part-time.
- If a student is only taking Start College Now classes, they need to meet with the Renaissance staff once a week until graduation.
- Transportation is the parent/guardian/student's responsibility.
- Contact the RCA school counselor for procedure and information.
- The district shall seek reimbursement from students and/or parents/guardians for payment of the tuition and fees paid by the district on the student's behalf if a Start College Now and Early College Credit program course is not completed or failed. Failure to reimburse the district as requested shall result in the student not being eligible for any further participation in this program.

DEADLINES FOR START COLLEGE NOW: October 1 for Spring Term and March 1 for Fall Term.
Work-Based Learning and Youth Apprenticeship programs

The Work Based Learning (WBL) and Youth Apprenticeship programs allows RCA juniors and seniors who meet certain requirements to earn high school credits while being employed or part of an apprenticeship.

Students in the program can earn 0.5 credits per term for working 90+ hours with a maximum of 1 credit during a high school career. Students who successfully complete this program will earn an Employability Skills Certificate issued through the Wisconsin Department of Public Instruction.

The Youth Apprenticeship program is a one or two-year program that requires a minimum of 450 hours at their YA worksite each year. Upon successful completion of their apprenticeship, students earn a certificate issued by the State of Wisconsin Department of Workforce Development that will become a permanent record on their high school transcript. Students may earn up to 6 credits during their high school career.

Students enrolled in these programs may qualify for a modified schedule. To remain eligible, students must maintain good academic standing and attendance.

Students who are failing classes or have poor attendance may be required to remain at school for the full day until their grades and attendance improve.

For more information about either the Career Based Learning program or the Youth Apprenticeship program, please see the RCA school counselor or coordinator.

Work Permits

If a student is under the age of 16, he/she must have a work permit on file. Work permits can be applied for online at <https://dwd.wisconsin.gov/er/laborstandards/workpermit/>.

Graduation

Graduation Plans

Each RCA student receives a graduation plan while attending the RCA. These plans will be updated throughout the school year to reflect students' progress toward graduation. Graduation plans will be shared with the RCA staff, the student's parent/guardian, and the student. These plans do not transfer to River Falls High School.

Graduation Information

Students graduating from the RCA program will receive a River Falls School District diploma and have the option to participate in the school district graduation ceremony held in late May or early June.

Students must have completed 27.5 credits to participate in the graduation ceremony. Students who only have 27.5 credits will not receive their diploma until they have completed the final 0.5 credits. All graduating seniors should meet all requirements by Memorial Day to participate in graduation.

Students not in attendance for more than 85% of their academic year due to habitual truancy may not be eligible to participate in graduation ceremonies and/or the senior class party. See Board Policy 345.62.

This includes, but is not limited to, the following: fines, fees, detention time, food account balance, return of library items, school-owned electronic devices, textbooks, and locker locks.

Graduation information will be emailed to both parents/guardians and seniors throughout the school year.

Graduation Requirements - RCA High School Diploma (28 credits)

English (4 credits)

- English 9 A & B
- English 10 A & B
- American Literature A & B
- English Elective
- Speech

Science (3 credits)

- General Science I
- General Science II
- Biology I
- Biology II
- Science Elective
- Science Elective

Careers/Indep. Living (1 credit)

- Careers Elective
- Independent Living Elective

Phy. Ed/Health (2 credits)

- Physical Education 9
- Physical Education 10
- Physical Education 11
- Health

Technology (1 credit)

- Technology Elective
- Technology Elective

Math (3 credits)

- Algebra I
- Geometry
- Math Elective - 1 more credit
 - Algebra II
 - Math Projects - .5
 - Math Elective Math Projects - .5
 - Consumer Math - .5
 - Math Essentials - .5
 - Math for the Trades - .5

Social Studies (3.5 credits)

- Geography
- Civics
- Global Studies I
- Global Studies II
- American Studies I
- American Studies II
- Economics or Personal Finance

Electives (10.5 credits)

- Electives are any classes outside of the required classes for graduation. This can include, but is not limited to, Work-Based Learning, Youth Apprenticeship, college courses, and so on.

Senior Year Information

Each term, students take four classes that can yield a total of 2 credits. Students who are credit deficient may choose to take additional classes through online courses or Zero Hour courses at the River Falls High School campus.

Students who are within one credit of completing their graduation requirements and have all their required classes completed; or students who have completed all graduation requirements (28 credits) have the following options to finish out their senior year:

- Continue coming to school full-time and taking Advisory plus 4 classes per term until graduation.
- Participate in the Early College Credit Program (ECCP) and take a minimum of 2 classes per college semester at UW-River Falls.
 - Students in this program are required to meet with the school counselor once per week. The day and time for this will be determined by the counselor and student.
- Participate in the Start College Now (SCN) program and take a minimum of 2 classes per college semester at Chippewa Valley Technical College (CVTC).
- Students in this program are required to meet with the school counselor once per week. The day and time for this will be determined by the counselor and student.
- Participate in the Career Based Learning (CBL) or the Youth Apprenticeship (YA) program and complete the requirements of the program.
 - Students in this program are required to meet with the school counselor once per week. The day and time for this will be determined by the counselor and student.
- Students who have completed all 28 credits, may apply for early graduation at the end of Term 2 or Term 3. Students who wish to graduate early should discuss the option with their school counselor. Applications are reviewed and must go through an approval process.

Requests for Program or Curriculum Modification

Any student's parent/guardian, or the student if the parent/guardian is notified, may request in writing that the District provide the student with program or curricular modifications. A request for

a program or curriculum modification(s) shall be considered by the District under the following circumstances:

1. The student is temporarily not in proper physical or mental condition to attend a school program. In this case, the parent or guardian must obtain a written statement of the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician's assistant, nurse practitioner, certified advanced practice nurse practitioner, or Christian Science practitioner (living and residing in Wisconsin and who is listed in the Christian Science Journal), as sufficient proof of physical or mental condition of the student.
2. This written statement, as indicated above, is a Statement from Medical Professional to Consider Homebound Instruction, is to be included in the administrative procedure and shall indicate the time period for which it is valid, not to exceed 30 calendar days.
3. A team consisting of the parent/guardian and school personnel knowledgeable about the student, shall review the physical or mental condition statement and make a determination regarding the need for homebound study. These program or curricular modifications may include, but are not limited to nonsectarian correspondence courses or other courses of study approved by the District or nonsectarian tutoring provided by the District.
4. The team shall review the need for curricular or program modifications at least every 30 calendar days.

If the District denies the request for program or curriculum modifications, the parent may appeal the denial using the Complaint Procedure outlined in Practice Statement-Equality of Educational Opportunity, or the Pupil Non-Discrimination/Anti-Harassment. (District Policy 411-Rule 1)

Laude System

The River Falls Laude System became effective with the graduating Class of 2021, meaning there will no longer be a valedictorian and salutatorian after the Class of 2020. The purpose of our laude system is to encourage and recognize high school graduates for their completion of challenging coursework and preparation for future success. There are three levels of recognition (with a set range of points available to accrue):

- Summa Cum Laude: Highest Honor
- Magna Cum Laude: Great Honor
- Cum Laude: Honor

A student's score is computed by multiplying their cumulative GPA by the number of points earned from specifically identified Laude courses successfully completed by a student. Our school profile, as well as our laude system, will help inform colleges in gaining a more holistic perspective of our students. Contact your student's school counselor for more information.

Academic Integrity

Honesty is a highly valued character trait in the River Falls School District. Students are responsible for maintaining an environment in which they are held accountable for becoming ethical users of information and ideas. When a student cheats, they are dishonest with themselves and their

teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and technology. Academic integrity is an obligation for all students at the RCA.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either while acting alone or assisting others. There are generally six (6) areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to,

1. Committing plagiarism (see information below)
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview)
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices on an assessment when such use is not allowed, stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases; using AI generated works such as ChatGPT)
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check)
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student)
6. Assisting other students in any of these acts (allowing a person to use your notes on a test)

Plagiarism - is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works, or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance. This includes AI generated material from programs such as ChatGPT.

Students turning in any A.I.-created work as their own is prohibited and subject to disciplinary action.

Cooperative Learning/Group Work - Because this type of work presents unique learning opportunities, each student must complete their assigned part on time, consistent with the teacher's rubric or timeline. When a student relies on others to do their work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities - Students in the River Falls School District are committed to learning and practicing ethical behaviors when it comes to learning and using information and information

technology. Students are expected to complete and submit their work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA format and ask for help/clarification early and often if they do not understand an assignment, or if they are experiencing difficulty, which may prevent the timely completion of their work.

Procedure if misconduct is suspected - When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator should investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present his/her perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences should be assigned based on the protocol below.

Consequences for academic misconduct - When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator should meet with the student to discuss academic misconduct.
2. The teacher and/or an administrator should communicate with the parent(s)/guardian(s) in person or through a phone call or virtual meeting to discuss academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. should determine what revisions must take place on the original submitted work,
 - b. will provide alternative learning activity that will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.
4. The student must complete the assigned revisions or new learning activity as provided by the teacher to be eligible for any credit for that activity/assignment/assessment.
5. Administration (VES Admin Liaison) will meet with the student to reinforce academic integrity and expectations for learning.
6. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action.

School Related Activities

Parent Night and Conferences

There is a high correlation between the success of students in the program and parents/guardians who attend and take an active role in their students' education. To facilitate the partnership between school and home, a Back to School Night and Senior Recognition Night (Seniors and their families only) have been scheduled in September and May.

Attending **one** Parent-Teacher conference per semester will be **required**. Students and parents may attend all 4 conferences. Students and parents who cannot attend Parent-Teacher conferences will need to schedule a make-up conference with the program coordinator within two weeks.

At least one parent or legal guardian must attend these evening events.

Students who do not attend conferences will be required to submit 2 hours of volunteer work per missed conference, up to 4 hours of volunteer work. Conferences and/or volunteer work will be reflected in Advisory grades, as well as attendance records.

Field Trips

The handbook acknowledgment form is a general permission slip for **all local field trips** for RCA students during the school year. These trips will be part of a class activity and might include walking or being transported in personal vehicles by the RCA staff, parents, or by school bus to local sites in the River Falls area. In certain situations with the school coordinator's pre-approval students may be allowed to drive locally.

Field trips are part of the school day. Students who do not attend field trips are subject to an alternative assignment and/or assessment.

Enrollment in the RCA grants permission to allow the student to leave campus to walk to study sites within the city limits, under either the direct or indirect supervision of the teaching staff. Students who are enrolled in the apprenticeship program are granted permission to drive themselves to their job site.

Any field trips beyond the River Falls area will require additional permission. Please feel free to contact the RCA if you have any questions about a specific local field trip.

Students who are 18 years or older and still living at home are required to have a parent or guardian sign all permission forms. Students who are 18 or older and living independently may sign their own permission slips. Living arrangements will be verified through Infinite Campus.

RCA Clubs

These clubs meet during the school day. All students are welcome to join either club.

- **GSA** - Designed to create supportive, safe spaces for LGBTQIA+, other underrepresented groups, and their allies to offer support and share experiences with others. Members will collaborate to respectfully advocate for the acceptance of the LGBTQIA+ community.
- **Student Council** - Composed of students and staff, Student Council is designed to create a positive and bonding environment for all students and staff. Members and advisors will collectively work together to make the school a positive environment for all.

Extracurricular Activities

All athletic activities and clubs offered on the main high school campus are available to students attending RCA.

Participation may require an adjustment in a student's schedule and therefore must be approved prior to the start of the activity. Permission to leave to pursue these activities must be secured from the program coordinator before signing up for the activity. The coordinator will go

through the extracurricular activity form and policies with the student prior to the start of the activity.

The RCA is not responsible for transporting the student to or from these activities.

Students interested in extracurricular activities can sign up at <https://rfwildcats.org/>.

RCA students are included in all school dances including Homecoming and Prom. Prom tickets are sold through the main office during the weeks prior to prom.

Extracurricular Conduct

Everyone should observe the accepted rules of good sportsmanship and conduct. We want and expect exemplary conduct from our students, adult fans, players, and cheerleaders. At concerts or performances of other school groups, or by visiting groups, it is expected that behavior will be appropriate for the occasion.

We believe the fundamentals of good sportsmanship are:

- Show respect for the opponent at all times. The opponent should be treated as a guest.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job to the best of their ability
- Know, understand, and appreciate the rules of the contest
- Maintain self-control at all times
- Recognize and appreciate the skill in performance regardless of which team the player is on
- Good sportsmanship is the Golden Rule in action.

Food Services, Transportation, and Technology

Food Service

Food Service Ordering and Food Deliveries

Breakfast and lunch are delivered from the high school daily. Students may order breakfast and lunch via a Google Form that is emailed daily. Breakfast must be ordered by noon the school day prior. Lunch orders are due by 9:30 am on the day students plan to eat.

Students may not have food delivered to the school unless it is dropped off by a parent or guardian in the main office **prior to lunchtime**.

Food Service Money Collection and Access

The School District participates in the National School Lunch/Breakfast Program and is committed to serving nutritious, high-quality, and affordable meals that appeal to teenagers. The school district uses an automated lunch accounting system to record payments and purchases for family accounts. This is a debit system, similar to a checking account. It is expected that a positive balance will be maintained in each food service account at all times. Please go to www.rfsd.k12.wi.us

>Parents>School Lunch Program>Food Service Money Collection Procedures, or <https://tinyurl.com/jvuxlh9>, for complete information.

Closed Campus Lunch

The RCA has a closed lunch policy for all students. Students who leave campus or who are not in the lunchroom during their assigned lunch, will be subject to attendance policies and truancy laws. When enrollment increases, students may be assigned to either an A lunch or a B lunch. These lunches may switch each term.

Lunch Rules

Students are required to be in the lunchroom during lunch and not in classrooms, unless arrangements have been made with the coordinator. Students should only be eating lunch during lunchtime, if they have food they want to save or have not finished, they can put it into the refrigerator. Lunch will **NOT** be eaten in classrooms.

Breakfast/Snacks

Students will have the opportunity to eat breakfast/snack items at 9:15 am. Students will not be allowed to snack/make food outside of the designated breakfast snack time. Snacks are at the discretion of each instructor.

Transportation

Transportation Services

Students who ride the bus to the RCA will take an AM elementary bus from the bus stop near their home to the closest elementary school. They will then take a transfer bus to the RCA.

In the afternoon on Monday-Thursday, students will take the transfer bus (there is only one) to the elementary school they arrived at in the AM, to catch their bus to their home.

On Fridays, students will take the transfer bus to the high school and take the bus home from there. Families should call Transportation Services to find out bus stop times and bus numbers, at 715-425-1808.

Open enrollment students are responsible for their own transportation to and from school. Busing will not be provided for non-school activities or off-campus classes.

Students may also elect to transport themselves via their own vehicle or by being dropped off by parents and/or guardians.

Parking Lot Policies

All students must register their vehicle with the RCA main office each school year. Upon registration, a free parking permit will be issued and must be displayed at all times while parked in the RCA lot.

Replacement permits will cost \$5.00. Vehicles without a valid permit may be ticketed or towed.

RCA parking permits are valid in the River Falls High School parking lot for students attending classes there. If you receive a ticket, please stop by the high school main office to discuss the situation.

Students must treat the parking lot appropriately. No loud music, reckless driving, speeding or littering in the school parking lot. The school parking is school property and vehicles are subject to search if there is reasonable suspicion of school policy or law violations. Failure to respect these rules may result in a referral to the student resource officer.

During school hours, students are not permitted to go to the parking lot or access their vehicles. In certain circumstances, a staff member may escort a student to the parking lot or their vehicle if necessary.

All cars must be pulled into a parking space when students are being dropped off or picked up. Those picking up and dropping off students should **NOT** park or wait on Sunshine Avenue. All vehicles should pull into the RCA parking for pick up and drop off.

Technology

Technology, Textbooks, Library Books, and Supplies

Textbooks, library books, and electronic devices, which are furnished by the School District of River Falls and the RCA, are to be taken care of appropriately. Students are urged to exercise care in using them in order that they not become soiled or damaged.

Renaissance Charter Academy Chromebook Policy

Students will not be issued personal Chromebooks

At no time should student have access to a unless authorized by Staff

Teachers will:

- Have a classroom set of Chromebooks
- Assign a Chromebook to a student within the classroom
- Designate when a student will be allowed to use a Chromebook
- Allocate the time frame a student will use the Chromebook

Students will:

- Create their profile on their assigned Chromebook
- Use their Chromebook during the allocated time
- Return and charge the assigned Chromebook when class is over
- NOT be allowed to check out a Chromebooks unless authorized by staff

Teachers will post expectations in their classroom

Students within the School District of River Falls are supplied with a Chromebook and charger at the

~~beginning of each school year. Students must turn in the same Chromebook and a charger at the end of the year (if you lose your charger you can buy a replacement or get a replacement charger from the main office, with fees applied to your student account). Students who fail to do so will be charged a replacement cost and will be issued a new Chromebook and/or charger.~~

~~If a student needs to charge their Chromebook, they may bring their Chromebook to the library to exchange for a loaner. Additionally, students who forgot their Chromebook should get a loaner from the library. Upon return of the loaner Chromebook, students can retrieve their original device. Students who do not return the loaner Chromebook will be charged.~~

Students may check out library books from the library **with teacher and administrator permission.** Failure to return library books will result in charges.

Charges will be made for lost or damaged school-owned items. Students who withdraw from the School District of River Falls, are **required** to turn in their textbooks, library books, and/or school-owned electronic devices before leaving.

The School District of River Falls has policies and procedures for selecting materials for our school media centers ([Policy 361.2 Rule](#)). School media collections are developed to appeal to a wide range of diverse ages, interests, and tastes. Library collections are curated to meet the interests of all library users. The District supports the right of all users to decide what material is appropriate for themselves and their families.

River Falls School District has partnered with Follett Destiny Library Systems to review student history and to provide parents or guardians the option to select the titles their child(ren) can access. This information can be found on the Academic Services page of the RFSD district website.

Cell Phones, Telephone Calls, Electronic Devices & Other Technology

RCA Cell Phone Technology Policy

Students are to demonstrate respect and responsibility by refraining at all times from using cell phones, other electronic communication, audio, video and gaming devices. **All electronic devices (included but not limited to cell phones, iPods, iPads, etc.) will remain stored in student lockers.** Issues with these items in the classroom will be referred to the coordinator.

Devices are to be kept in the locker. Students using or in possession of the device are subject to the RCA Cell Phone Policy. Subsequent offenses will be handled by progressive discipline. The school will not be responsible for lost or stolen items. See Board Policy 443.5.

Student Technology Devices

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st-century learning skills. All students enrolled at the RCA and their parent or guardian, who are issued devices, are required to review this agreement with the School District of River Falls to protect the hardware and software inherent with the technology.

Student work will be submitted and created on school issued devices. Student work not submitted on school issued devices are subject to zeros.

Goals for Student Users

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content-rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing tools to craft support in specific curricular areas.

Downloading Music or Video

Students are not allowed to download music from a website or CD onto a hard drive or their server space unless approved for project work within a specific course. These files are often very large and slow down the function of the system for other users. Repeated violations will result in a loss of computer privileges.

Social Media & Networking Sites

While the RCA respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the Academy's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

The RCA does not actively monitor students' use of social media and networking sites outside of school hours. Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. However, inappropriate activities that become public and/or are brought to the attention of RCA staff will be handled on a case-by-case basis. The information posted online through the use of cellphone, computers, or other electronic devices that damages the school's reputation, its employees, its students, families, and community can be grounds for disciplinary action. The RCA and the School District of River Falls takes electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of bullying & harassment, threats, and/or criminal activities.

Students experiencing bullying & harassment via online social media & networking sites should pick up reported incidents to staff so that the issue can be addressed and/or handled in accordance with Board of Education 411.2.

Students are responsible for the ethical and educational use of the technology resources of the River Falls School District. Students will recognize that their reputation in cyberspace is nothing to take lightly as one's digital footprint can last a lifetime.

General Overview of the Information in this Agreement

Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activities, and documents stored on the devices are the property of the School District of River Falls and are subject to regular review and monitoring. Students will be given a device and a

cord for charging the battery on the device. Students may download personal content (apps, music, etc.) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

Students should:

- Report loss or theft immediately.
- Remember that the technology device is for educational purposes.
- Follow the School District of River Falls Acceptable Use Policy at all times.

Students should not:

- Modify the device in any way other than instructed by an administrator.
- Exchange devices with another student.
- Allow other students to retain or remove the device from their presence. The device is issued to one student and one student only. No exceptions.
- Apply any permanent marks, decorations, or modifications to the device.
- Clear or disable browsing history.

Please see link for full details of River Falls School District Device Usage Agreement:

https://www.rfsd.k12.wi.us/cms_files/resources/StudentTechnologyDeviceUserAgreement1.pdf

Technology Device Damage Fee

The Board of Education has decided to discontinue the Student Device Insurance Plan. Effective the 2019-2020 school year, any student who damages their school district-issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of the Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

General Information

Reunification Plan In Case Of Emergency

Student - Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, a power outage, hazard or if a crisis occurs at the school. The Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified that a Reunification Plan is in effect in a number of ways to include the district's phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student will look something like this: "The school has closed, please pick me up at 3:25 p.m. at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and Reunification is needed, there are expectations that parents or guardians should keep in mind:

- Bring identification. That will streamline the Reunification process.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations.
- Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- Parents are asked to then go to the Reunification "Check In" area and form lines based on the first letter of their students last name. During check in, identification and custody rights are confirmed.
- While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
- From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

How the Reunification Process Works for Students

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

What if a Parent Can't Pick-up Their Student?

When a parent can't immediately go to the reunification site, students will be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick-up their student(s).

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Video Surveillance

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The video surveillance intends to reduce disciplinary problems and protect school property.

Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview if and when appropriate.

School Lockers

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments. Students are to care for their lockers to prevent damage. Students are to report any locker issues to the main office.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school employee. Reasons for routine checks include, but are not limited to; locker condition, tidiness, suspicion of concealing alcohol, controlled substances, the material of a disruptive nature, stolen property, weapons, or other items, which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules and the student will potentially face expulsion proceedings. Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to the school and leaving them in the locker. Students are encouraged to keep their lockers locked. Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others their combination. See Board Policy 446.1.

To maintain a safe and distraction-free learning environment, all personal items, including jackets, blankets, backpacks, purses, computer bags and similar belongings, must be stored in student lockers during the school day.

Students are expected to place these items in their lockers upon arrival and keep them there until dismissal. Additionally, students may not store items in the main office unless given specific permission to do so.

Failure to follow this policy may result in disciplinary action. Repeated violations will be addressed by the school coordinator.

Searches on School Property

The school administration retains the right to search student lockers, backpacks, cars, and students if there is reasonable suspicion. Staff may use a hand-held metal detector to search a student if there is a suspicion of drug or weapon possession.

School Resource Officer

The School District of River Falls and the River Falls Police Department jointly provide the services of a School Resource Officer for the schools in our district. The goal of the School Resource Officer is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed. At the RCA, the School Resource Officer is a resource speaker for many other student and parent events.

Use of Dogs

The River Falls School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices, such as bombs, on school property. Such dogs may be used under the following conditions:

- The presence of the dogs on school property is authorized in advance by the coordinator, designee, or pursuant to a court order or warrant.
- Law enforcement officers must handle the dog or certified organizations specially trained to safely and competently handle the dog.
- The Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices represents the dog.

The coordinator or designee shall be responsible for the prompt recording of each student search, including the reasons for the search; information received that established the need for the search, and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken.

The coordinator or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The coordinator or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the coordinator or designee, the law enforcement officers in accordance with the legal standards applicable to law enforcement officers shall conduct the search.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall

be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not lawfully be possessed by the owner shall be destroyed.

Student Services Department

Students wishing to consult with a school district counselor or social worker should make an appointment through the main office. Appointments with the student support team can be made before school or during the school day.

The student service staff is available to provide emotional and academic support as well as mediation between students.

Student Services can provide resources for students and families outside of the school district such as connections to therapeutic resources and financial assistance.

Drug, Alcohol, Substance Use/Abuse Services

RCA staff, counselors and social workers are eager to work with parents and students to assist with substance abuse-related problems. Please feel free to contact any of these individuals if there are any concerns.

Students in Chemical Treatment Programs

The RCA coordinator will meet with parents and the student before the student leaves for treatment. In some cases, work is provided for the student to complete during the treatment program. At other times, work assigned as part of the treatment program can be counted toward credit.

Upon return from the treatment program, RCA staff will be available to meet with parents, students, and/or treatment counselors to ensure a positive transition back into the school environment.

Substitute Teachers

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for that day. The substitute teacher assumes all the responsibility of the regular teacher as well as the authority in the classroom. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day productive and enjoyable.

Health Services

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived for medical/health, religious, or personal conviction reasons - waivers are available in the Health Service and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Those students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may result in a fine or possible exclusion from school. Please contact your practitioner or Health Services for required immunizations.

Illness/Injury

- Students who become ill or injured during the school day should report to the Health Aide.
- If a student is sent home due to illness or injury, the Health Aide must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- A parent/guardian should inform the Health Aide if their child needs accommodations during the school day due to crutches, casts, etc.

Medication

- If your child will be taking daily and/or as-needed medication at school, a Medication Request Form needs to be completed – forms are available in the Health Service and on the district website.
- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication, either daily or as needed may be administered in the Health Service.
- Students should NOT be carrying medication or keeping it in their locker. In a few cases, prescription medications may be carried by the student and self-administered ONLY with written parent AND written practitioner permission on file in the Health Service.
- All prescription and non-prescription medications should be brought into the Health Service by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, and the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Service when he/she arrives at school. The parent/guardian shall then call the Health Service and inform them of the medication coming to school with the child.
- Please check the expiration date before bringing medication to school. The Health Service staff cannot administer expired medication and medication that is not in its original manufacturer's package.
- The Health Service is unable to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Service before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler at school.
- The Health Service has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.
- A history of severe allergic reaction can be life-threatening. Please inform the Health Service of this information and appropriate medication.

Is my child well enough to go to school?

Many students and parents are frequently concerned about when students should stay home or attend school.

Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.

The following information is intended to help with this decision:

- If a student has had a fever of 100 degrees or more, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever-reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with the family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

Communicable Disease

The Health Service works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website.

Student Behavior At the RCA

Purpose

To ensure the proper learning atmosphere, a student's rights must be balanced with their responsibility for good citizenship. This student conduct code is intended to create an educational climate conducive to learning, to instill responsible and considerate behavior, and to ensure the safety of students and all other persons concerned.

Policies and Procedures

The development of responsible behavior and self-discipline occurs at two levels in the school setting. The first level begins in the classroom where the student spends the majority of their time. The teacher is responsible for gaining the respect and cooperation of the student(s) to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly. The second level of school discipline involves the areas outside of the classroom such as hallways, lunchroom, and outside the school building. The coordinator sets the tone for acceptable behavior throughout the school setting. This must be done with a carefully developed set of rules and administered fairly.

Behavior Expectations

Student behavior is a large contributor to the school environment. The following behavior expectations are required:

- Classroom Expectations - The adult(s) leading learning in the classroom will establish expectations; however, these guidelines generally apply in all classes
 - act respectfully towards self and others
 - demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time
 - demonstrate cooperation through active participation and support of others during learning activities
 - show respect to the property, equipment, and facilities
 - maintain a positive attitude towards learning
 - demonstrate compassion towards others

- maintain academic integrity
 - no earbuds/headphones on during instructional time
- RCA Building - Students are expected to take pride in the RCA building by not littering. Trash receptacles are located near each door for the students' convenience. Students should take great care to throw away only the disposable items in the commons area during lunches and breaks. Food purchased at school during the morning snack break or at lunch should be consumed in the commons and is not allowed in hallways or classroom areas.
- School Provided Transportation - Students are expected to act respectfully and follow school rules while riding on school transportation. Drivers are instructed to report infractions to the Bus Garage. Such reports will be dealt with as if the incident had occurred on school grounds and may involve school administrators. Cameras are present on RFSD buses as an added measure of safety.

Dress And Grooming

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive, and positive educational environment.

The School District believes parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and does not contribute to any disruption to the school environment.

School administration shall enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. School administration shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Responsibility for the personal appearance of students enrolled in the School District of River Falls shall normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress shall be considered inappropriate if it:

1. presents a "clear and present" danger to health and safety;
2. causes interference with work or creates classroom or school disorder;
3. is disruptive to the school climate; or
4. is damaging to school property
5. insinuates drugs, alcohol, sex, vulgarity or cursing

Student dress shall adhere to expectations outlined in student handbooks at each individual school which are annually approved by the Board of Education.

Dress Code Enforcement

Building administration will enforce the dress code policy. If/when staff has concerns, they should direct said concerns to the administration.

Students shall not be “shamed” or required to display their bodies in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, in hallways, or in classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three options to be dressed in an appropriate manner that aligns with this dress code during the school day:

1. Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
2. Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
3. If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Additional Considerations

Special Occasions -- Clothing guidelines and expectations for special occasions (i.e. homecoming week, dress-up days, etc., and/or individual coaches/advisor expectations) will be approved by school administration.

Extracurricular Activities -- The coordinator, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place -- These dress code guidelines shall apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc.

Exceptions -- Exceptions to these dress requirements are to be made as necessary as necessary to accommodate medical or health needs, field trips, and/or special school activities (as approved by the coordinator).

Face Covering/Mask Requirements (for future reference: Similar to 2020-22 COVID) The Superintendent or designee in consultation with the Board of Education has the authority to require face coverings/masks if it is deemed necessary for the health and safety of students, staff, and visitors. The Superintendent or designee and Board of Education may rely on guidelines and expectations from the Center of Disease Control (CDC), the face c Wisconsin Department of Health Services (DHS), and Pierce County Public Health in reaching an independent district face-covering decision.

Disciplinary Procedures

It is our belief that students who choose to attend the RCA do so because they appreciate the additional efforts made to further their education and the acknowledgment that students learn in different ways. Students will be expected to show their appreciation by doing their best and being respectful of themselves and others. It is understood that this is not always easy. The demands of the program are high and we spend a lot of time together each day. However, staff members are always available to ensure that the RCA is a safe and welcome place for all students.

Every student has the right to:

- equal educational opportunity
- freedom of inquiry and expression
- freedom of due process
- freedom of association
- freedom from discrimination based on age, sex, race, color, creed, sexual orientation or disability
- peaceful assembly and petition
- privacy

In the unlikely event that a student demonstrates behavior that is not consistent with the well being of all, the following repercussions may result:

- individual conference to review RCA placement
- parent-student-teacher conference to review RCA placement
- police liaison officer-student-teacher conference
- referral to the *restorative justice program
- referral to social worker or probation officer
- removal from the premises by law enforcement
- suspension from school
- return to the high school program
- expulsion from the River Falls School District

Restorative Justice

Restorative practice is a process to involve, to the extent possible, those who have a stake in a specific offense and to collectively identify and address harms, needs, and obligations, in order to heal and put things as right as possible.

The Little Book of Restorative Justice, p. 37

Any time a student is being recommended for suspension or expulsion, restorative practice will be considered. The part that restorative practice will play will be determined by the administration of the building in which the student is receiving his/her education. Permission to explore restorative practice must be received by the parent of the student under consideration or the student him/herself if over 18 years of age. Each case will be considered individually. Some situations would

benefit from this intervention; others would not. Information will be shared with St. Croix Valley Restorative Services personnel on a need-to-know basis. Confidentiality is a key element.

Student Grievance Process for Rights Violations

Students who feel their rights have been violated may file a written statement with the Renaissance Program Coordinator within three school days of the occurrence. Forms may be requested from the Program Coordinator.

If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order:

- Renaissance Program Coordinator
- School Superintendent
- Board of Education

Due Process

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for disciplinary action, return to the high school, suspension or expulsion
- Appeal to higher administrative authority as follows:
 - High School coordinator
 - Superintendent
 - Board of Education
 - The Court System

Incidents that May Result in Suspension or Expulsion

Specific offenses that will result in a student being expelled from the school district, suspended from school, or returned to the main high school campus are listed below.

To be expelled from the River Falls School District means a student is removed for a specified time period, which could last until his/her twenty-first birthday.

Suspension or expulsion may be the consequence, but not limited to the following behaviors (these are governed and defined by Wisconsin state statute):

- Noncompliance with the school rules related to: disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc.
- Assault and Battery - A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- Vandalism - Any student who intentionally causes damage to the school building and/or school property without the consent of the school district is guilty of a misdemeanor.
- Slander/Libel - The statutes prohibit intentionally defaming another (including through electronic/social media), whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule or disgrace in their line of work.
- Disorderly Conduct - Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct.

- Obscenity - A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits or transfers commercially any lewd, obscene or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene or indecent drawing or writings (may apply to cell phone or internet use) in school is guilty of a felony by Wisconsin state statutes.
- Theft - "The unlawful taking and carrying away of things personal with the intention to deprive the rightful owner of the same" is theft and larceny, punishable by law. Parents, school personnel, social services personnel and law enforcement officials may be involved as necessary in cases of theft.
- False Fire Alarm - Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- Harassment - All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- Use of or Possession of Drugs, Alcohol or Tobacco on school property, including the student parking lot, and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a coordinator (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to and including expulsion on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. "vapor", smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times.
- Bomb Threat - as defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related in the threat or had prior knowledge of the threat and made little or no attempt to inform authorities.
- Explosives and other dangerous devices - No student is to bring into the school or any part of the campus: firearms, incendiary devices (matches, lighters, etc.,) explosives (including firecrackers), knives, other weapons or "facsimile firearms." Facsimile firearm means any replica, toy, starter pistol or other object that bears a reasonable resemblance to or that reasonably can be perceived to be an actual firearm. This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*

Harassment/Bullying

Harassment and Bullying

Under the Wisconsin Pupil Nondiscrimination Law, "Pupil harassment" means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment.

The following are examples of behavior that can constitute bullying or harassment: physical or mental abuse; or discriminatory remarks that are offensive to the recipient, cause the recipient discomfort, anger, or humiliation, or interfere with the recipient's academic or work performance. Some specific examples of bullying and/or harassment may include, but are not limited to:

- name-calling or other actions that are targeted on a protected class
- racial or cultural hate speech
- making threats
- spreading rumors
- telling offensive jokes
- teasing
- initiation/hazing gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property
- **taking and or distributing photos and videos of students and staff without permission**

Consequences for any/all offenses may vary, depending on the context, frequency, severity, and/or perceived intent, of each situation.

Students who feel that they are being bullied or harassed and that their rights have been denied should report the situation(s) to a staff member or the coordinator. Those students who harass or bully others may be subject to disciplinary measures that include but are not limited to detention, suspension, or expulsion. For further information regarding Harassment or Bullying reporting procedures, see Board Policy 411.1 and 411.2.

Students should report harassment, bullying or discrimination based on sex, race, religion, sexual orientation, age or disability as well as the other rights listed above to the Renaissance coordinator. All students of the School District of River Falls are protected from harassment of any type including bullying, as determined by the River Falls School Board Policy 411.2.

If you feel you are a victim of bullying, sexual, physical, verbal, psychological, racial, religious, age or disability and/or sexual orientation harassment, contact the Renaissance Program coordinator. An investigation will follow and appropriate action will be taken.

Harassment Complaint Procedures

Step I. The individual believes that he/she is being harassed should report the harassment to the Renaissance Coordinator, or High School coordinator either verbally and/or in writing. Parents/guardians of a student who believes the student is being harassed can verbally and/or in writing report harassment on behalf of their child. Any written report of harassment received must be signed. If the parents/guardians have not been notified of a report of harassment made by a student, the person in possession of this information will immediately notify them.



Any individual being harassed is to report the specific nature of the harassing conduct/behavior the individual is experiencing, the times and dates of the harassing behavior/conduct, name(s) of the person(s) doing the alleged harassing, name(s) of any witnesses, and what strategies were used to try and stop the harassment, if any. To the extent possible, all complaints of harassment will be handled in a confidential manner. The administration shall investigate the harassment thoroughly, by notifying the person who has been accused of harassment of the nature of the harassment complaint, permit the accused person to respond to the harassment allegations and make arrangements for a private meeting to discuss the harassment complaint with the individual being harassed, and interview witnesses. The purpose of this step is to resolve the complaint with all concerned parties within a reasonable period of time after receipt of notice of the harassment complaint. High School coordinator will issue a written decision to the complainant within three school days of the receipt of the complaint.

Step II. If the party(ies) involved in the harassment issue is (are not satisfied with the resolution of the harassment complaint in Step I, the individual being harassed may refer the matter to High School coordinator. The appeal should be made to Director of Student Services in writing within five days following the receipt of the written reply from her in Step I. coordinator will review the report from Step I, and arrange a private meeting with the parties to discuss the harassment matter. The Director of Student Services will determine what action should be taken and provide a written response to the parties within 10 school days of receiving the complaint.

Step III. If the parties involved in the harassment issue are not satisfied with the decision of the Director of Student Services in Step II, above, the individual being harassed may appeal the matter in writing to the Board. The appeal shall state the specific reason for disagreement with the response provided. The appeal to the Board should be filed with the Board in a reasonable period of time. The School Board shall arrange a private meeting for the purpose of hearing the appeal. The Board will make its decision in writing within 15 school days after the hearing and copies of the written decision shall be mailed to both the complainant and Director of Student Services.

Step IV. If the harassment complaint is not resolved to the satisfaction of the complainant, it may be appealed to the appropriate government agency. This may include, but is not limited to, the following: State Superintendent of Public Instruction, U.S. Office of Civil Rights and/or Equal Employment Opportunity Commission, Equal Rights Division of the Wisconsin Department of Workforce Development. Source: School Board Policy 411.1

Online Anonymous Reporting Procedure

Go to the School District of River Falls web page, <https://www.rfsd.k12.wi.us/>. Under the **Quick Links** heading click the **TIP-LINE SCHOOL SAFETY** link. You will be directed to fill out an anonymous form.

SCHOOL DISTRICT OF RIVER FALLS **TITLE IX NOTICE.**

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations (“the federal Title IX regulations”), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX’s requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District’s Title IX Coordinators.

Primary Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Secondary Title IX Coordinator-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources

852 E. Division Street

River Falls, WI 54022

715-425-1800

nate.schurman@rfsd.k12.wi.us

Title IX Coordinators are authorized by the Board to coordinate the District’s efforts to comply with Title IX and this policy. The District’s nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under Policy 411.11. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to Policy 411.11

SCHOOL DISTRICT OF RIVER FALLS



**PUBLIC NOTIFICATION OF EQUAL EDUCATIONAL OPPORTUNITIES/STUDENT
NONDISCRIMINATION POLICY**

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child 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, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

LEGAL REFERENCE: Wisconsin Statutes Sections 118.13; Wisconsin Administrative Code PI 9, 41; Title IX; Civil Rights Act of 1964; Section 504 of the Rehabilitation Act of 1973; Americans with Disabilities Act of 1990; Individuals with Disabilities Education Act; McKinney-Vento Homeless Education Assistance Act

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Title IX Coordinator-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
david.bell@rfsd.k12.wi.us

Use Or Possession Of Drugs, Alcohol, And Tobacco On School Property

Use of or Possession of Drugs, Alcohol or Tobacco on school property and/or during school activities - If a student is found to be in possession of and/or under the influence of an illicit substance, the Tobacco/Vape/ Substances protocol will be followed.

It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or sell it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to, and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. vape, smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times.

Tobacco/Vape/Substances

Any student who activates any vape sensor will be subject to the RCA Vape/Substance Policy.

[Sensors and Substance Policy](#)

Any person over the age of 18 found smoking on or around campus will be referred to the River Falls Police Department for smoking on public school property. Parents/guardians will be notified.

Repeated offenses will be interpreted to mean that the student does not wish to abide by the rules of RCA and that student will be assigned to the main high school campus.

Any student tampering with vape sensors are subject to vandalism charges and disciplinary action.

Alcohol

Any student found in the possession of alcohol will be referred to the school resource officer and will receive a fine. Parents/guardians and social worker/probation officer (where applicable) will be notified. Possession of alcohol on the school campus will result in a student being suspended or expelled, according to the guidelines set forth by the Board of Education.

Drugs

The most important goal of RCA is to provide a safe, caring environment in which all students and staff members can grow and learn.

If, at any time, a member of staff is led to believe that a student may be under the influence or in possession of drugs or drug paraphernalia, a trained staff member or SRO will conduct a battery of field sobriety tests. See [Renaissance Charter Academy Under the Influence Procedure](#). If substances or paraphernalia are found, contact will be made with the school resource officer. The police department may choose to send an officer or a canine unit to investigate. Possession of drugs or drug paraphernalia or look-alikes will result in a student being suspended or expelled, according to the guidelines set forth by the Board of Education. The incident will be reported to parents/guardian, school counselor and social worker/probation officer (if applicable).

Students In Substance Abuse Treatment

The RCA recognizes that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances and/or with someone using them can be a major reason for a student's lack of personal, academic, and behavioral success. The counselors, administration, and staff attempt to work with parents and students to assist with substance abuse related problems.

Please contact the school counselors or administrators if there are concerns. Support services available include counseling and guidance groups, information, education, and referral assistance. The school will work with students who seek treatment in a variety of ways. Students who seek treatment which removes them from the school setting will receive support in cooperation with the treatment facility for academic work. The school staff will also cooperate with available students, extending make-up, and the services of the Student Support Team.

Legal Protection Of Student Rights

A. Equal Educational Opportunity- The River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical handicap in its education programs or activities. Federal law and school district policy prohibits discrimination in employment on the basis of age, race, color, national origin, religion, sex, or handicap.

B. Freedom From Harassment- All students in the River Falls School District are protected by school district policy from harassment of any type. If you feel you are a victim of harassment of sexual, physical, verbal, psychological, racial, religious, handicap harassment, or any other reason, contact the coordinator or the district's Title IX Coordinator.

C. Student Grievance Process for Rights Violations- Students who feel their rights have been violated may file a written statement with the assistant coordinator within three school days of the

date of the occurrence. Students may report harassment of orientation, age or disability. An investigation will follow and appropriate action will be taken. If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order: The coordinator, the Superintendent, the Board of Education.

D. Due Process Measures

1. Notification of school rule(s) violated
2. A fair hearing of infraction of school rules
3. Written notification of reasons for disciplinary action, suspensions, and expulsions
4. Appeal to a higher administrative authority as follows: coordinator, Superintendent, Board of Education, State Superintendent, the judicial system.

Students are expected to cooperate in school investigations. Students have the right to silence; however, they accept the responsibility of earning a negative consequence for impeding an investigation.

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc).

Animals In Schools

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of students, staff and animals are considered first and foremost. Live animals may be brought into the classroom as part of a written curriculum with the approval of the building coordinator and provided the provisions of Policy 383.2 are met. Adherence to guidelines must be followed with respect to having animals present in the school building.

Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance and will be able to opt their child out of the activity or survey if they choose.

District Non-Discrimination Policy

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Student Records Notification To Parents Of Students In The School District Of River Falls

The School District of River Falls maintains student records for each student attending school in the District. These records include: (1) “progress records” which include a statement of the courses taken by the student, the student’s grades, the student’s co-curricular activities, the student’s immunization records and the student’s attendance records; and, (2) “behavioral records” which include tests relating specifically to achievement or measurement of ability, psychological tests, the student’s physical health records other than his/her immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student’s behavior, law enforcement agency records obtained by the District and any other student records which are not progress records.

The following shall apply in the District:

1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student’s school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board’s student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student’s school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student’s privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District’s procedures are available upon request as outlined above.
3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student’s school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A “school official” is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student’s records to another school, or school district, without consent upon request in accordance with state law. District

procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

4. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

<u>CATEGORIES OF DIRECTORY DATA</u>	GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH "X")		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian, or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian or guardian ad litem. To require consent before the District can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian, or guardian ad litem of a minor student and given to the building coordinator within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The District shall comply with such request.

Unless access to such information has been restricted by the secondary school student or the student's parent(s)/guardian(s) as outlined above, the District shall provide access to secondary school students' names, addresses and telephone listings, on request made by military recruiters or institutions of higher education. The District shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Notice To Parents Involving Data Collection

The District will provide reasonable notice to parents of any activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for

selling that information. Notification will also be provided specific to any student survey containing information related to one or more of the following items: political affiliations or beliefs of the student or the student's parent; mental and psychological problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom the student has close family relationships; legally recognized privileged or analogous relationship such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program. Finally, notification will be provided prior to any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance, 2) administered by the school and scheduled by the school in advance, and 3) not necessary to protect the immediate health and safety of the student or other students.

ACT 57- Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law

State law requires the School District to provide this informational notice to parents and guardians on an annual basis. No response is required. The River Falls School District is subject to the Wisconsin Public Records Law (WPRL). By submitting a request to the superintendent that sufficiently describes the records being sought, parents, guardians, and other members of the public may request access to District records under the WPRL. Fees authorized by law may apply. The District individually evaluates and responds to records requests as required by law. Under the WPRL, governmental records are presumed to be open to public inspection and copying, but there are exceptions. A public records request may encompass records regarding school employee discipline. A requester often has a right to inspect or copy such employment-related records. However, the WPRL does apply some special District processing procedures to such records; and, in some situations, such records or portions of such records are not disclosable. See, for example, Wis. Stat. § 19.36(10)(b), §19.356(2)(a)1, and §19.356(9). The WPRL is codified in Subchapter II of Chapter 19 of the Wisconsin Statutes.



RFHS Handbook Revisions 2026-2027

Cover Page - The cover page was updated by Jenny Ames.

Pages 3-5 - Table of Contents updated with all page shifts due to added policy materials.

Page 6 - Leading with Character: a brief header was added above the district character poster to provide context and meaning.

Page 9 - Zac Campbell was updated as the AP (replacing Lisa Goihl).

Page 10 - New board member, Thong Moua was added (replacing Alison Page).

Page 11 - School Calendar, Schedule, and Attendance ProceduresL The calendar year dates have been updated to reflect the 2026-2027 academic year.

Page 12 - The days of the week that the bell schedule aligns with were added.

Page 14 - Eligibility of Resident/Non-Resident Students: An entire new section titled "Eligibility of Resident/Non-Resident Students" has been added to the handbook.

Page 16 - School Attendance (Part of a School Day Definition): Under the unexcused/truant definitions, a specific new qualification has been added: *"Part of a school day is defined as any time period that exceeds 15 minutes."*

Page 20 - Promotion was removed from the Monitoring and Intervention clause under school attendance and was moved under Academic Regulations.

Page 29 - Promotion, Placement, and Retention: An entire new section titled "Promotion, Placement, and Retention" has been added to the Academic Regulations.

Page 31-34 - Academic Integrity (Artificial Intelligence Policy): A comprehensive new policy detailing the "Use of Artificial Intelligence/Natural Language Processing Tools For School Work" has been incorporated. It explicitly prohibits turning in AI-created work as a student's own, establishes unauthorized use as a form of plagiarism, and clarifies acceptable uses (such as research assistance, data analysis, language translation, and writing assistance) only when given express teacher permission. Additionally, language was added to clarify that Academic Integrity (Dishonesty) is a violation of the Activities Code of Conduct and will be referred to the Activities Director.

Page 41 - Link to the new Activities Handbook/Code was updated.



Page 47 - Student Discipline: The section heading and terminology changed from "Step System Discipline Plan" to "Progressive Discipline". Additionally, the prior Step Discipline chart was removed from the handbook

Page 48 - Added language specific to Harassment, Sexual Harassment, and Bullying from District Policy to better distinguish between each of these.

Page 56 - Non-Issued Personal Communication Device (PCD): policy regarding "Non-Issued Personal Communication Devices (PCD)" has been added. It defines what counts as a PCD, outlines rules, implements expectations restricting unauthorized audio/video recording to preserve privacy, and establishes standard consequences.

Page 65 - Language of Bus Camera Monitoring was italicized for emphasis and the new policy reference number was added.

Page 66-67 - Dress and Appearance: The section title changed from "Dress Code" to "Dress and Appearance" as this better covers all sub-components including the introduction that explains RFHS stance on Dress Code enforcement and reminds students of additional considerations to take into account when deciding on attire for the day.

Page 71 - Student Use and Parking of Motor Vehicles: The section title has been amended to include "Student Use and Parking of Motor Vehicles". New language was also introduced clarifying that the School Board will not permit the use of snowmobiles or Off-Highway Vehicles (OHV) on school grounds.

Page 76 - Informational Notice Regarding Access to School District Records: A brand new legal notice titled "Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law" has been added, explaining WPRL request rights and evaluation procedures.

**AI was used to revise and refine this document.*

2026-27 **STUDENT** **HANDBOOK**



River Falls
HIGH SCHOOL

River Falls High School Mission Statement

River Falls High School is a community of care serving students to empower them to become their personal best.

Name _____

W.I.N. Teacher _____



It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

RFHS Student Handbook

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WELCOME

Welcome All Wildcats!

Welcome to the Wildcat family at River Falls High School! We are excited for you to join the outstanding tradition that was started decades ago and make us proud to be called Wildcats today. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding and a general overview of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community. You are responsible for knowing and adhering to what is stated in this handbook.

While at RFHS, you will have many opportunities to develop character and academic strengths in determining your path after high school. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions. Your purposeful engagement on a daily basis is critical and can lead to amazing experiences through your high school journey.

On behalf of the entire faculty and staff, we trust you will make it a great school year by challenging yourself to be your best as a unique individual who was created with special talents and abilities. We are proud to have you as a valuable member of RFHS and adding to our outstanding Wildcat legacy.

Leading with Character

The following traits are embedded into the Wildcat Way at RFHS. You will learn about, discuss, and reflect on the importance and development of these character traits.



District Mission, Vision, and Values

Our Mission

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

Our Vision

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values

STUDENTS FIRST: We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER : We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY: We ensure the individual personal needs of every child are supported by high quality education/resources to pursue their unique potential.

RESPECT: We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY: We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE: We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION: We inspire and empower innovative thought and practice.

COMMUNICATION: We are accountable and transparent in order to maintain public trust.

River Falls High School Mission and Pillars

Our Mission: River Falls High School is a community of care serving students to empower them to become their personal best.



Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook, but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal right between any students or parent and the district. If you or your student(s) has questions about any of the material in the handbook, please contact the principal or one of the assistant principals.

RFHS Contacts

818 Cemetery Rd., River Falls, WI 54022

<http://www.rfsd.k12.wi.us/river-falls-high-school>

RFHS Department Phone #s

Department	Phone
High School Office	715-425-1830 x 3700
Attendance	715-425-1830 x 3701
High School Fax	715-426-6513
School Counseling Office	715-425-1830 x 3717
Counseling Office Fax	715-426-6513
Activities Office	715-425-1830 x3710
Activities Fax	715-425-0784
Renaissance Academy	715-425-7687 x2224
Renaissance Fax	715-425-0794

River Falls High School Administration

Name & Title	Phone	Email
Mr. Kit Luedtke, Principal	715-425-1830 x3704	kit.luedtke@rfsd.k12.wi.us
Mr. Zac Campbell, Assistant Principal	715-425-1830 x3716	zac.campbell@rfsd.k12.wi.us
Ms. Heidi Link, Assistant Principal	715-425-1830 x3702	heidi.link@rfsd.k12.wi.us
Mr. David Crail, Activities Director	715-425-1830 x3709	david.crail@rfsd.k12.wi.us

Central Office Administration

Name & Title	Phone	Email
Mr. David Bell, Superintendent	715-425-1800 x1117	david.bell@rfsd.k12.wi.us
Dr. Nate Schurman, Director of HR & Leadership Development	715-425-1800 x1102	nate.schurman@rfsd.k12.wi.us
MaryBeth Elliot and Amy Wise, Co-Directors of Academic Services	715-425-1800 x1103	marybeth.elliott@rfsd.k12.wi.us amy.wise@rfsd.k12.wi.us
Mark Inouye, Director of Special Education	715-425-1800 x1115	mark.inouye@rfsd.k12.wi.us

School Board

Name	Email
Ms. Lindsey Curtis	lindsey.curtis@rfsd.k12.wi.us
Mr. David (Bo) Hirstein	david.hirstein@rfsd.k12.wi.us
Ms. Monica LaVold	monica.lavold@rfsd.k12.wi.us
Dr. Stacy Johnson Myers	stacy.johnsonmyers@rfsd.k12.wi.us
Mr. Mike Miller	mike.miller@rfsd.k12.wi.us
Mr. Thong Moua	thong.moua@rfsd.k12.wi.us
Dr. Alan J. Tuchtenhagen	alan.tuchtenhagen@rfsd.k12.wi.us

Visitors

Visitors will only be approved by administration if it is deemed appropriate and educational in nature. For safety purposes, all visitors are to enter through the Main Office, provide their driver's license or other state issued identification card to run through our visitor management system, sign in, wear a school-issued badge, communicate their purpose for visiting with Main Office staff, and, upon leaving, sign out and return the badge.

Daily/Weekly Announcements

Daily and weekly announcements will be visible on our school website and posted in designated areas of the building. All student announcements posted in the building must be approved and signed by a school administrator or designee prior to posting. Emergency and special announcements will be made only with the approval of a school administrator.

Student Privacy & Rights

Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance, and will be able to opt their child out of the activity or survey if they choose. (District Policy 333)

Career and Technical Education Notice

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, religion, national origin, sex, sexual orientation, disability, etc).

Student Grievance Process for Rights Violations

Students who feel their rights under this handbook have been violated may file a written statement with the principal, or designee, within three school days of the date of the alleged violation. If another policy applies to the grievance, the grievance will be processed under that policy. If a grievance cannot be resolved to the student's satisfaction, the student may appeal to district personnel in the following order: (1) principal, and (2) superintendent.

School Calendar, Schedule, and Attendance Procedures

[School Calendar 2026-2027](#) PDF link

Important Dates 2026-2027

Date	Event
August 26	Freshman Orientation/Parent Night Open House (5-8 pm)
September 1	First day of school
September 7	Labor Day, No School
September 28	Parent-Teacher Conferences (4:30-7 pm)
October 5	Grades 9-12 Virtual Day; Teacher In-Service
October 30	End of First Term
November 2	No School: Teacher In-Service
November 25-27	Thanksgiving Break
December 7	Parent-Teacher Conferences (4:30-7 pm)
December 23-January 3	Winter Break
January 4	First day back to school after break
January 15	End of Second Term
January 18	No School: Martin Luther King Jr. Day/Teacher In-Service
January 25	Course Registration Night (5-8 PM)
February 15	Grades 9-12 Virtual Day: Teacher In-Service
February 18	Parent-Teacher Conferences (4:30-7 pm)
March 15-19	No School: Spring Break
April 1	End of Third Term
April 2	No School: Teacher In-Service
April 6	RFHS ACT Day for Grades 9, 10, 11
April 6	Service to Community Day for Grade 12
May 7	No school
May 10	Parent-Teacher Conferences (4:30-7 pm)
May 26	Seniors' Last Day of School
May 31	No School: Memorial Day
June 4	Last Student Day (Grades 9-11): End of Fourth Term
June 6	Graduation Day

Daily Bell Schedule (TUESDAY-FRIDAY)

Block	Time
Block 1	7:35-9:02
Snack & Passing	9:02-9:15
Block 2	9:15-10:42
Passing	10:42-10:49
W.I.N*	10:49-11:19
Passing	11:19-11:24
Block 3	11:24-1:21
• Lunch 1	11:24-11:54
• Lunch 2	12:08-12:38
• Lunch 3	12:51-1:21
Passing	1:21-1:28
Block 4	1:28-2:55

*W.I.N = Teacher support, intervention, study time, and ACP/character lessons/presentations.

**Blocks 3 & 4 will rotate every other day on an A/B class schedule.

PLC Late-Start Schedule (MONDAY)

Block	Time
Block 1	8:15-9:31
Snack & Passing	9:31-9:38
Block 2	9:38-10:53
Passing	110:53-11:00
W.I.N*	11:00-11:30
Passing	11:30-11:35
Block 3	11:35-1:33
• Lunch 1	11:35-12:00
• Lunch 2	12:20-12:45
• Lunch 3	1:03-1:33
Passing	1:33-1:40
Block 4	1:40-2:55

*W.I.N = Teacher support, intervention, study time, and ACP/character lessons/presentations.

**Blocks 3 & 4 will rotate every other day on an A/B class schedule.

Emergency School Closing Procedures

The administration of the School District of River Falls follows these procedures in the event River Falls area schools are forced to delay starting times, dismiss early, or cancel. If weather conditions or other circumstances develop that alter the normal school schedule, Campus Messenger parent notification system will be activated and the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations: WCCO (830 AM), WDMO (95.7 FM), WEVR (1550 AM & 106.3 FM)
WIXK (1590 AM & 107.1 FM), KWNG (105.9 FM)

iHeart Media: 880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM;
98.7FM; 100.7FM; 106.7FM

Television stations: WCCO (Channel 4)
KSTP (Channels 5, 45, and KSAX-TV-channel 42)
FOX (Channels 9, 25, 29 and 48)
KARE (Channel 11)
WEAU (Channel 13)

Websites:	wcco.com	b95radio.com
	kstp.com	rock921.com
	myFOX9.com	z100radio.com
	kare11.com	987thebrew.com
	moose106.com	wmeq.com

Please do not contact these stations or the schools directly as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

Eligibility of Resident/Nonresident Students

The School Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

A. The School Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for the purpose of attending the District's schools.

B. The District will not make residency determinations on the basis of an individual's immigration status.

C. The District will consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.

D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District will be permitted to complete their high school education tuition-free.

E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program will be accepted into the District's educational programs for up to two (2) classes at any time if the student satisfies the high school admission standards and sufficient space is available in the classes.

F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District will be accepted into the District's educational programs for up to two (2) classes at any time if the School Board determines there is sufficient space in the classes.

G. High school students who reside in River Falls School District due to a Chapter 117 reorganization—but who completed 9th and 10th grades in their former district—may finish their education at that former district. River Falls School District will pay the student's tuition. If a parent has already paid the tuition, the River Falls School Board will reimburse the parent upon request, provided the request is made within three years. River Falls School District will include the student in its official membership count.

H. If parents (or adult students) present information to the District certifying that the parents (or adult students), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the School Board will use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District will place a copy of any certification provided by the parent in the enrollment files.

I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.

J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.

K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

L. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.

M. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.

N. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open Enrollment Programs. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the School Board determines there is sufficient space in the classroom.

O. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

P. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in the District during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. However, the Superintendent may choose to recommend to the School Board that the student be enrolled in the district. The enrollment of a previously expelled student must be approved by the School Board.
2. If a student has been expelled by a Wisconsin charter school or a public school in another state, the Superintendent or School Board may choose whether to enroll them. The Superintendent may choose to recommend to the School Board that the student be enrolled in the District. The enrollment of a previously expelled student must be approved by the School Board. If the Superintendent chooses not to enroll the student, the Superintendent must first confirm that the original conduct would have been grounds for expulsion under District Policy 5610. To facilitate this review, the student (or their parent, if the student is a minor) must request the following from the previous school:
 - A copy of the expulsion findings and order;
 - A written explanation of the reasons for the expulsion; and
 - The specific term (duration) of the expulsion.

School Attendance

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

All children between six (6) and eighteen (18) years of age will attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. Regular attendance is required until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten will attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Part 1: Definitions

1. **Excused Absence:** A student is considered excused when the student is absent with an acceptable excuse for all or part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:
 - a. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
 - b. Excused absences of greater than 50% of the school day will be a full day absence.
2. **Unexcused Absence/Tuant.** A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.

3. Habitually Truant. A student will be considered habitually truant if the student is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester. Part of a school day is any time period that exceeds 15 minutes.
4. Tardy/Late Arrival: Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
2. Entering attendance data into the district's school information system.
3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Part 4: Excused Absences

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.

- a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
 - b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.
 - c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
 - d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school.
 - e. Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
2. The student has a chronic condition or is experiencing an extended illness.
 - a. A student who is diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
 - b. A [Chronic or Extended Illness Verification Form](#) will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
 - c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
3. The student's parent(s) or guardian has provided a pre-planned notice of absence.
 - a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
 - b. A student may not be excused for more than ten (10) days per school year.
 - c. Absent students must complete any coursework missed during the absence.
 - d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
 - i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
 - ii. to attend a funeral outside of the immediate family;
 - iii. college visits;
 - iv. job fairs;
 - v. vacations.

4. The student is absent from school for one of the following School Board approved reasons:
- Obtaining religious instruction or observing religious holidays.
 - A death in the immediate family.
 - A court appearance or other legal procedure upon submission of proof.
 - Approved school activities during class time.
 - Suspension or expulsion.
 - Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
 - High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.
 - Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
 - Quarantine of the student's home by a public health officer.
 - Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
 - Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival

Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations

Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: Promotion, Monitoring and Intervention

All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;
- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without advanced notification. a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;
4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;
6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to

- the student within the previous year indicate that the student is performing at grade level;
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day 7:35 -2:55) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Part 12: Attendance Records

The district will use the same technology-based attendance record keeping system at all schools. Attendance Records will be categorized in the following ways:

- Exempt
 - ACT: School activities during class time.
 - COUN: Visit to School Counselor
 - CMVF: Chronic Medical Condition
 - EXP: Expelled
 - HLTH: Visit to Health Office
 - ISS: In-School Suspension
 - MED
 - Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
 - The student has a chronic condition or is experiencing an extended illness.
 - HLTH-ILL
 - If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused.
 - SUS: Out of School Suspension
- Excused
 - APL: Alternative Placement
 - EAP: Excused for an Appointment (no professional note provided)
 - EXE: Excused Absence

- Obtaining religious instruction or observing religious holidays.
 - A death in the immediate family.
 - A court appearance or other legal procedure upon submission of proof.
- ILL: Illness
 - The student is temporarily not in proper physical or mental condition to attend school. Absences for this reason may be excused by oral or written notification to the attendance officer by the student's parent(s) or guardian for four (4) school days.
- PAR: Parent Pre-arranged
 - The student's parent(s) or guardian has provided a pre-planned notice of absence.
- Unexcused
 - UNX: Unexcused
 - The first four occurrences in which no valid excuse provided or excuse provided exceeds allowable yearly maximums.
 - TRU: Habitually Truant
 - No valid excuse provided for 5th or further unexcused absence or excuse provided but exceeds allowable yearly maximums.
 - TDY: Tardy
 - A student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

LEGAL REFERENCE: Wisconsin Statutes Sections [118.15](#), [118.153](#), [118.16](#), [118.162](#), [118.16\(4\)\(4\)](#), [118.165](#), [115.28\(51\)](#) . [Pierce County Ordinances](#), [St. Croix County Truancy Policies and Procedures](#)

Coursework Makeup Guidelines

Students are responsible for getting all missed coursework from teachers when they are absent for any reason and are responsible for completing all of the missed work. Students will be allowed to complete all coursework missed and are generally responsible for completion with the allotted time listed:

- 1 day absent = 1 day to make up work
- 2 days absent = 2 days to make up work
- 3 days absent = 3 days to make up work
- More than 3 days absent = one week to make up work.

Long-term illness or accidents/injuries that keep students from attending school are exceptions to this rule and will be addressed on an individual basis. Teachers will determine the appropriate timeline and coursework and will communicate this information to the student and/or parents.

For absences in excess of two or more days, please contact the High School Main Office at (715) 425-1830 and a request for coursework with teachers will be made. Please allow one full school day (24 hours) from the time of request to prepare and collect coursework. Much of the coursework may be available through the teacher's online Schoology/Google Classroom page.

Academics

Classroom Expectations

The adult(s) leading learning will establish specific expectations for classrooms; however, these guidelines generally apply in all classes:

- act respectfully towards self and others;
- demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time;
- demonstrate cooperation through active participation and support of others during learning activities;
- show respect to property, equipment, and facilities;
- maintain a positive attitude towards learning;
- demonstrate compassion towards others; and
- maintain academic integrity; see separate section below for the definition of *academic integrity*.

Course Registration

An informational meeting will be held in January or February each year for parents and students regarding registering for classes for the upcoming school year. Students have the opportunity to work on course selection materials during the school day in W.I.N. (What I Need, an advisory time) during Registration Week. Students are encouraged to discuss course selections with their parents. A parent/guardian signature is required before course requests may be submitted. *All meeting and registration dates can be found in the calendar section earlier in this handbook.*

Grading Scale

Grade	Score
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59

Special Grading Codes and Definitions

- P Recognized for credit, but not included in the GPA. Prior permission from the Principal is required to allow a "P" grade.
- F Failure = 59% or below
- W Withdrawal
- I Incomplete: given for class work which is not completed because of a long-term absence due to illness or emergency. Arrangements for completion of a course must be made with the teacher. Incompletes must be made up within one week of the end of the grading period or the grade will be changed to an "F." If more time is needed due to unusual circumstances, approval of the principal is required.

Plus and minus signs may be used with letters A, B, C and D to indicate a position within that grade range. Exceptions: no A+ or D- grades are awarded. (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0). See Board Policy 345.1 and 345.11.

Academic Lettering and School Attendance

To be eligible for academic lettering, a student must have no unexcused absences during the school year and have not been suspended in or out of school during the school year. A student must be a full time student in the school year he/she wishes to qualify and must be passing 20 hours (four classes, five days per week) of instruction at all times during the school year. Contact the RFHS Activities Office with questions.

Academic Awards

Academic Letters (which are not connected to the Laude System) are awarded based on the following criteria:

- Maintain a 4.0 grade point average through the conclusion of the freshman year.
- Maintain a 3.85 grade point average through the conclusion of the sophomore year.
- Maintain a 3.75 grade point average through the conclusion of the junior and senior year.
- All incomplete grades must be resolved.

Laude System

River Falls follows a Laude System. The purpose of our laude system is to encourage and recognize high school graduates for completion of challenging coursework and preparation for future success. There are three levels of recognition correlated to a range of honor points:

- Summa Cum Laude: *Highest Honor*
- Magna Cum Laude: *Great Honor*
- Cum Laude: *Honor*

A student's score is computed by multiplying cumulative GPA by the number of points earned from specifically identified laude courses successfully completed by a student. Our school profile, as well as our laude system, will help inform colleges in gaining a more holistic perspective of our students.

*Contact your student's school counselor for more information or visit the following link: [RF Laude System](#). (Note: RFHS does not designate a valedictorian or salutatorian.)

Graduation Ceremony Participation

- Students graduating must have completed a minimum of 27.5 credits.
- Honor cords will be awarded to seniors who qualify under the Laude System no later than midterm of term 4.
- Students who have 27.5 credits or fewer may not receive a signed diploma until completion of .5 credits or more to meet the 28-credit graduation requirement.
- Students not in attendance for more than 85% of their academic year due to habitual truancy may not be eligible to participate in graduation ceremonies and/or the senior class party. See Board Policy 345.62.

Deadline

All graduating seniors should meet all obligations to the district by Memorial Day to participate in graduation. This includes, but is not limited to, the following: fines, fees, detention time, food account balance, return of library items, school-owned electronic devices, textbooks, and physical education locks.

Early Graduation

The River Falls School Board believes that it is advisable for students to complete a sixteen-term high school sequence for graduation. Recognizing, however, that unusual circumstances may arise and that some students and their parents/guardians may wish to pursue alternative educational paths, students may be allowed to graduate from high school following their 14th or 15th term of high school.

The following procedures are established for the purpose of consideration for early graduation.

1. A student must meet all graduation requirements and will not be eligible for early graduation prior to the completion of the 14th term. Required courses shall not be waived. Students requesting early graduation after the 14th term of high school will be expected to pursue post-secondary education; evidence of acceptance and/or anticipated enrollment must be presented. Students requesting early graduation after the 15th term of high school must show extenuating and/or familial circumstances for leaving school early.

2. The student and their parent(s)/guardian(s) must make a written request to the building principal or program coordinator at least one term prior to the anticipated early graduation describing the student's plan for immediately following early graduation, if early graduation is granted (e.g., pursue alternative educational paths). Requests filed less than one term before the anticipated early graduation date may be considered, but only due to unusual circumstances.
3. A screening committee made up of the building principal and a counselor or program coordinator shall review the request.
4. A student must meet all graduation requirements and will not be eligible for early graduation prior to the completion of the 14th term. Required courses shall not be waived. Students requesting early graduation after the 14th term of high school will be expected to pursue post-secondary education; evidence of acceptance and/or anticipated enrollment must be presented. Students requesting early graduation after the 15th term of high school must show extenuating and/or familial circumstances for leaving school early.
5. A student who graduates early shall not be eligible to participate in any interscholastic or Wisconsin Interscholastic Athletic Association-sponsored activity, as appropriate. A student who graduates early shall be eligible to participate in graduation exercises. Students who graduate early may participate in other school related activities at the Principal's or Activity Director's discretion.

See Board Policy 345.61

Final Transcript for Seniors

Official transcripts are available online at www.Parchment.com. There is a small fee, approximately \$5, to do so. Grades are available online at <https://wicloud.infinitecampus.org/campus/portal/riverfalls.jsp>. Username and password are available through the High School Main Office.

Promotion, Placement, and Retention

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It will be the policy of the School Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Definitions

Promotion: Occurs when a student is demonstrating learning that indicates the student has met the criteria established in this policy and will be moved forward to the next grade.

Placement: Occurs when a student is not demonstrating learning that indicates the student will be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

Retention: Occurs when a student is not demonstrating learning that indicates the student should move forward to the next grade, and the student should repeat the current grade. A retention decision is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

A student will be promoted to the succeeding grade level when the student has demonstrated learning by:

- A. completing the course requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieving the instructional objectives set for the present grade;
- C. demonstrating sufficient proficiency to permit the student to move ahead in the educational program of the next grade.

Following sound principles of child guidance, the School Board discourages the skipping of grades.

Appeal Process

Any person appealing a decision regarding promotion to grade nine under this policy will submit a written appeal to the Superintendent within five (5) business days of notification. The person must state in writing the portion of this policy they believe was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The Superintendent will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the Superintendent is final.

Academic Integrity

Honesty is a highly valued character trait at River Falls High School. Students are responsible for holding themselves and each other accountable for ethical use of information and ideas. When a student cheats, he/she is being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an *obligation* for **all students** at RFHS. Additional details regarding district Academic Integrity expectations can be found in Policy 5505.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. **Academic misconduct** is considered a violation of academic integrity, either when acting alone or assisting others. Below are six (6) general areas that constitute academic misconduct including examples of each.

Examples of academic misconduct include but are not limited to the following:

1. Committing plagiarism (see information below).
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview). **This includes students turning in A.I.-created work as their own.**
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices) on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases).
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check; forging a hallway pass).
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student).
6. Assisting other students in any of these acts (allowing a person to use your notes on a test).

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance. **Students turning in any A.I.-created work as their own is prohibited as well.**

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work, without the express permission/consent of a teacher. The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook. (See Policy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

- A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
- B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments –e.g., scientific experiments and marketing research.
- C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
- D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
- E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts and AI-powered translation tools can help students with hearing impairments understand spoken language.
- F. Study Tool Creation: AI/NLP tools can be used to generate flashcards, study guides, quizzes, slides, AI-generated audio, interactive chats, and summaries from course study materials to improve student understanding and retention.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete their assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do their work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students at RFHS are committed to practicing ethical behaviors when it comes to learning and using information and information technology. Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the [MLA](#) (Modern Language Association) format and students should ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work. When enrolled in Advanced Placement (AP), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

Parents will be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator will investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present their perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences will be assigned based on the protocol below.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Students who violate this policy are subject to disciplinary consequences.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator will meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator will communicate with the parent(s)/guardian(s) in person or through a phone call to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. will determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.

The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for **any credit** for that activity/assignment/assessment.

4. Administration will meet with the student to reinforce academic integrity and expectations for learning.
5. The student may also be assigned detention, in-school suspension, or other academic consequences. Additionally, any incident of academic dishonesty is considered a code of conduct violation and will be referred to the activities office. A pattern of student academic misconduct will result in progressive disciplinary action. *Students who have already had one incident of academic misconduct may not be able to receive credit for the assignment if a second incident takes place.*

Enrollment, Withdrawal, Transfer

Any person who wishes to enroll in, withdraw, or transfer from River Falls High School must meet with the principal/designee and complete the required forms for record updating/transferring. Students who are not 18 years of age must be accompanied by a parent/guardian. A parent/guardian should sign the student out of RFHS in order for records to be transferred. Fees should be paid and school district resources returned before records are transferred to another institution. See Board Policy 420.

Open Enrollment

Students in kindergarten through grade 12 may attend any public school in the state, as permitted by either law or board policy. Applications must be submitted to the non-resident's school during the Open Enrollment window. Forms are available at the District Central Office (715-425-1800) and on the River Falls School District website. See Board Policy 423 which requires the district to designate available seats for open enrolled students.

Schedule Changes

Please note that every effort is made to honor student course requests. It is imperative that students choose courses thoughtfully during the registration process as they will be expected to follow their given schedules. After the school year begins, students **must** meet with their school counselor to request a schedule change. Counselors and school administrators determine the rationale of schedule changes and reserve the right to approve or deny any requests.

Except as set forth in this subsection, all schedule changes must be made before the start of the term. Schedule change forms are available in the School Counseling Office. **ALL** schedule change requests require a parent/guardian signature.

Schedule changes will be made only for the following reasons:

- A. An error has been made on your schedule.
- B. A change is needed to meet a graduation requirement.

School administrators and counselors will validate requests and whether the request warrants a schedule change. Schedule changes based on requesting a specific teacher for a class, time of day for a class, or change in format from A/B day to regular block, will not be honored, (except for special, unavoidable circumstances).

Graduation Requirements

In general, a total of 28 credits must be earned for a student to graduate from River Falls High School including the following:

- 4** credits of Language Arts, including Speech
- 3.5** credits of Social Science, including Geography
- 3** credits of Science
- 3** credits of Math
- 1.5** credits of Physical Education
- .5** credit of Health
- .5** credit of Personal Finance
- 12.5** credits of electives

1 Term class = 0.5 credit

Semester class = 1.0 credit

A/B class = 0.5 credits per semester

See Board Policy 345.6 and 345.61

Capstone Learning Opportunities

A “Capstone Opportunity” is an academic experience that involves a variety of scholarly opportunities and results in a synthesized outcome. There are a variety of Capstone learning opportunities available to help each student personalize their learning. Detailed information about the following options can be found in the Academic & Career Planning PDF Guide linked at: [GUIDE_AcademicCareerPlanning](#)

Capstone Learning Opportunities include:

- Advanced Standing articulated courses
- Advanced Placement courses
- Career Technical Education (CTE) Capstone
- Dual Academic Credit Program (with UW-River Falls)
- Dual Credit High School Academies
- Early College Credit Program
- Industry Certifications
- Start College Now
- Transcribed Credit courses
- Work and Career Based Learning

Alternative Opportunities to Earn High School Credit

Hybrid Courses

Hybrid course content is delivered 60-80% online, and 20%-40% in person. Students work independently for the online portion of the class. Hybrid courses are offered on a limited basis.

Independent Study, Service Credit, or Office Help

Juniors and seniors may apply for Independent Study, Service Credit, or Office Help. Students may take a maximum of two courses per year or two credits during the course of their high school career. In the case of an independent study, an established curriculum must be in place, and teachers will expect students to complete the coursework somewhat independently. Students must have successfully exhausted all appropriate course offerings in the designated area to be eligible for the independent study opportunity. For all three options, requests must be approved by the principal and scheduled in advance of the term in which the course is to be taken. If approved, the course is added to the student’s schedule. Forms are available in the Counseling Office. See Board Policy 343.3.

Wisconsin Virtual School

Students have an opportunity to take online enrichment courses not offered at RFHS. Students should meet with their school counselor if interested. Course descriptions may be found in the resource appendix of the Course Planning Guide and online at www.wisconsinvirtualschool.org. Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete WVS classes.

Requests for Program or Curriculum Modification

Any student's parent/guardian, or the student if the parent/guardian is notified, may request in writing that the District provide the student with program or curricular modifications. A request for a program or curriculum modification(s) shall be considered by the District under the following circumstances:

1. The student is temporarily not in proper physical or mental condition to attend a school program. In this case, the parent or guardian must obtain a written statement of the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician's assistant, nurse practitioner, certified advanced practice nurse practitioner, or Christian Science practitioner (living and residing in Wisconsin and who is listed in the Christian Science Journal), as sufficient proof of physical or mental condition of the student.
2. This written statement, as indicated above, is a Statement from Medical Professional to Consider Homebound Instruction, is to be included in the administrative procedure and shall indicate the time period for which it is valid, not to exceed 30 calendar days.
3. A team consisting of the parent/guardian and school personnel knowledgeable about the student, shall review the physical or mental condition statement and make a determination regarding the need for homebound study. These program or curricular modifications may include, but are not limited to nonsectarian correspondence courses or other courses of study approved by the District or nonsectarian tutoring provided by the District.
4. The team shall review the need for curricular or program modifications at least every 30 calendar days.

If the District denies the request for program or curriculum modifications, the parent may appeal the denial using the Complaint Procedure outlined in Practice Statement-Equality of Educational Opportunity, or the Pupil Non-Discrimination/Anti-Harassment. (District Policy 411-Rule 1)

Wisconsin Higher Education Board (HEAB) Scholarships for Seniors Wisconsin Academic Excellence Scholarship

Academic Excellence Scholarships (AES) are awarded to Wisconsin high school seniors who have the highest grade point average in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment grades 9-12. Eligibility for the Wisconsin State Scholarship is first based on grade point average (GPA) for grades 9-12. To be eligible, a student must be in attendance at RFHS for six terms: four terms of the junior year and the first two terms of the senior year. The scholarship is granted to the top two students who meet established criteria and plan to attend a Wisconsin university. See Board Policy 461

Wisconsin Technical Excellence Scholarship

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects. The School District of River Falls shall annually designate certain scholars for purposes of the Wisconsin Technical Excellence Higher Education Scholarship Program. These scholars shall be designated on the basis of their level of proficiency in career and technical education (CTE) subjects, and who enroll, on a full-time basis, in a technical college. Applicants shall be seniors who have met the criteria outlined below. The scholars shall be named in accordance with timelines required by law and in accordance with established board policy.

To be eligible, students must be enrolled in the district full-time for six consecutive terms prior to the awarding of the scholarship (i.e., four terms of their junior year and the first two terms of their senior year). To attain senior standing, a student must meet the requirements outlined in board policy.

The committee shall apply the following criteria in noted order. Students must exhibit interest in and have a career plan related to a technical field, and must meet a minimum of three (3) of the outlined criteria for graduation:

1. Have completed at least three (3) high school CTE courses in the student's identified career pathway. The student may be enrolled in the third course at the time of the nomination.
2. Have participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
3. Have completed a minimum of one course in a transcribed credit program.
4. Have successfully participated in a Skills Standards Program or Certification offered by the Wisconsin Department of Public Instruction.
5. Have completed or in progress to complete an industry-recognized certification program approved under WI Stats. 115.367 (2).
6. Have participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, etc.
7. Have completed an identified Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.

Students meeting the identified initial criteria will be ranked based on the following point system reflective of coursework and technical education experience.

1. Two points will be awarded to a student for each credit earned in high school CTE courses. (For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination will be counted toward the number of credits the student has earned.)
2. One point will be awarded to a student for each year of activity in a Career and Technical Student Organization in Wisconsin (CTSO). Note: For activity in multiple CTSOs, one point will be awarded for each year of participation in each CTSO.

3. An additional one point will be earned for each of the following activities:
 - participation in an approved Youth Apprenticeship Program,
 - completion of a Skills Standards Certification, and
 - completion of an industry-recognized certification program.
4. If students are tied with total points, the first tiebreaker will be that students with equal points will be ranked by their GPA in CTE courses.
5. The second tiebreaker will be that students will be ranked by their overall composite GPA.
6. The third tiebreaker will be that students with the highest composite score on the ACT by December 31 shall be designated as the recipient or alternate.
7. Should there remain any further tied students, a representative committee of high school faculty members shall select the recipient or alternate based on the number of additional CTE criteria met as well as student leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, district-approved activity.

See Board Policy 462

In the event a student qualifies for both the Academic Excellence and Technical Excellence scholarships, the student shall identify which award he/she intends to accept.

Activities

Activities Participation and Guidelines

It is highly encouraged for students to participate in school clubs and social organizations. Participation in such clubs fosters growth in the areas of responsibility, leadership, and accountability. However, no student may serve as president or vice-president in more than one club or organization in any given year. In addition, students are limited to serving in an officer capacity (*officer*=leadership role other than president or vice president) in no more than two organizations a year. This guideline is in place to ensure that all students serving in a leadership position have the ability to dedicate and manage their responsibilities of being a leader or officer for their club or organization. It should be noted that students are still encouraged to participate and serve in as many clubs and organizations as they see fit.

Student Sport Seasons

Season	Activity
Fall	Girls: Cross Country, Golf, Swimming/Diving, Tennis, Volleyball Boys: Cross Country, Football, Soccer
Winter	Girls: Basketball, Gymnastics, Hockey Boys: Basketball, Hockey, Swimming/Diving, Wrestling
Spring	Girls: Soccer, Softball, Track Boys: Baseball, Golf, Tennis, Track

Athletics

River Falls High School is a member of the Big Rivers Conference in the sports listed above.

Activities Guidelines

As a member of the Wisconsin Interscholastic Athletic Association (WIAA), student athletes are governed by the general rules and specific rules of our school Activities Handbook/Code. The [Activities Handbook/Code](#) deals with conduct and academic requirements for the athlete. All students participating in athletics must submit the following forms prior to participating in any athletics: a current physical (good for two years), or an alternate physical form (for the alternate year); the Activities Handbook/Code signed by the student and parent one time for the entire high school career; an Impact (Concussion) test every other year (scheduled through the Activities Office); and pay the activity fee. These may all be done via the registration process. Students who cannot afford the activity fee need to contact the Activities Office and obtain a form to fill out to have the fee waived.

Extra Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school sponsored activity, an event that evening, or the following weekend day, which include but are not limited to dances, sporting events, concerts, etc. Furthermore, if the student has been considered habitually truant within the current school year, consequences may include nonparticipation. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the administration or the designated attendance officer.

Should a student be absent all day on a Friday due to illness, that student shall be permitted to participate in an activity on the following Saturday or Sunday if the student feels physically fit, has the recommendation of parents/doctor, and the approval of building administration.

A student who will miss part or all of a school day due to an extracurricular event, and is aware in advance of that date(s), is responsible to communicate with their teaching staff in advance, complete required coursework for the date(s) to be missed, and be prepared to complete any scheduled assessments, projects, or assignments on the day of their return, unless otherwise determined in advance with individual teachers.

Club Offerings & Guidelines

Students participating in clubs or activities are subject to the rules and guidelines listed in the Activities Handbook/Code. The [Activities Handbook/Code](#), available in the Activities Office or online, is to be signed by both the student and a parent or guardian. All paperwork, along with required fees, is due into the Activities Office before the student can participate in the club or activity.

Activities at RFHS include Art Club, Biology Club, Cheerleading, Chemistry Club, Chess Club, Costume Carolers, Connecting All Together Socially (C.A.T.S.), Community Club, Dance Team, Drama Club, Fishing Club, Future Business Leaders of America (FBLA), Fellowship of Christian Athletes (FCA), Fishing Club, Future Farmers of America (FFA), Forensics, Gay-Straight Alliance (GSA), Game Club, International Club, Mock Trial, Musical, National Honor Society (NHS), Pep Club, Ping Pong Club, Powerlifting, Robotics, Rock Climbing Club, Students Offering Support (SOS), Strive, Student Council, Trap Shooting, Yearbook. Students who have a common interest, secure an advisor, write a constitution, and have the club authorized by the principal or designee may form new clubs.

School Events

School events are considered an extension of the classroom, so the expectations are the same, and school discipline extends to the behavior of our students at both home and away activities. Students who are absent, unexcused, or suspended (in or out of school) may **not** participate **nor** practice in school sponsored co-curricular events that day.

The school provides transportation, by bus or school car, for all participants to school-sponsored events held away from the school. The participants are required to ride the bus to the event and to return by bus from the event. On occasion, student participants may return from school-sponsored events with their parents (providing parental request has been made, in writing, to the principal or coach/supervisor prior to departing for the event). The parent must be in direct contact with the activity supervisor/coach after the activity for the participant to be excused. Failure to follow this procedure will result in being withheld from competition at the next event.

Social Functions

Social functions held at the high school are a part of the school's co-curricular activities. The following guidelines are used for school events:

- School functions are supervised by chaperones (teachers, administrators, and/or parents).
- School social functions end by midnight on Friday and Saturday, and 10:30 PM on school nights. Exceptions to this rule must be cleared through the principal or designee.
- Only River Falls High School or Renaissance Charter Academy students and their guests, age 20 or younger, are eligible to attend school social events. Each guest must have a guest pass, which can be secured from the RFHS Activities Office. Exceptions to this rule must be cleared through the principal or designee. Middle school students are not allowed to attend high school dances/social events.
- Students and guests are expected to stay in the building while at a social function. Anyone leaving without permission will not be readmitted.
- Acceptable school conduct is expected at all social events. Guests will be expected to adhere to the RFHS rules that apply to our students.

Family Night

Wednesdays have been designated as Family Night by the School District of River Falls pertaining to the scheduling of school-sponsored events. No school events may take place after 6:00PM without advance approval of a school administrator.

Spectator Buses

Spectator busing is provided when there is strong student interest. At least 30 students must sign up to ride a bus by 9:00 AM on the game day before a bus will be ordered. The cost of the bus ride is determined by the length of the trip and thus may vary from game to game. Students who ride spectator buses must return from the game or event on the bus unless a parent makes arrangements with the chaperone/advisor to transport a student home. The principal or designee and the bus chaperone/advisor must be aware of this arrangement before the game/event. The parent must present him/herself to the chaperone when picking up their son/daughter. Failure to adhere to this procedure will result in denial of this privilege in the future.

Conduct at All School Events

Every individual in attendance at a school-sponsored event should observe the accepted rules of good sportsmanship, citizenship, and conduct. Exemplary conduct is expected from our students, adult fans, players, cheering squads, coaches, and staff. Inappropriate behavior that results in a fan being removed from a game will have the added consequence of missing the next game as well (new WIAA regulation).

The fundamentals of good sportsmanship include the following:

- Show respect for the opponent at all times. The opponent should be treated as a guest.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job to the best of their abilities.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance of all teams playing.
- At concerts or performances of other school groups, or by visiting groups, it is expected that behavior will be appropriate for the occasion. Students asked to leave a contest due to misbehavior will not be allowed access to any other for one calendar week. (minimum one contest)

Music

Music groups that are both curricular and co-curricular (require in-school and after-school time):

Choir: Concert Choir, Symphonic Choir, Chamber Choir

Band: Concert Band, Symphonic Band, Wind Symphony, Marching Band

Music groups that are extra-curricular:

Choir: Costumed Carolers, Solo/Ensemble, Musical

Band: Jazz Band, Pep Band, Solo/Ensemble

Student and Parent Conduct

Students and parents are expected to conduct themselves in a manner that is appropriate and respectful. In order to achieve the shared responsibility for the maintenance of good behavior, adhere to the following expectations:

Parents should:

Communicate regularly with the school concerning their child's conduct and progress;

- Utilize online resources, such as Infinite Campus and Schoology, to monitor student progress;
- Ensure the daily attendance of their child, follow the attendance laws and procedures outlined in this handbook, and promptly report and explain absences or tardies to the attendance secretary;
- Provide the resources for the child to complete school assignments;
- Assist their child in being healthy, well-groomed, and clean;
- Discuss report cards and assignments with their child; and
- Maintain up-to-date home, work, and emergency telephone numbers at the school.

Students should:

- Be responsible and attend all classes daily and on time;
- Be prepared to come to class with appropriate work materials;
- Be positive and refrain from profane or inflammatory statements;
- Cooperate with and respect all individuals and property;
- Conduct themselves in a safe and reasonable manner;
- Be well-groomed and clean;
- Be responsible for their school coursework; and
- Abide by the behavioral and academic expectations set forth by the school and classroom teachers.

See Board Policy 443

Student Supports & Services

School Counseling Services

School Counseling services are provided for all students. School Counselors are assigned to the student by W.I.N. period. (W.I.N. stands for *What I Need* and is a period in the day that allows students time to work on Academic and Career Planning goals/activities, work on homework, study, meet with teachers for help, and participate in activity/club meetings during the school day.) Students and parents are encouraged to check the Counseling Department tab on the River Falls High School website for updates on services provided and scholarship information.

Academic and Career Planning

Academic & Career Planning (ACP) is a student-driven, adult-supported process in which a student creates and cultivates their own unique information-based visions for post-secondary success. It is a planning process which includes self-exploration and career exploration. Through this planning process, a student develops a concrete plan that identifies academic and career goals and how the student's goals will be achieved. Each year, specific activities in Xello (the designated tool for the State of Wisconsin for students to develop their Academic & Career Portfolio beginning in 7th grade and continuing through 12th grade) will be completed at each grade level. The Wisconsin Department of Public Instruction in the PI26 legislation requires public school districts to provide ACP services to all students in grades 6-12.

All students at RFHS have a Xello account. Students' login information has been tied to their high school Gmail accounts. If they are logged into their high school Gmail accounts, they can access Xello from our high school webpage under "Students."

Career Clusters and Pathways

Career Clusters are broad occupational groupings based on a set of common knowledge and skills required for a group of careers. The 16 Career Clusters are as follows: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communication; Business Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; Science, Technology, Engineering & Mathematics (STEM); and Transportation, Distribution & Logistics.

Career Pathways are a sub-grouping of careers used as an organization tool for curriculum design and instruction. Each pathway highlights a specific part of each cluster. The River Falls High School Academic & Career Planning divides into the Career Clusters of six broad pathways and is shown in a pathways wheel. These are the broadest level of career options. Each pathway is broken down into more specific information that allows students and families to explore each on a deeper level. [View PDF](#) of Career Clusters and Pathways information can be found in the Academic & Career Planning Guide.

Health Services

Communicable Disease

The Health Office works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website. See Board Policy 453.3.

Immunizations

The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived for medical/health, religion, or personal conviction reasons--waivers are available in the Health Office and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Students who do not have the required immunizations and/or a properly completed waiver on file with the Health Office may incur a fine or possible exclusion from school. Please contact your practitioner or the Health Office for required immunizations.

Illness/Injury at School

- Students who become ill or injured during the school day should report to the Health Office.
- If a student is sent home due to illness or injury, the Health Office/Main Office must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- Parent(s)/guardian(s) should inform the Health Office if their child needs accommodations during the school day due to crutches, casts, etc.

Is my child well enough to go to school?

Many students and parents are frequently concerned about when students should stay home or attend school. *Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.*

The following information is intended to help with this decision:

- If a student has had a fever of 100.4 degrees or more, the student should stay home for a minimum of 24 hours after temperature returns to normal without fever-reducing medication.
- If a student has vomited or has had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with a family practitioner before sending the student to school. The Health Office may request a doctor's note from parents.

Drug, Alcohol, Substance Use/Abuse Services

RFHS recognizes that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances can affect a student's personal, academic, and behavioral success as well as injure the school community. School counselors, school psychologists, the district social worker, and building administrators attempt to work with parents and students to assist with substance abuse-related problems. Please contact the school psychologist or a school counselor with concerns. Support services available include counseling information and education and referral assistance. See Board Policy 456.

Academic Assistance

Homebound Instruction

Homebound instruction may be provided for students who are kept out of school for ten consecutive school days due to illness or injury. Verification by a physician is required. Contact your student's school counselor for information about homebound instruction.

Renaissance Charter Academy

The Renaissance Charter Academy is an extension of River Falls High School. The program is designed for students whose needs would be met more positively in an alternate setting with smaller class sizes and a focus on each student's specific needs for their graduation plan. The program is held at a different site and includes opportunities for integrated studies, independent studies, and mentoring experiences. Renaissance Charter Academy students receive a diploma from the School District of River Falls. Applications are available in the High School Main Office, Renaissance Charter Academy, or from a RFHS School Counselor. The coordinator of the Renaissance Charter Academy can be reached at 715-425-7687, ext. 2224.

Student Discipline

Progressive Discipline

When actions taken by the teacher have failed to work or the rule infraction is of a serious nature, the incident will be reported to a principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called a step system may be implemented based on the discretion of the building administrator. A student who is referred to the office for violating a rule contained within this handbook may receive the consequences that correspond to that offense and the number of prior disciplinary incidents. (With each successive referral, the student consequences may advance.) See Board Policy 447.

Harassment or Bullying

It is the policy of the School Board to maintain an educational environment that is free from all forms of bullying and harassment. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the District.

The District will not tolerate any form of bullying or harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students, and disciplinary action against any other individual in the District community.

Additionally, appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment

Under the Wisconsin Pupil Nondiscrimination Law, "Pupil harassment" means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment. (District Policy 411.1).

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student's Protected Class that:

- A. places a student in reasonable fear of harm to their person or damage to their property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.
- D. "Harassment" also includes "hate speech" directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

Examples are:

- A. making statements that promote violence toward a racial or ethnic group;
- B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexual favors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

- A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
- B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
- C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Bullying

Bullying is prohibited by School Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy will be referred for investigation consistent with the procedures in that policy.

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. (District Policy 411.2)

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

“School district property” or “at school-related functions” means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student’s walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student’s act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, regardless of whether that conduct is on school district property or at school-related functions, as well as bullying by an adult staff member toward a student or another staff member.

Cyberbully Definition: Cyberbullying is the use of electronic information and communication devices, to include but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, and defamatory websites.

Any act online, through the Internet or through electronic devices (cellular phones, computers, electronic tablets) that deliberately threatens, harasses, intimidates an

individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school; is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment, is considered cyberbullying.

The School District of River Falls (SDRF) will not tolerate cyberbullying and, therefore, each reported instance will be handled in accordance with district, state, and federal rules, laws, policies and guidelines. SDRF prohibits acts of cyberbullying by students through the use of any district owned, or personally owned technologies.

The misuse of personal or home-based social media, depending on its potential effect on the health, safety and welfare of students/others and/or the maintenance of the educational setting in school, may result in referral to law enforcement and/or school discipline, including but not limited expulsion.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying, shall immediately make a report to the school principal or designee.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other

individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy. Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct will be addressed by Policy 2266]- Nondiscrimination on the Basis of Sex in Education Programs or Activities. Harassment reports related to Title IX should be made to Mark Inouye or Nate Schurman. Details relating to the Title IX reporting can be found [here](#).

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

Reporting Bullying

- A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
- B. Any employee who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
- C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
- D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
- E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

- F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

School District Response to Bullying

- A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
- B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
- C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.
- D. The school district, both immediately and pending completion of an investigation, will take strong, appropriate measures to ensure the rights of the victim and victim's family are addressed. School officials, counselors, staff, care groups, and other professionals may be enlisted to support the victim and their family.

Reprisal

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Severe Infraction Clause

These examples of severe infractions may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense:

- 1. Fighting, threats, or harassing students or school personnel;
- 2. Insubordination or defiance of authority; disregard of reasonable requests, directions, or commands by school personnel;
- 3. Disruptions that interfere with the learning process;
- 4. Vandalism or theft;

5. Using or possessing disruptive or explosive devices, weapons, or any paraphernalia associated with these items. Any student with a gun at school may be expelled for no less than one year per Wisconsin statute. Police referral may occur.
6. Involvement in an activity that may threaten the safety of others;
7. Tobacco use or possession (including nicotine pouches, any type or kind of vapes or e-cigarettes or look-alikes of any paraphernalia) anywhere in the building, on the grounds, or at a school-sponsored event on or off school grounds. Police referral may occur.
8. Alcohol or drug use and/or possession on school grounds or at a school-sponsored event. Police referral may occur.
9. Any act that is covered under the disorderly conduct statute. Police referral may occur.
10. Academic misconduct, including but not limited to plagiarism and cheating.

Truancy Infraction Clause

Attendance violations such as unexcused absences and trancies will not be placed in the Step System. Students who are found to be truant may serve one hour of after-school detention for each infraction and may also be referred to municipal or county court when appropriate.

Suspension & Expulsion

Suspension

This penalty involves the loss of school attendance privileges for a limited period of time from one to five days per infraction. In all cases of out-of-school suspension, parents will be notified via phone call or meeting. For suspension of two or more days, a re-entry meeting with the parent/guardian, student, teacher (if appropriate), and a principal designee may be required before readmittance. Students suspended may earn credit for the work they have missed; however, it must be completed in a timely manner, and it must satisfy the teacher's requirements for that coursework. It is the student's responsibility to contact teachers regarding coursework after they return.

Suspended Students

Students suspended from school by a building administrator for violations of rules and expectations of this student handbook will be regarded neither excused nor unexcused and should be recorded as *suspended from school* versus *absent from school*. Such students will be allowed to make up all class assignments, assessments, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate in or attend any after school activities.

Expulsion

To be expelled from the River Falls School District means a student is removed for a specified time period, which could last until their twenty-first birthday.

For the health and safety of students and staff, suspension or expulsion may be the consequence for certain behaviors, which include, but are not limited to, the following:

- **Noncompliance with the school rules:** Actions related to disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc. fall into this category.
- **Assault and Battery:** A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- **Vandalism:** Any student who intentionally causes damage to the school building and/or school property is guilty of a misdemeanor.
- **Slander/Libel:** The statutes prohibit intentionally defaming another, whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule, or disgrace in their line of work.
- **Disorderly Conduct:** Students who engage in violent, abusive, indecent, profane, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance, is guilty of disorderly conduct.
- **Obscenity:** A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings (may apply to cell phone or internet use) in school, is guilty of a felony by Wisconsin state statutes.
- **Theft:** “The unlawful taking and carrying away of personal things with the intention to deprive the rightful owner of the same” is theft and larceny, punishable by law. Parents, school personnel, social services personnel, and law enforcement officials may be involved as necessary in cases of theft.
- **False Fire Alarm:** Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- **Harassment:** All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- **Threat:** As defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related to the threat or had prior knowledge of the threat and made little or no attempt to inform authorities. The contents of electronic devices involved in a potential threat are subject to search when appropriate, including text messages, photographs, videos, or other forms of social media when they impact school safety.
- **Explosives and other dangerous devices:** No student is to bring into the school or any part of the campus any of the following: firearms, incendiary devices (matches, lighters, etc.) explosives (including firecrackers), knives, mace, pepper spray, other weapons, or “facsimile firearms.” (Facsimile firearm means any replica, toy, starter pistol, or other object that bears a reasonable resemblance to, or that

reasonably can be perceived to be, an actual firearm.) This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*

- **Use of or Possession of Drugs, Alcohol or Tobacco** on school property and/or during school activities: If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to, and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. vape, smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times. The expectations for use of tobacco and nicotine by students at school is outlined in Policy 5512.

Student Due Process for Expulsions

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for expulsion
- Appeal to higher administrative authority applicable, which may include the following:
 1. Principal
 2. District Administrator
 3. Board of Education
 4. Wisconsin Department of Public Instruction per Wisconsin State Statute §120.13(1)(c)3

(See Policy 5610)

Technology, Textbooks, and Supplies

Non-School Issued Personal Communication Devices

The School Board is dedicated to maintaining a focused environment where instructional time is protected and students can fully immerse themselves in learning. In recognition of the impact personal communication devices (PCDs) have on student conduct, mental health, and academic achievement, the School Board has established limitations on their

use during the school day. In partnership with parents and students, these expectations are designed to foster schools that support academic, social, and emotional growth.

The expectations for acceptable use of school issued devices are outlined in Policy 7540 Technology and Policy 7540.03 Acceptable Use of Technology.

Personal Communication Devices (PCDs): Portable wireless devices (also referred to as non-school issued wireless communication devices) that have the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes but is not limited to all of the following:

- A. cellular/mobile telephone;
- B. tablet computer;
- C. laptop computer;
- D. gaming device;
- E. smartphone;
- F. e-reader;
- G. smartwatch;
- H. earbuds or headphones;
- I. wearable technology;
- J. any other web-enabled device of any type.

Expectations for 9th-12th Grade Students

Students may possess PCDs in school and on school property. Use of PCDs during instructional time is prohibited. Classroom phone lockers will be available in every classroom. Students who bring PCDs to school will be required to place PCDs in the classroom phone locker or keep PCDs in hallway lockers.

Students are allowed to possess and use PCDs before school, after school, during non-instructional (passing) time during the school day, and while on the school bus or other District provided transportation. However, use will be prohibited during these times if it is causing a distraction, disruption, or interfering with the school environment. Students will be required to power off and store PCDs if instructed to do so by an administrator, teacher, bus driver, or support staff.

Students are not allowed to possess and use PCDs during co-curricular activities. However, advisors and coaches have the discretion to allow PCD use for educational purposes.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked for students at school.

Expectations for All Students

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person will be subject to the disciplinary action as outlined in the Policy Violations section of this policy. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students will have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with School Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions will result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during co-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations

Violation of any of the above expectations will lead to disciplinary action. Specific disciplinary actions will be outlined in the Student Handbook at each school. In addition, the building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

- A. **Emergency or Threat:** Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.
- B. **Health Care Management:** Student use is authorized as necessary to manage or support a specific student's health care needs as defined in the individual student health plan.

C. Individualized Education Plans: Student use is authorized consistent with a student's Individualized Education Program (IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.

D. Educational Purposes: Student use is authorized by a Principal for legitimate educational purposes during instructional time as described above

Duty to Report

An employee is expected to follow established building procedures for documenting and reporting PCD violations.

Students Responsible for Their PCDs

Students are personally and solely responsible for the care and security of their PCDs. The School Board assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property. Parents are expected to call the school office to contact their child during the school day.

Annual Notice

No later than October 1 of each year, the Department of Public Instruction (DPI) will be notified by the District of whether any changes have been made to this policy and, if so, the updated policy will be submitted to the DPI.

Electronic Devices

Students are to use only district issued devices during designated class activities. Students must demonstrate respect and responsibility by refraining from using cell phones, other electronic communication, audio, video and gaming devices during instructional time. Electronic devices (included but not limited to cell phones, iPods, iPads, etc (See PCD definitions referenced above in the Non-Issued Personal Communication Device Policy.) not necessary during instructional times are not to be used during instructional time. Issues with these items in the classroom may be referred to the principal's office.

Devices should be placed into the classroom phone locker prior to the start of each class period. Any PCD present or in use during instructional hours for non-educational purposes will be handed to school personnel by the student and returned after an appropriate consequence is served. This may include being returned at the end of the period, the end of the school day, after detention, or after meeting with a parent/guardian. Subsequent offenses may require detention, and/or a parent/guardian conference with the electronic device being turned over only to the parent or guardian. The school will not be responsible for lost or stolen items. See Board Policy 443.5.

Textbooks, Electronic Devices, and Supplies

Textbooks and electronic devices, which are furnished by the School District of River Falls, are to be taken care of appropriately. Students are urged to exercise care in using them so that they do not become soiled or damaged. Charges will be made for lost or damaged school-owned items. Students who withdraw from RFHS are required to turn in their textbooks and/or school-owned electronic devices before leaving.

Supplies are furnished at no cost to the students in most classes, except Technology Education, Agriculture, Family Consumer Sciences (FCS), Physical Education, and Art classes that are involved with projects requiring materials for purchase at cost. In other classes, the students are encouraged to buy materials related to the course of study, although these items will not be mandatory, i.e. a graphing calculator for math courses. (NOTE: Students who need financial assistance to purchase supplies are encouraged to speak to their teacher or administration.)

Technology Device Student User Agreement

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology. Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Technology devices will be distributed within the first two weeks of each school year. Parents/Guardians and students must sign and return the Student User Agreement before the device can be issued. The user agreement can be found at www.rfsd.k12.wi.us >Parents>Technology Resources, or use this link [K-12 Device User Agreement](#).

Taking Pictures or Videos of Students or Staff Without Their Consent:

Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences.

Using Student or Staff Member pictures or videos (or their likenesses) without their permission or using the River Falls Logo without permission:

Using a photo or video of a student or staff member, or their likeness, without their permission is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Social Media & Networking Sites

While RFHS respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the school's or district's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. RFHS does not actively monitor students' use of social media and networking sites outside of school hours. However, inappropriate activities that become public and/or are brought to the attention of RFHS staff will be handled on a case-by-case basis. The information posted online through the use of cellphone, computers, or other electronic devices that damages the school's reputation, its employees, students, families, and/or community can be grounds for disciplinary action. RFHS and the School District of River Falls take electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of bullying & harassment, threats, and/or criminal activities.

Students experiencing bullying & harassment via online social media & networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed.

Students are responsible for the ethical and educational use of the technology resources of the River Falls School District. Students should recognize that their reputation in cyberspace should be taken seriously as one's digital footprint can last a lifetime. See Board Policy 443.5.

Technology Device Damage Fee

Any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, or if there is irreparable/purposeful damage, the amount of the fee will be

left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use, greater fine amounts, and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

General Information

Student Expectations

- Respect for self
- Respect for staff
- Respect for personal property
- Respect for privacy
- Respect for other students
- Respect for learning
- Respect for the building and its contents

Emergency Preparedness

Fire, evacuation, and severe weather drills are held regularly to prepare students and staff for emergencies. Safety routes and drill procedures are posted. Instructions for special situations will be announced. Student cooperation during drills is expected in order to ensure a safe and orderly response to a situation that might arise.

Reunification Plan in Case of Emergency

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, a power outage, hazard, or a crisis occurring at the school. The Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified that a Reunification Plan is in effect in a number of ways to include the district's phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student will look something like this: "The school has closed. Please pick me up at 3:25 p.m. at the main entrance. Bring your ID."

Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and Reunification is needed, there are expectations that parents or guardians should keep in mind:

- Bring identification. That will streamline the Reunification process.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations.
- Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- Parents are asked to then go to the Reunification “Check In” area and form lines based on the first letter of their students last name. During check in, identification and custody rights are confirmed.
- While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
- From the “Check In” area parents are directed to the “Reunification” area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

How the Reunification Process Works for Students

For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

What if a Parent Can’t Pick-up Their Student?

When a parent can’t immediately go to the reunification site, students will be released to individuals previously identified as a student’s emergency contact. Otherwise, the school will hold students until parents can pick-up their student(s).

Interviews and Counseling

In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials have the responsibility to cooperate with police when communication with a student is required. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview.

Messages/Items from Home/Food Deliveries to School

- Flowers, balloons, and other gifts should **not** be delivered to students during the instructional day.
- Parents are asked to keep messages to a minimum and **call before 10:30 am** so that messages can be delivered during W.I.N, thus avoiding classroom disruption. Every effort should be made to make arrangements before or after school with your student.
- Students should check in the office if they are expecting something from parents.
- Parents should use the storage cubbies inside the high school office for all items they are leaving for their child EXCEPT for expensive items such as phones, chromebooks, etc. (Expensive items may be left with the school secretaries.) Please let your child know where you left the item(s) for pick up.
- Students are **not** allowed to have food delivered to them at school during the school day.
- Medication should be delivered to the High School Health Office.

Personal Bags and Other Items

Book bags, backpacks, duffel bags, purses, fanny packs, satchels, other type bags, blankets, and any other unnecessary items will not be allowed in any classroom/study area during school hours (7:35 am-2:55 pm). Students are expected to cooperate by storing personal items in the locker(s) during the school day or by simply **not** bringing these items to school.

School Transportation

Students are expected to act respectfully and follow school rules while riding on school transportation. Drivers are instructed to report infractions to the Bus Garage. Such reports will be dealt with as if the incident had occurred on school grounds and may involve school administrators. *Please be advised that when on a school bus, conduct may be monitored and/or recorded by these camera systems. Cameras are present on RFSD buses as an added measure of safety.* (See Policy 751.21 / 744.01 for more information regarding Security Cameras on School Buses)

Closed Campus

River Falls High School maintains a closed campus for the safety of our students. This includes the three lunch periods. Leaving campus during the school day must be requested by a parent/guardian and authorized by a building administrator or designee prior to departure. Students leaving campus during the school day are to enter and leave

the school building through the Main Office during school hours (7:35 am to 2:55 pm) and are to sign only themselves out at the time of their departure (not earlier) and are to sign in when they return, if they return to school the same day. Students who choose to not cooperate and leave campus without proper authorization are subject to disciplinary action.

Dress and Appearance

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

The District believes parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and does not contribute to any disruption to the school environment.

School administration will enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. School administration will enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income, body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Responsibility for the personal appearance of students enrolled in the School District of River Falls will normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress will be considered inappropriate if it:

- (1) presents a "clear and present" danger to health and safety;
- (2) causes an interference with work or creates classroom or school disorder;
- (3) is disruptive to the school climate; or
- (4) is damaging to school property.

Student dress will adhere to expectations outlined in student handbooks at each individual school which are annually approved by the School Board.

DRESS CODE ENFORCEMENT

The building administration will enforce the dress code policy. If/when staff have concerns, they should direct said concerns to administration.

Students will not be “shamed” or required to display their body in front of others (students, parents, or staff) in school. “Shaming” includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, hallways, or classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns to this dress code during the school day:

- 1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
- 2) Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
- 3) If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

ADDITIONAL CONSIDERATIONS

Special Occasions - Clothing guidelines and expectations for special occasions (i.e., homecoming week, dress-up days, etc., and/or individual coach/advisor expectations) will be approved by school administration.

Extracurricular Activities - The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place - These dress code guidelines will apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc.

Exceptions - Exceptions to these dress requirements are to be made as necessary to accommodate medical or health needs, fieldtrips, and/or special school activities (as approved by the principal).

Litter Responsibility

Students are expected to take pride in RFHS by not littering. Trash receptacles are located near each door for the students' convenience. Students should take great care to throw away only the disposable items (not silverware or plastic trays) in the commons area during lunches and breaks. Food purchased at school during the morning snack break or at lunch must be consumed in the commons.

Medication Guidelines

To ensure the health and safety for all students and staff, we expect cooperation with all medication related issues. If your child will be taking daily and/or as needed medication at school, a Medication Request Form needs to be completed. (Forms are available in the Health Office and on the district website).

- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication taken at school, either daily or as needed, must be administered in the Health Office.
- Students should not have medication on their person or in their locker. In a few cases, prescription medications may be carried by the student and self-administered only with written parent and written practitioner permission on file in the Health Office.
- All prescription and non-prescription medications should be brought into the Health Office by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, with the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Office when he/she arrives at school. The parent/guardian shall call the Health Office and inform them of the medication coming to school with the child.
- Please check expiration dates of medication before bringing it to school. The Health Office staff cannot administer expired medication and/or medication that is not in its original manufacturer's package.
- The Health Office is **unable** to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Office before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler in the Health Office at school.
- The Health Office has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.

- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform the Health Office and provide/supply appropriate medical documentation and prescription or emergency medication(s).

See Board Policy 453.1, 453.4, and 453.61

Students violating medication procedures and/or dispensing their medicines to others will be subject to disciplinary action (re: Expulsion /Use or Possession of Drugs p. 24) from the school district as well as law enforcement.

W.I.N

This period is designed to ensure that every student has a consistent daily connection with an adult. Students are assigned to the same advisor for four years. The advisor will serve as a student advocate.

- There will be no travel during W.I.N on Mondays, and no travel to other classrooms for non-academic purposes;
- Attendance will be taken daily, and all regular attendance rules apply;
- Students should bring reading materials or school coursework materials with them each day;
- Students may not bring food or beverages (except for water) to classrooms;
- Expectations listed under “Classroom Expectations” in this handbook will also be applied during W.I.N.

Search, Seizure, and Surveillance

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. As part of that responsibility, and as permitted by law, school authorities may search school property such as lockers, items on school property such as student backpacks, vehicles on school premises, and students themselves due to reasonable suspicion. Metal detector wands may be used for these searches.

School Lockers

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books; backpacks, purses, and other bags; school supplies; cell phones; other non-school-related items; and outdoor garments. Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed. Students are to care for their lockers to prevent damage or a repair and/or cleaning fee will be assigned to the student. Students are to report any locker issues to the main office.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school

employee. Reasons for routine checks include, but are not limited to, locker condition; tidiness; suspicion of concealing items such as alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules, and the student will potentially face expulsion proceedings.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to school and leaving them in the locker. Students are also encouraged to keep their lockers locked. (Any issues with the lock should be reported by the student to the main office.) Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others their combination. See Board Policy 446.1.

Use of Dogs

The River Falls School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices, such as bombs, on school property. Such dogs may be used under the following conditions:

- A. The presence of the dogs on school property is authorized in advance by the principal, designee, or pursuant to a court order or warrant.
- B. Law enforcement officers must handle the dog or certified organizations specially trained to safely and competently handle the dog.
- C. The Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices represents the dog.

The principal or designee shall be responsible for the prompt recording of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The principal or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the principal or designee, the law enforcement officers in accordance with the legal standards applicable to law enforcement officers shall conduct the search.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not lawfully be possessed by the owner shall be destroyed.

Video Surveillance

The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The intent of the video surveillance is to reduce disciplinary problems and protect school property. Video recordings do not include an audio component.

Additional information regarding Search and Seizure (District Policy 5771).

Student Use and Parking of Motor Vehicles

The School Board will permit the operation and parking of motor vehicles on District property by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission to park a motor vehicle on school grounds.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate. Bringing other vehicles onto District property will be considered a violation of school rules and this policy; school officials may contact law enforcement, as appropriate, when vehicles are brought onto District property without legal authorization.

At no time may a student enter a vehicle without the owner's consent, or the driver's consent if the owner has granted the driver express permission to operate the vehicle. School officials may contact law enforcement for unauthorized entry of a vehicle.

School officials may search a vehicle located on District property in accordance with School Board Policy 5771 - Search and Seizure.

The School Board will not be responsible for motor vehicles that are stolen or damaged on District property.

The School Board will not permit the use of snowmobiles for travel to and from school.

The School Board will not permit the use of Off Highway Vehicles (OHV).

Student Vehicle Registration and Parking

The School District permits students to bring cars and cycles to school if the following requirements are met:

- Vehicles are registered and display the parking hanger. The cost of the parking hanger is \$40 (or \$10 per term to be determined by administration). Hangers are to be displayed on the rearview mirror. The owner of the permit hanger may not sell or transfer the permit hanger to any other person. Both parties may lose parking privileges in such cases.
- Students park in assigned areas (East student parking lot). If the parking lot is full, students are expected to legally park on city side streets. Parking spots are on a first come, first served basis.
- Safe driving regulations are followed.
- No loitering in the parking lot or in vehicles at any time.
- Non-compliance may result in the following: loss of parking privileges or assignment of fines on a progressive basis, or towing of the vehicle from the parking lot (at owner's expense).
- If a parking permit is lost, the owner may apply for a new one at a replacement fee of **\$40.00**.
- Vehicles on school property may be searched by administration at any time.

Library Media Center and Computer Labs

The Library Media Center (LMC) is used to access print materials, to access electronic resources for research and leisure reading, for large-group assessments, for learning activities, and/or as a quiet area of study. Students are to sign in when they arrive and sign out when they depart from the library, unless they are there with a class. The LMC availability will be posted at school. Most items can be checked out for two weeks. Students are responsible for all materials checked out in their name. Overdue reminders are issued, and students must pay for lost or damaged items. On travel days, students may use the LMC during W.I.N and daily during lunch and passing times. At the end of the school year, all students must pay for borrowed materials that are not returned.

Students must have a signed *Acceptable Use Policy* on file to access computer resources. Deliberate attempts to access files or information that a user is not authorized to access are prohibited. Consequences for failure to follow the policy include loss of computer access. RFHS students are issued an email account to be used for academic purposes. Misuse of email accounts (bulk emails, harassment, etc.) can result in a suspended account. Students should use computers for school use only, supervised by a staff member.

The School District of River Falls has policies and procedures for selecting materials for our school media centers ([Policy 361.2 Rule](#)). School media collections are developed to appeal to a wide range of diverse ages, interests, and tastes. Library collections are curated to meet the interests of all library users. The District supports the right of all users to decide what material is appropriate for themselves and their families.

River Falls School District has partnered with Follett Destiny Library Systems to review student history and to provide parents or guardians the option to select the titles their child(ren) can access. This information can be found on the Academic Services page of the RFSD district website.

Work Permits

If a student is under the age of 16, he/she must have a work permit on file. **The State of WI has moved all work permit applications to online status only.** Obtain them at [Work Permits \(wisconsin.gov\)](https://www.wisconsin.gov/work-permits)

Food Service Information

The School District participates in the National School Lunch/Breakfast Program and is committed to serving nutritious, high quality, and affordable meals that appeal to teenagers. The school district uses an automated lunch accounting system to record payments and purchases for family accounts. This is a debit system, similar to a checking account. It is expected that a positive balance will be maintained in each food service account at all times. Please go to [School District of River Falls - Food Services](#), for complete information.

School Accident Insurance

The school district does not provide any type of health or group accident insurance for injuries incurred by a child at school. The school makes accident insurance available to parents through a private insurance carrier. School officials do not promote any private insurance company. See Board Policy 451.

Use of Buildings

School facilities are not to be used without the specific permission of school authorities. School personnel are to be present when the building is open to students. The school building is open usually from 7:15 AM to 3:15 PM. Students in the building beyond those hours are to be supervised by staff. The school is closed on Saturdays and Sundays unless there is a planned activity.

The faculty lunchroom is off limits for students; this rule also applies whether or not school is in session.

Public access to the track, pool, and gyms:

Walking track	Open to the public before school M/W/F through RF Community Education's Early Morning Walking program. Registration required.
Pool	Activities such as early morning lap swim and water aerobics classes offered through RF Community Education. Registration required.
Gyms	Contact Activities Director for reservations.

Required Notices

Student Records Notification

Student Records Notification to Parents of Students in the School District of River Falls

The School District of River Falls maintains student records for each student attending school in the district. These records include: (1) “progress records” which include a statement of the courses taken by the student, the student’s grades, the student’s co-curricular activities, the student’s immunization records, and the student’s attendance records; and, (2) “behavioral records” which include tests relating specifically to achievement or measurement of ability, psychological tests, the student’s physical health records other than their immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student’s behavior, law enforcement agency records obtained by the district, and any other student records which are not progress records.

The following shall apply in the district:

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review, and obtain copies of the student’s school records upon request in accordance with established procedures. The district shall respond to such requests without unnecessary delay. A copy of the Board’s student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 7 a.m. to 2:30 p.m. during the summer and 7 a.m. to 3:30 p.m. during the school year.
- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student’s school records if he/she believes the records are inaccurate, misleading, or otherwise in violation of the student’s privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the district’s procedures are available upon request as outlined above.
- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student’s school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A “school official” is a person employed by the district who is required by

the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff, and police-school liaison personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill their professional or district responsibility.

The district shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S. Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

CATEGORIES OF DIRECTORY DATA	GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH "X")		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian, or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian, or guardian ad litem. To require consent before the district can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian, or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students

A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The district shall comply with such requests.

Unless access to such information has been restricted by the secondary school student, or the student's parent(s)/guardian(s) as outlined above, the district shall provide access to secondary school students' names, addresses, and telephone listings, on request made by military recruiters or institutions of higher education. The district shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law

State law requires the School District to provide this informational notice to parents and guardians on an annual basis. No response is required. The River Falls School District is subject to the Wisconsin Public Records Law (WPRL). By submitting a request to the superintendent that sufficiently describes the records being sought, parents, guardians, and other members of the public may request access to District records under the WPRL. Fees authorized by law may apply. The District individually evaluates and responds to records requests as required by law. Under the WPRL, governmental records are presumed to be open to public inspection and copying, but there are exceptions. A public records request may encompass records regarding school employee discipline. A requester often has a right to inspect or copy such employment-related records. However, the WPRL does apply some special District processing procedures to such records; and, in some situations, such records or portions of such records are not disclosable. See, for example, Wis. Stat. § 19.36(10)(b), §19.356(2)(a)1, and §19.356(9). The WPRL is codified in Subchapter II of Chapter 19 of the Wisconsin Statutes.



Public Notification of Equal Educational Opportunities/Student Nondiscrimination Policy

The School District of River Falls is committed and dedicated to the task of providing the best education possible for every child 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, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.



The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.

The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

Title IX Notice

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Primary Title IX Coordinator-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Secondary Title IX Coordinator-Staff (i.e. when the complainant is an employee)

Nate Schurman, Director of Human Resources

852 E. Division Street

River Falls, WI 54022

715-425-1800

nate.schurman@rfsd.k12.wi.us

Title IX Coordinators are authorized by the Board to coordinate the District's efforts to comply with Title IX and this policy. The District's nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under Policy 411.11. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to Policy 411.11

Student/Parent Rights

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District will attempt to offer nurture, counsel, and custodial care appropriate to their age and maturity. At the same time the School Board recognizes that no student may be deprived of the basic right to equal access to the educational program and the student's constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others, obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, the student may authorize those school matters previously handled by their parents, but the student also assumes the responsibility for their performance in school, attendance, and compliance with the guidelines and District rules.

Acceptable Use Policies

School District of River Falls Access to District Technology Tools

The School District of River Falls encourages student use and application of technology to enhance students' education by providing the ability to conduct research and to efficiently communicate with staff and other members of the District and the community. The technology tools include, but are not limited to, computers, on-line library databases, E-mail and Intranet/Internet.

The District encourages staff use and application of technology to support research, teaching and efficient completion of administrative tasks and other school-related work. The District strives to take advantage of technology and offers staff access to technology tools including, but not limited to, computers, telephones, faxes, voice mail, E-mail, and Intranet/Internet.

Technology tools can provide students and staff easy access to resources on and off campus, enable students and staff to communicate worldwide, provide students and staff with timely information and provide the ability to enhance the strategic competitive advantage. Access to various technology tools available through the District is a privilege extended to current students and staff and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations and District policies.

The District reserves the right to access all information in its technology tools for operational purposes. It is not the intent of the District to monitor technology use for the sake of monitoring. Monitoring may occur with or without notice for operational purposes. Operational purposes may include day-to-day management of the systems, monitoring user performance or productivity where applicable, investigating possible violations of this or other District policies, such as its policy prohibiting harassment, the unauthorized disclosure of confidential information, misuse of District resources or property or a violation of law. District technology tools are the property of the District and there is no privacy nor expectation of privacy associated with a user's District account or E-mail. In the case of an internal investigation involving a staff member's use of technology, the Superintendent or designee and one other administrator must authorize access to a user's account. The District reserves the right to extend, limit, restrict or deny privileges or access to its technology tools.

The District is not responsible for any materials (e.g., materials created, stored, received or sent via district technology tools). District filters shall be in place to prevent access to areas

of the Internet deemed inappropriate for student or staff use or harmful to minors.

Users shall be expected to keep passwords confidential and user passwords may be overridden by the District as necessary for educational or administrative reasons. The individual to whom the account is assigned shall be the only person authorized to use the account. An individual discovering unauthorized use of his/her account should report the unauthorized use to the Superintendent or designee.

Any suspected student violation of this policy should be directed to the building administrator. Violations may result in disciplinary action including suspension or termination of privileges, suspension, expulsion and/or restitution for property damage. Also, law enforcement or other appropriate agencies may be notified. Student accounts shall be terminated at the end of the last semester in which the student was enrolled or upon withdrawal from the District.

Each user of the District's technology tools shall be expected to understand and follow relevant laws, regulations and District policies. Each user shall be required to sign a document that indicates that he/she understands relevant laws, regulations and District policies and agrees to abide by them.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
943.70
947.0125

River Falls High School

Activities Code Revisions

Page 11:

A student who receives an incomplete while earning a passing grade and is given the opportunity to raise that grade will remain eligible, provided the student's grade would remain passing if no further coursework were submitted.

Added in an effort to remove potential consequences for student-athletes that are passing classes, but may initially take an incomplete in an effort to attain a higher passing grade.

Page 14:

must seek permission from the team's coach.

Statement was added as transportation requests to ride home with parents go through the coach, not the activities office.

must make the request in writing to the activities office a minimum of one day prior to the start of the contest.

Deleted as this permission process has been added to the registration process and written permission from the activities office is no longer required.

Page 15:

Recipients of awards must understand that this recognition is given in trust and may be reclaimed by the school any time before graduation for failure to abide by the rules established in the Activities Code.

At the close of each season, the coach/advisor makes their recommendation for awards they feel should be granted. The AD must approve these recommendations.

Deleted as this is not a part of the current process.

They must be enrolled in some form of insurance program offered by the school, or have a waiver of insurance signed by parent or guardian indicating their desire not to participate in the school offered program. If the waiver is chosen,

Deleted as the school does not offer insurance, nor waivers for athletes that participate. Parents/Guardians must provide proof of insurance as a part of the registration process.

Page 16:

Bryan Jaeckel added as Activities Coordinator

Page 18:

Coordinator title changed to **Compliance Officer**

Page 19:

Coordinator title changed to Compliance Officer

AlternateTitle IX ≠ Compliance Officer-Student and Staff
Lynette Coy, Director of Finance and Facilities

Alternate Compliance Officer Information added



ACTIVITIES HANDBOOK/CODE

River Falls High School

818 Cemetery Road
River Falls, WI 54022

Contact Information

David Crail – Activities Director
715-425-1830 ext. 3709 david.crail@rfsd.k12.wi.us

Susan Halling - Activities Secretary
715-425-1830 ext. 3710 susan.halling@rfsd.k12.wi.us

River Falls High School

Activities Code

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PREAMBLE

This Activities Code shall cover all students in grades 9, 10, 11, and 12 who participate in extracurricular activities including: interscholastic athletic competition as an athlete, student manager, and all team specific student positions; and co-curricular clubs and activities as designated in this document.

This document is meant as a reference of the River Falls rules and regulations for extra-curricular activities, both athletic and non-athletic (co-curricular)

Participating in extracurricular activities constitutes an important phase of learning opportunity that is seldom duplicated. The primary philosophy of extra-curricular programs is to provide experiences that will help students develop emotionally, intellectually, physically, and socially. Such participation is a privilege that carries with it responsibilities to the students themselves, the activity, the student body, the community, and to the school.

It is a widely known and accepted fact that activity participants generally represent their school more often and have more contact with other communities than any other part of the student body. The intent of this Activities Code is to guide and inform students of their responsibilities and privileges. By intelligent choice, it is up to the individual to become and to remain a participant.

If the student has any questions which deal with eligibility requirements that need clarification, the student should see the coach/adviser of the particular activity, the Activities Director (AD), the building principal, or appropriate designee. They are qualified to answer such questions.

No person may be denied admission to any public school or be denied participation in, the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's: Sex, Ancestry, Sexual orientation, race, religion, National Origin, creed, pregnancy, marital or parental status, physical, mental, emotional or learning disability.

In addition, this prohibits student discrimination under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

PHILOSOPHY OF RIVER FALLS ATHLETICS

The Activities program constitutes an important phase of learning in the high school curriculum. The Activities program provides definite opportunities that may not be duplicated in other school activities or even in later life.

Objectives:

1. To instill the values, skills, and knowledge necessary for the participation in competitive and noncompetitive activities.
2. To help students foster the fundamental habits of health, safety, and participation.
3. To provide students with the opportunity to develop self-discipline, sportsmanship, and cooperation through participation in co-curricular activities.
4. To foster in each participant a desire to exhibit respect, positive leadership, and friendship with fellow students, teammates and opponents.
5. To develop friendships, not only with teammates and coaches, but also with opponents.

** Interscholastic athletic participation does not guarantee that all objectives outlined will be achieved. Likewise, there may be objectives not written which will be fulfilled. It is hoped that all persons who do participate will have fun and derive positive experiences.*

RESPONSIBILITY

Participation in the Activities program is a privilege for all students in the River Falls Public School. The school also has the responsibility to establish certain criteria for students who participate in these activities to follow. With participation in activities comes responsibility and individual sacrifice. If an activity is worth having and participating in, then the student must be willing to put time and effort into it. Desire and cooperation with teammates, fellow participants and coaches/advisors is imperative. Individual rules may be established by each coach/advisor in addition to regulations set forth in this Code. Individual team rules must be approved by the activities director.

ACTIVITIES COVERED

Covered by this code are:

1. All Activities that are competitive in nature. Included are:
 - a. WIAA Sanctioned Sports
 - b. Powerlifting, Trap Shooting, Cheerleading, Danceline
 - c. Mock Trial, Forensics
2. Co-Curriculars are non-athletic clubs, organizations, and groups covered by this document. These groups are separated into different areas as designated.

Group 1 Co-Curriculars

These groups are activities that are extensions of the classroom. The students involved take classes and then give performances based on the classroom learning.

Activities Include:

Camerata Choir
Concert Band
Concert Choir
Marching Band
Symphonic Band

Wind Symphony
Symphonic Mixed Choir
Symphonic Treble Choir
Women's Choir

Group 2 Co-Curriculars

These groups are organizations that are either applied for or are joined on a volunteer basis.

Activities Include:

Art Club
CATS
Costume Carolers
Drama/Musical
Ecology Club
FBLA
FFA
Foreign Language
Gay & Straight Alliance
Global Awareness/Change

Jazz Band
Key Club
National Honor Society
Pep Club
Robotics
Student Council
Students Offering Support
Chess
Book Club

*Any other student group affiliated with River Falls High School that has been selected/approved by the administration may be added to these lists by the AD and/or Principal.

ATHLETIC RULES AND REGULATIONS

The Wisconsin Interscholastic Athletic Association (WIAA) has charged each of its member schools to establish regulations governing participants in athletics. Rules of Eligibility can be found at the

following website: <http://www.wiaawi.org>. The following is quoted directly from the WIAA Rules of Eligibility (Article VII – Health and Behavior):

1. A school shall have a code of conduct for its athletes, and it is strongly recommended that the code (a) designate the period of time involved in a suspension in advance of the school year and (b) be developed with the involvement of students, coaches, and administration and adopted by the Board of Education or recognized governing body.
2. A student is required to follow the school's code of conduct on a year-round (12 month) basis.
3. In-season violations of the school code will result in immediate suspension of the student from interscholastic competition for no less than one day of competition (but not less than one complete game or meet) for acts involving
 - a. possession and/or use of alcohol
 - b. possession and/or use of tobacco, including chewing tobacco, vaping materials and/or
 - c. use, possession, buying, or selling of controlled substances, street drugs and performance enhancing substances (PES).
4. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including all out-of-season offenses.
5. The member school will determine minimum penalties for any other unacceptable conduct contrary to the ideals, principles, and standards of the school and this Association, including but not limited to criminal behavior.

Additionally, Article I, Section 2 – School's Own Standards, of the WIAA Official handbook states: The rules of student eligibility shall not be interpreted to prevent any member school or conference from establishing more stringent regulations, but no school or conference may set up standards for interscholastic competition for any of its official teams, varsity or otherwise, which are less stringent than the minimums presented. Therefore it is required that the athletic participant must:

1. Observe WIAA and River Falls High School eligibility rules. Below are rules that are frequently questioned. All other WIAA rules can be seen on their website. www.wiaawi.org
2. The student must live within the school district (except as provided under Wisconsin Open Enrollment option). The student must be:
 - a. Carried on the attendance rolls (for purposes of state equalization aids) at River Falls High School as a full time student.
 - b. Live within the boundaries of the RFSD and enrolled as a homeschooled student with the Department of Instruction.
3. The participant cannot become 19 years of age before August 1st.
4. A student cannot practice for or participate in interscholastic sports until the school has an Examination Permit card on file in its office attesting to
 - a. parental permission
 - b. current physical fitness as determined by a licensed physician, a Physician's Assistant or Advanced Practice Nurse Prescriber (APNP) no less than every other school year with April 1 the earliest date of examination. It is recommended that the student also have a dental examination attested by a licensed dentist,
 - c. proof of insurance,
 - d. signed agreement to athletic code,
 - e. 9th and 11th grade athletes will take a concussion test to help physicians/athletic trainers in evaluating and treating head injuries.
5. Must be an amateur in all recognized WIAA sports in order to participate in any sport. Examples of violating amateur standing are accepting reimbursement, in any form (a) salary, (b) cash, (c) merchandise of any kind or amount for achievement in athletics or (d) share of game or season proceeds; signing any contract for athletic services as a participating athlete; permitting your name, picture, or personal appearance to be used for promoting anything as an athlete; playing under a name other than your own; accepting an award such as a jacket, watch, ring, billfold, etc. regardless of their value at any time during the school year or during the summer for achievement in athletics; playing on another team while you are a member of your school team, and playing in a game or a meet sponsored by other than your school

- during the school year if there are awards given or admission collected.
6. The athlete is ineligible after four years and may not participate in a sport more than 4 seasons while enrolled in grades 9-12.
 7. Demonstrate conduct in accord with the ideals, principles, and standards of River Falls High School and WIAA in athletic contests at River Falls Public Schools, at host schools, and in tournament action.
 8. Attend practices to be physically able to participate with the least possible chance for injury.
 9. Observe the team rules prescribed for the particular sport or level by the coach.
 10. Care for his or her personal health.
 11. Have all detentions and other school obligations made up, (or make arrangements with the assistant principal), or he or she will not be allowed to practice or participate until completed.
 12. Be in attendance for all academic and required activities (designated by the school for the entire school day 7:35 -2:55 to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. (The definitions of attendance in the RFHS Student Handbook shall apply; the attendance officer shall make determinations on daily attendance.) The administration maintains the right to make the final determination regarding student participation.
 13. Excuses for medical appointments, funerals, and act-of-god type emergencies will be accepted; however, illness, tardiness (more than 5 minutes), haircuts, shopping trips, or any other unexcused type absence, or truancy will not be accepted.
 14. Athletic participants will attend all practices unless they are ill or have some other legitimate excuse. The coach will require notification prior to an absence whenever possible.
 15. Any athlete who is expelled or suspended in or out of school shall be ineligible for all co-curricular attendance and participation including practices during the period of suspension or expulsion. They shall be eligible for athletic competition when they are readmitted to school, unless the reason for suspension or expulsion involved a violation of the athletic code.
 16. All school bills, fees, or obligations must be paid (or arrangements be made to do so with either the activities office or office of the principal) or a student shall be ineligible to practice to participate.
 17. At least one parent/guardian and the athlete must attend a preseason meeting hosted by the head coach of that sport.

VIOLATIONS AND CONSEQUENCES

Violations

River Falls High School has adopted the following rules and consequences for violation of these rules. Violations during the summer will carry over to the following school year. Consequences for violations of the activities code apply to all activities in which the student participates. Below are the consequences for athletics and for co-curriculars.

1. Use of Illegal/Dangerous Weapons, and Felonies
 - a. Any student who, through standards of fairness as established by the RFHS Activities Department, is found to be in violation of the dangerous weapon provisions of the Code shall be withheld from at least fifty (50) percent of the maximum number of contests allowed by WIAA or the actual number scheduled by the school for that sport.
 - b. A student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid his/her debt to society and the courts consider the sentence served (including probation, community service, etc.).
2. Violations of Controlled Substance Act/Controlled Substances,
3. Any student who, through standards of fairness as established by the RFHS Activities

Department, is found to be in violation of these provisions of the Code shall be withheld from at least fifty (50) percent of the maximum number of contests allowed by WIAA or the actual number scheduled by the school for that sport.

- a. Violations - Any student subject to this code shall not:
 - i. Possess, use, or consume cigarettes, cigars, or chewing tobacco.
 - ii. Violate any of the Wisconsin Criminal Statutes as listed by chapter dealing with but not limited to:

alcoholic beverages	gambling
crimes against life and body	crimes against government
crimes against health and safety	disorderly conduct
crimes against property	crimes against animals
sexual morality	harassment/bullying
- b. Violate Wisconsin traffic Statutes dealing with
 - i. Operating under influence of intoxicant/other drug
 - ii. Absolute sobriety
 - iii. Minor transport
 - iv. Open intoxicant by driver/occupant
- c. Use look-alikes, including but not limited to, "vaping", smoking of electronic apparatus, or other substitute forms of cigarettes; containers that may or may not contain alcohol, etc.
- d. Violate any municipal/county ordinance or laws of other jurisdictions in conformity with the previous listed statutes. It is not necessary for a student to have received a ticket to be considered in violation. Consequences for a violation of the above are listed below.

Consequences - Athletics

First Violation

1. Any student who, through standards of fairness as established by the RFHS Activities Department, is found in violation of Violations 'a' will be subject to the following regulations.
2. Will be withheld from interscholastic competition for 20 percent of the total scheduled contests for the sport in which he/she is participating. When using the percentage, any fraction will be rounded up to the next whole number. Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates. This will be whatever the percentage is remaining from the first part. For example, if a student were to miss 20% of the football season (2 games) but there was only one game left, they would have served half their penalty (10%). Therefore, they would miss 10% of the next sport they participated in.
3. Unless otherwise stated, the student must continue to practice in order to maintain team eligibility. Missed practices may subject the participant to further suspension.
4. Counseling concerning the problems inherent in the infraction will be provided to the student found in violation of the rule. This counseling may be delegated to the coach, AD, guidance counselor, school nurse, building principal, or any person the AD feels is the best qualified to counsel the student on the particular matter.
5. Any student subject to this Code shall not knowingly enter a vehicle that is transporting alcoholic beverages and/or controlled substances unless he/she is under the direct supervision of his/her parents or legal guardians. Attendance at parties/events where drugs, controlled substances, and/or alcohol are being consumed/taken by minors is prohibited. Attendance at family gatherings, sponsored by parents, where use of alcohol is occurring, is not considered a violation. These include such logical events as family weddings, graduation parties, or similar occasions. This does not, however, allow use of alcohol or drugs by any student under this Code.

6. Students who, through standards of fairness as established by the RFHS Activities Department, are found to be in violation of this section of the Code shall be ineligible for one (1) interscholastic competition. If consumption or use of alcohol/controlled substances by the student athlete is determined to have occurred, the consequence will be as written above.

Self Referral

(Applicable For 1st Violations Of Conduct Violation 'a' and 'b')

1. Any student who refers himself or herself to a School District of River Falls staff member for a conduct violation of rules VI. 2 and 3 will receive a 50% reduction in penalty.
2. The referral must occur within seven calendar days of the date of the violation and the violation cannot have already been handled by either law enforcement or school administration.
3. Suspension for a minimum of one contest, game or activity must be applied.

Voluntary Disclosure

(Applicable For 1st Violations Of Conduct Violation 'a' and 'b')

1. A disclosure is considered voluntary if the student, upon a request by the Principal, Activity Director, Advisor or Coach, admits to the violation.
2. The student will have one chance to admit the violation. If the student discloses that he/she has violated the Co-Curricular Code, then a 25% reduction of the penalty will be applicable.
3. If the student denies the violation, but sufficient information shows there was a violation, no reduction in penalty will be applicable.

Second Violation

1. Students in violation will be ineligible from athletic competition for 50 percent of the total number of scheduled contests in which he/she is participating.
2. For Alcohol or Other Drug related infractions, the student athlete must undergo, at his/her expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which is prescribed by the assessors in an effort to confront the behaviors of use and abuse. The student athlete will provide the activities director written certification of compliance with recommendations prior to any reinstatement of participation.
3. Students must make arrangements for assessment within 10 days of written notice of infraction.
4. Any unserved portion of a consequence and/or violation, which occurs during the offseason, will be carried over to the next sport in which the athlete participates.
5. For non-alcohol or drug related offenses, completion of 20 hours of community service as determined by the AD and advisor will be required before participation in activity can resume. Students must make arrangements for community service within 10 days of written notice of infraction.
6. Those students that do not complete required AODA assessment or community service by a pre-arranged designated date, will be ineligible for competition for a 12 month period.

Third Violation

Students in violation will be ineligible from athletic competition for a 12 month period from the start date of the suspension.

1. For Alcohol or Other Drug related infractions, the student athlete must undergo, at his/her

expense, an AODA assessment performed by a community-based health organization/AODA treatment agency, along with any recommendations for a treatment or education program, which is prescribed by the assessors in an effort to confront the behaviors of use and abuse. The student athlete will provide the activities director written certification of compliance with recommendations prior to any reinstatement of participation. Students must make arrangements for assessment within 10 days of written notice of infraction.

2. For non-alcohol or drug related offenses, completion of 40 hours of community service, as determined by the AD and advisor will be required before participation in activity can resume. Students must make arrangements for community service within 10 days of written notice of infraction.
3. Those students who do not complete required AODA assessment or community service by a pre-arranged designated date, will be ineligible for competition for the duration of their high school career.
4. Students who participate in a school approved student assistance program and have no violations for at least one calendar year may have their levels of violation or record reduced by one after the period of ineligibility. This may be used only once in a student's high school career.
5. Students may not go out for a sport for the first time to exhaust any consequences of ineligibility without prior approval of the head coach of the sport and the AD. Students allowed to go out for a sport for the first time under these circumstances will be required to successfully complete the season or the consequence extends to the next season.
6. A student who knowingly falsified information regarding eligibility status or violations of the Activities Code shall be subject to a period of ineligibility from all sports and/or co-curricular participation for a 12 month period from the date of investigation.

Consequences – Co-Curriculars

First Violation

Group 1

- a. Many of these groups are covered by local and state associations. Their rules stand as a minimum base for enforcement. River Falls' rules may be stricter than those rules.
- b. Suspension for the next performance of the groups with the absence treated as unexcused *
- c. Completion of 20 hours of community service as determined by the AD and advisor.

Group 2

- a. A suspension of nine calendar weeks including suspension from one (1) group performance. This penalty may be reduced to suspension from one (1) performance if the student successfully participates in a school approved drug/alcohol awareness program.

**Special note – some activities have a limited number of contests or performances, or the role of the student in the activity may be unique, and a suspension from that activity may be impractical for the students involved in the activity. In those situations, the advisor and AD will design sanctions appropriate. These may include 20 hours of community service, suspension from the next activity of a similar category involved, etc.*

Second Violation

Group 1

- a. Students will meet with the advisor, AD and principal to determine continuation in the activity. The student will be suspended from the activity for at least two (2) performances.
- b. A maximum of 40 hours of community service is to be completed as directed by the advisor and AD.
- c. The student may be declared ineligible for the next season or term of the activity.

Group 2

- a. Students will be declared ineligible for a minimum of nine weeks and a maximum of eighteen weeks.
- b. The student may be declared ineligible for the next season or term of the activity.

Third Violation

Group 1 and Group 2

- a. The maximum penalty will be a suspension from all club meetings, activities, and performances for up to one (1) calendar year from the date of the latest violation. Group 1 students may be allowed to continue the classroom portion of the activity only with the recommendation of the building principal, AD, advisor and counselor; however the suspension from performances will not be reduced. An alternative activity for grading purposes may be assigned by the activity advisor.
- b. Students who are adjudged to have admitted to having a chemical dependency problem will be required to show cause why they should be allowed to continue participation in the activities program. They will be required to:
- c. Meet with the AD and/or AODA staff person of the high school or, if unavailable, and at the expense the student, a counselor of a community based AODA program to establish a plan to evaluate the extent of the chemical problem and the type of program necessary. During this time the student athlete will be ineligible and therefore, not participate in athletics. (Parents or guardians will be required to attend this meeting). Should the student athlete be assigned evaluation or treatment by court or legal order, this step will be bypassed and they obviously will proceed to step B below.
- d. Follow through with an evaluation plan and any treatment program which is recommended by a chemical dependency counselor.
- e. Upon completion of evaluation and/or treatment, request a meeting with the Activities Committee (AD, two members of the high school teaching staff, two head coaches or advisors) to determine final disposition regarding athletic eligibility. A report from the evaluation or treatment agency will be made available to the committee. The minimum consequence will not be less than a first infraction consequence. Time missed while in treatment or evaluation may count toward consequence.

Other Violations/Situations

Students subject to this Code shall not engage in behavior contrary to the ideals, principles and standards of the school, the district character philosophy, and other expected behavior.

- a. Willful and persistent disrespect or behavior, which is disruptive to or interferes with the learning environment, may result in ineligibility. This also includes school events home or away. It is impossible to list all the situations that might fall under this rule. The principal or AD has the discretion in interpreting this rule. The consequence associated with a violation of this portion of the Code may include up to a period of ineligibility of twenty (20) percent of the interscholastic contests of the sport in which the athlete competes, and/or up to nine weeks of suspension of any Co-Curricular activity. Any out of school suspension from school that does not fall under violations 1-3 will be considered a violation and may result in loss of eligibility.
- b. Violation of contest or game regulations as established by the WIAA which causes ejection from an athletic contest will result in missing one additional interscholastic contest. (Hockey has expanded this rule to three additional games.)
- c. Athletes and co-curricular participants are expected to model appropriate character, behavior, conduct, and sportsmanship in and out of their season of participation. Any actions that are considered contrary to the School District of River Falls' Character Education philosophy and beliefs as well as being considered conduct unbecoming of an athlete/co-curricular

participant, may also result in ineligibility with the same consequences as described in part "a" (above). This includes actions that may be construed as pranks: to include, but not limited to, any types of destruction to property, trespassing, and/or physical or mental anguish to an individual.

- d. The use of social media by a student considered to be unbecoming of a Wildcat, including but not limited to, harassment, vulgar/inappropriate interactions with members of other communities or racially or sexually inappropriate comments may result in discipline including suspension of up to twenty (20) percent of contests or removal from the activity, group, leadership position or team.
- e. A restorative practice can be used as a means to repair the harm done if the Activities Director or other administrator deems it appropriate and safe for all parties involved in a given situation. This would entail all parties being willing to engage in a restorative process. If the process is determined successful, administration can then adjust the suspension time at their discretion.

ACADEMICS

Scholastic achievement should be the prime concern of the student; therefore, students participating in activities must maintain a passing grade in all of their subjects. Subjects are all classes for credit in which the student is enrolled during a marking period. Each term's grades will be the basis for the following terms eligibility. Eligibility for fall activities shall depend upon grades earned in the previous spring marking period.

Athletics

If the student fails to meet this academic standard, they will be subject to the following consequences. Ineligibility due to failure will start as soon as the AD or coach is made aware of the failure.

- a. **Failure in one (1) subject during a marking period** - Ineligible for 10% of the interscholastic contests (minimum 1). After the consequence is served a student must be passing all classes, or demonstrating progress to passing the failed classes, or ineligibility continues. Checks will be made weekly. If at any time in the following term, the student is found to be failing a class, they will be again declared ineligible until they are passing all classes.
- b. **Failure in two (2) subjects during a marking period** - Ineligible to practice or participate for a minimum of 15 school days and nights plus no less than 20% of the interscholastic contests for that sport. A student must be passing all classes, or demonstrating progress to passing the failed classes, or ineligibility continues. Checks will be made weekly.
- c. **When a student has accumulated three semester failures or is one full credit short** of what is required for his class determination, they will be ineligible immediately and meet with the AD to show cause why they should be allowed to continue participation in athletics and to develop a plan to make up credit deficiencies. The AD, in consultation with the principal and guidance counselor, will make recommendations which are felt to be in the best interest of the student's academic progress.
- d. Because of the September 1st starting date for schools, **all ineligible periods will commence with the first game played.** The one change would be if there are two failures in the spring: instead of 15 school days, it will be 21 consecutive calendar days. If the time is consumed before school begins, the student will become eligible if they have served the required number of contests. Checks will continue to be made weekly.
- e. **Incompletes will be treated the same as failures** until they are completed. Students have two weeks to change an incomplete to a grade. A student who receives an incomplete while earning a passing grade and is given the opportunity to raise that grade will remain eligible, provided the student's grade would remain passing if no further coursework were submitted.

Group 2 - Co-Curriculars

- a. Students may not have more than one failure per term. A student not meeting this requirement shall be ineligible for a period of not less than 7 consecutively scheduled school days and the next

performance.

- b. Students with one failure are still expected to be at practices. If additional time is needed for their studies, arrangements should be made with the coach/advisor.
- c. Consequences for this portion of the code are independent of other consequences – any suspension would be added to existing suspension.
- d. Students may make up interscholastic ineligibility for the fall term by successfully completing district-approved summer school (providing credit is given toward graduation).

REPORTING PROCEDURE AND ACTIVITIES COMMITTEE

- A. Information contained in police/court statements, citations, or reports may be used in the investigation of Activity Code violations only per state statutes.
- B. Activities Committee should consist of the AD, two coaches/advisors, and two staff members.
- C. Each member will have one vote
- D. AD will appoint each member. As much as possible, the members of the committee will remain consistently intact for a given case.
- E. If the coach/advisor of the student in question is on the committee, they will be replaced.
- F. AD or principal may substitute appropriate non-coach members if teaching staff are unable to serve.

PROCEDURES FOR ADMINISTERING THE ACTIVITIES CODE

- A. Violation of the Code is made known to the AD.
- B. AD meets with the student to present charges.
- C. If the accused admits to the violation or infraction, the AD states to them the prescribed action according to the code Violation. The Student serves their consequence and returns to competition.

ACTIVITIES DEPARTMENT STANDARDS OF FAIRNESS

Students accused of violating the rules and regulations of the Activities Code will be subject to standards of fairness as established by the Activities Department in the administration of the Code:

- 1. Students will be informed of the charges being brought against him/her.
- 2. Students may contest the charge.
- 3. AD (or designee) will investigate/collect evidence and determine whether a violation has occurred. If a violation is determined to have occurred, the prescribed consequence will be imposed.
- 4. A determination of a violation may not be appealed. However, any student wishing to be heard regarding a prescribed consequence must adhere to the following standards:
- 5. After a ruling of ineligibility resulting in suspension has been made, a student and/or their parents may formally submit a request to review the decision. A written request to the AD must be received during normal business hours within five (5) school days from the first day such ineligibility shall take effect. The request may only apply to the technical requirement of the Code or the consequence associated with the violation. A student who requests a review regarding a consequence shall be ineligible during the “request for review” process for up to the extent of the consequence.
- 6. The AD, within three school days of receipt of such written request for review, shall formalize the ineligibility decision in writing and send a letter by registered mail to the parents outlining the specific details relating to: (a) violation or infraction: (b) date of violation of infraction: (c) period of suspension: and (d) any other pertinent information.
- 7. After a request for review has been received and the school’s formal reply mailed to the parents, a date for a meeting will be established by the AD or principal, such date to be no later than seven

- (7) school days after receipt of the written request of the student and their parents. The opportunity for review will be scheduled during normal school business hours. Present at the meeting, in addition to the Activities Committee of the school, shall be the student, and, if a rule relating to a specific sport is involved, the head coach/advisor of that activity. The parents/guardians may also be present.
8. The student will be provided with an opportunity to speak and present other evidence on his/her behalf at the meeting.
 9. Proceedings of the review meeting, including the decision, will be put in writing, and a copy of these proceedings will be mailed to the student and their parents.
*Note; Provisions as outlined in number 3 above, including items (a) and (b), will be applicable relating to any subsequent request for review. However, the Activities Committee will only participate in the first level of the "request for review" process.
 10. If at this point the student and their parents are not satisfied with the findings of their opportunity to be heard regarding the decision, a second opportunity to be heard may be requested. This meeting will be with the principal.
 11. The request for the second opportunity for review must be in writing to the AD or principal within five (5) school days of the mailing of the outcome of the review meeting. A student who is found, under standards of fairness established by the Activities Department, to be ineligible shall remain ineligible up to the extent of the consequences during any request for a review. (Excluding Title IX investigations)
 12. The student and/or their parents, if they are not satisfied with the ruling of a particular review at one level, may request a review at the next higher level. The next level of opportunity for review after the principal will be with the superintendent or his/her designee. The final level of opportunity to be heard, after the superintendent, will be the Board of Education. Requests for review must always be in writing to the AD or principal within five (5) school days of mailing of the outcome of the last such meeting.
 13. The procedures for requesting opportunities for review, timelines, and sequence of levels specified above must be followed or the request will be automatically denied. In all cases and at all levels, the student who requests a review regarding a consequence shall be ineligible during the "request for review" process for up to the extent of the consequence.
 14. The provisions as outlined above shall be the sole and exclusive remedy for opportunities for a review regarding the rulings.

MISCELLANEOUS

Locker Room Privacy

Board Policy 731.1

The District shall take the following reasonable measures to protect the privacy of individuals using school locker rooms:

- Under no circumstances can a person use a camera, video recorder, cell phone or other recording device to capture, record or transfer a representation of a No person shall be recorded in locker rooms (whether clothed, in uniform, partially clothed, or unclothed). No student has authority to have themselves recorded.
- No media is allowed access to locker rooms before, during or after any school athletic event or practice. Coaches and student athletes may be available for interviews directly outside the locker rooms, consistent with District policy and school rules.
- Other persons can enter into the locker room to interview or seek information from an individual in the locker room at other times only as authorized by the building principal or designated locker

room supervisor. If authorization is given, the person shall leave the locker room after the interview is done or the information is received.

Anyone who violates this policy shall be subject to school disciplinary action and/or penalties under state law. Additionally, all violations will be reported to law enforcement.

The building principal or designated locker room supervisor, as applicable, shall be responsible for enforcing this policy.

NIL (Name, Image, Likeness)

WIAA rules allow student-athletes to receive compensation for certain Name, Image, and Likeness (NIL) opportunities.

If presented with an NIL opportunity, student-athletes and their parents or guardians must communicate with the Activities Director to ensure that both individual and team eligibility remain in compliance with WIAA regulations.

Below are several prohibited NIL activities:

1. The student shall not appear in the uniform of the student's school and does not utilize the marks, logos, etc. of the school team, school, Conference or WIAA as part of any endorsement.
2. The student shall not promote activities nor products associated with the following: gaming/gambling; alcoholic beverages, tobacco, cannabis, or related products; banned or illegal substances; adult entertainment products or services; weapons (e.g., firearms).
3. The compensation is not contingent on specific athletic performance or achievement (i.e., financial incentives based on points scored).
4. The compensation is not provided by the school or persons associated with the school as an inducement to attend a particular school or to remain enrolled at a particular school.
5. The NIL activities do not interfere with a student-athlete's academic obligations.
6. A student does not miss athletic practice, competition, travel, or other team obligations in order to participate in NIL opportunities.
7. A student cannot utilize representation or contract with an agent. High schools or their employees are not allowed to help facilitate deals for student-athletes.

Travel

The school district furnishes transportation to and from all away events and contests in a school vehicle accompanied by a coach/advisor. Any other mode of transportation to contests is forbidden. However, there are occasions when return trips with parents/guardians may be acceptable. If this is desired, parents/guardians must seek permission from the team's coach. The school principal, AD, or coach/advisor must grant this permission. In all cases, parents/guardians will have to be the party with whom the student is riding home. The parent/guardian giving the ride will present themselves to the coach/advisor in order to sign out their student following the contest. Failure to comply will result in travel restriction and future contest disqualification.

Equipment Care and Return

Students shall be responsible for the care, maintenance and return of all equipment they are issued. The student to whom it was issued must pay for any equipment lost or willfully abused.

If at any time a person has on or in their possession school-owned equipment, it may be confiscated regardless of how it was obtained. Use of this equipment is restricted to practice and school competition.

School-issued equipment is not to be used for physical education or personal wear. Continued misuse of equipment in this manner will be cause for turning it in and the student furnishing his or her own.

Students are responsible for reasonably securing equipment issued to them to prevent loss. A student who believes or knows equipment issued to them may have been stolen must report the theft to either the coach/advisor or AD within 48 hours or they shall continue to be responsible for the cost of the equipment. Reporting items as stolen does not exempt a student from the responsibility of paying for the item.

Awards

River Falls High School's award system is designed to recognize meritorious service and performance in the activities program.

Awards are given on the basis of: (1) performance; (2) participation/attendance; and (3) cooperation.

Athletic Injuries and Care

All athletes will be required to take a physical examination yearly, or have on file a valid WIAA alternate year physical card. Proof of health insurance must be supplied.

In the event a student is injured, the coach may fill out an injury report form and file it with the AD the next day. This form may provide a source of information necessary for insurance purposes. If an athletic trainer is on site at the time of injury, documentation/communication may be completed by the trainer instead of the coach.

To assure that sufficient recovery or healing has occurred and the athlete is physically able to return to athletic competition, they must have a certificate signed by the doctor stating and indicating the date of return. This is a WIAA rule and obviously designed to provide some assurance to the parent, coach, and school that the athlete has recovered from the injury. The certificate is to be given to the coach and the coach is required to pass it to the AD and/or trainer who will keep it on file.

All student athletes who have been diagnosed with a concussion must follow the District's return to action protocol that has been put into place.

Parents, if not present at the athletic contest, will be notified by the coach or AD, as soon as feasibly possible, in the event their son/daughter is injured or hospitalized.

Separation of Season

Students may not be involved in more than one interscholastic sport during any one sports season. The philosophy of this district is that students commit themselves to one sport covered by this code per season in order to eliminate conflicts regarding practice time and interscholastic competition. This is done in order to eliminate the possibility of becoming over-scheduled to the point that it would adversely affect them academically, as well as physically.

Students are allowed to only serve as an officer on a maximum of two co-curricular activities at a time. Again, this is to ensure that the student is not spread too thin. They may be in more than two activities, but may not be an officer in more than two.

Age of Majority Disclaimer

River Falls High School is aware that a percentage of the students will have reached the age of majority. There is no attempt to deny these students their constitutional rights. However, in order to maintain consistency in our activity programs, we shall enforce the rules and regulations of the Code for all students regardless of age.

Contact Information

Title	Name	Email	Phone
Activities Director	David Crail	david.crail@rfsd.k12.wi.us	715-425-1830 ext. 3709
Activities Coordinator	Bryan Jaeckel	bryan.jaeckel@rfsd.k12.wi.us	715-425-1830 ext. 3789
Activities Secretary	Susan Halling	susan.halling@rfsd.k12.wi.us	715-425-1830 ext. 3710

Paperwork Needed Before One May Participate

*All of these forms are on the online registration page that must be filled out to participate.

Activities Code – Students and parents must read and then sign that they have read this document. Doing so once will cover the students for all Activities during their four year high school career. If there are changes during their career, documentation will be given to the students and parents to read and sign that they received it.

Activity Fees – Fees are as follows. They must be paid before a student is allowed to participate. A waiver is available to those students who qualify for free and reduced lunch or have unusual circumstances. This waiver is granted by the Activities Office.

Activity Fees

Amount	Activity
\$85	High School Athletics
\$85	High School Marching Band
\$60	Jazz Band, Drama, Costume Carolers, Forensics, Mock Trial
\$170	Maximum Individual Fee
\$300	Maximum Family Fee (Includes any fees for Middle School students)

WIAA Information (Athletics only) – Read and sign the WIAA informational page that they require all athletes and parents to read.

Impact Concussion Test Completed (Athletics only) – All Freshmen and Juniors, and anyone going out for a sport for the first time, must have a concussion test taken at the school. They are free of charge. Students sign up in the spring or summer.

Wisconsin State Law on Concussion Education (Athletics only) - In the spring of 2012, the Wisconsin legislature passed a law that required all athletic teams to provide education on concussions to students and parents. They must then sign off that they have received this information.

Physical card/Alternate year card (Athletics only) – Students must take a physical every two years. On the other years, an alternate year card is available.

Public Notification of Student Nondiscrimination Policy

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

It is the goal of this district to provide students with the knowledge and skills which will empower them to take charge of their lives whether their destination is college, technical training, the military,

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the world of work, or marriage and family. Programs offered include, but are not limited to, classes in agriculture, art, business education, family and consumer education, foreign languages, health, language arts, math, music, physical education, science, social studies, technology, and alternative credit opportunities such as independent study and Early College Credit Program.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the district shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the district. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The district shall provide appropriate educational services or programs for students who have been identified as having a handicap or disability, regardless of the nature or severity of the handicap or disability. The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for religious accommodations shall be made in writing and approved by the building principal.

Complaints regarding the interpretation or application of this policy should be referred to the building principal or the District's Equal Opportunity Coordinator. The district encourages informal resolution of complaints under this policy. If the reply to the informal procedures is not acceptable to the complainant, he/she may initiate a formal complaint in accordance with established procedures.

Any questions concerning this policy should be directed to the District's Equal Opportunity and Section 504 Coordinator:

Mr. Mark Inouye, Director of Special Education, 425-1800 x1115

Title IX Notice

- New Title IX Regulations require that the district must 'prominently' display the contact information for the Title IX Coordinator and the district's nondiscrimination policy on its website and in each handbook or catalog it makes available to the persons entitled to be notified (i.e. students, families, and employees).
- To meet the Title IX website notice obligations, the following website was created: [Title IX Notice](#).
- In addition, the following statement should be included in any handbook or catalog. This amendment should be made as soon as possible.
- As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Coordinator (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District's Title IX Coordinators.

Title IX Compliance Officer-Student (i.e. when the complainant is a student)

Mark Inouye, Director of Student Services

852 E. Division Street

River Falls, WI 54022

715-425-1800

mark.inouye@rfsd.k12.wi.us

Title IX Compliance Officer-Staff (i.e. when the complainant is an employee)

Nate Schurman,, Director of Human Resources

852 E. Division Street

River Falls, WI 54022

715-425-1800

nate.schurman@rfsd.k12.wi.us

Alternate Title IX Compliance Officer-Student and Staff

Lynette Coy, Director of Finance and Facilities

852 E. Division Street

River Falls, WI 54022

715-425-1800

lynette.coy@rfsd.k12.wi.us

Equal Education Opportunities and Pupil Nondiscrimination

The River Falls School District is committed to providing equal education opportunities for all students in the district. The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational, and other programs or activities, shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), color, race, age, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap.

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

The district shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements. Any child's parent or guardian, or the child if the parent or guardian is notified, may request the school board, in writing, to provide the child with program or curriculum modifications. Requests for accommodations shall be made in writing and approved by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and release time from school to participate in religious activities. Opportunities to make up work missed due to religious holidays will be provided. Any accommodations granted under this policy shall be provided to students without prejudicial effect.

Complaints regarding the interpretation or application of this policy shall be referred to the Superintendent or designee and processed in accordance with established procedures.

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

Legal References: Sections 118.13 & 118.15 Wisconsin Statutes, PI 9 and PI 42 of the Wisconsin Administrative Code, Title IX Education Amendments of 1972, Title VI Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Americans with Disabilities Act of 1990, Individuals with Disabilities Education Act, Civil Rights Act of 1991.

In addition, this prohibits student discrimination under Title IX of the Education Amendments of 1972, Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

Parent/Student Participant/Coach Expectations

Parenting and coaching are extremely difficult **and different** vocations. By establishing an understanding of each other's expectations, we are better able to accept the actions of both parties and provide greater benefits to the student/athlete. When a child becomes involved in a co curricular activity, parents and coaches have a right to understand what EXPECTATIONS are going to be placed on the athlete and on each other. This begins with clear communication from the athlete, parent, coach, and athletic department.

Communications/Expectations Parents/Athletes Should Expect From The Coaches:

1. The expectations the coaches have for their children and all team members.
2. Location and times of all practices.
3. Team requirements, fees, special equipment, game dress, offseason opportunities.
4. The policy dealing with excused and unexcused absences. (What will the consequence be for missing a game/practice because of vacation?)
5. The River Falls and WIAA requirements for eligibility.
6. Team rules beyond the River Falls Activities Code.
7. The lettering requirements.
8. The Coaches act as a role model for good sportsmanship, use of appropriate language, promoting a healthy environment and safe teaching techniques.
9. Well-planned practices.

Communications/Expectations Coaches Should Expect From the Athlete and Parents:

1. Notify of any schedule conflicts that may occur, well in advance of the season. (including vacations, etc.)
2. Explain special concerns regarding coaching expectations. (Practice requirements)
3. Support for the Activities Code and all team rules.
4. Expect an athlete with a concern, to be encouraged by the parents to speak with the coach or coaching staff.
5. Support for all team members and the coaching staff.
6. Demonstrate positive support at games for their son/daughter, their teammates and the coaching staff.
7. Exhibit good sportsmanship and appropriate language by the athlete and parents at games and/or practices.
8. Encourage great work ethic at practices and in games.

Appropriate Concerns Athlete/Parent May Address with Coaching Staff:

1. The treatment of the athlete mentally and physically.
2. Ways to help the athlete improve his/her performance and skill level.
3. Concerns about the athletes' behavior in school/practices/games.

Areas That Are Not Appropriate For Parents to Discuss With Coaches:

1. An individual's playing time.
2. Team strategy.
3. Play selections.
4. The makeup of the team and the decision as to who plays on a particular team.
5. Other members of the team, other parents, and other coaches.

The Proper Method To Address a Concern:

Step One:

The athlete speaks with the coach. (The coaching staff may be involved/present when this conference takes place.)

Step Two:

The parent asks for a conference with the coach and the athlete. If the coach cannot be reached, the parent should contact the athletic director and he will arrange for the coach to contact the parent.

Step Three:

- a. If the conference between the parent/athlete and coach does not resolve the concern, there will be a meeting set up by the athletic director. The AD will moderate the conference.
- b. The conference will deal with the specific issues that the parent/athlete has. Both parties will be allowed to speak in an uninterrupted manner. This will be in a nonthreatening environment.

Acceptance of the Code of Conduct

Signing the Activities Code agreement is required of all students who want to participate in any activity offered by the River Falls. Signing the Activities Code Agreement is an acknowledgement that the student and their parent(s)/guardian(s) has read and understands the requirements specified in the document. Failure to sign the Agreement will immediately disqualify a student from participating in any co-curricular activity.

Handbook Revised July 2026



SCHOOL DISTRICT OF
River Falls
VIRTUAL PROGRAM

2026/2027 Handbook Updates

RFHS Virtual Programming Handbook Changes 2025-26

- All links in the handbook were checked and updated as needed.
- Program name updated throughout.

Page 3: Administrator roles and information updated

Page 10: Attendance expectations

Page 11: Adding and dropping classes

Page 12: Grades and grading

Page 14: Single Course Enrollment - Wisconsin Virtual School

Page 15: Academic Integrity



2026-27 **STUDENT** **HANDBOOK**



SCHOOL DISTRICT OF
River Falls
VIRTUAL PROGRAM

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RFHS SDRF Virtual Academy Program Handbook

Welcome

Welcome to the School District of River Falls ~~High School Virtual Academy~~ **Program** (RFHS-VA **SDRF VP**).

We are excited to welcome you to a new school year filled with opportunities for learning, growth, and success. Whether you're joining us for the first time or returning as a continuing student, we are happy you're here.

This handbook is designed to serve as a guide to help you understand our expectations, policies, and opportunities. You'll find important information about academics, attendance, expectations, support services, and more. Please take the time to read through this handbook fully. You are responsible for knowing and adhering to what is stated in this handbook.

We believe that strong relationships between students, families, and school staff are essential to a successful virtual school experience. Please don't hesitate to reach out with questions, concerns, or ideas. We're here to help and support you.

We look forward to an outstanding year together. Let's make it a great one!

Contact Information

SDRFVirtual@rfsd.k12.wi.us | 715-425-1830

~~River Falls High School Virtual Academy~~ **School District of River Falls Virtual Program,**

818 Cemetery Rd., River Falls, WI 54022

Name	Title	Email
Olivia Quade	Program Coordinator - Grades 9-12	olivia.quade@rfsd.k12.wi.us
Kimberly Bruesewitz	Counselor - Grades 9-12	kimberly.bruesewitz@rfsd.k12.wi.us
Lesley Schradle	Program Assistant - Grades 6-12	lesley.schradle@rfsd.k12.wi.us
~~Lisa Gohl~~	~~Administrator~~	lisa.gohl@rfsd.k12.wi.us
Zac Campbell	Administrator - Grades 9-12	zac.campbell@rfsd.k12.wi.us

Peggy Webb	Program Coordinator - Grades 6-8	peg.webb@rfsd.k12.wi.us

District Mission, Vision, and Values

Our Mission

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

Our Vision

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values

STUDENTS FIRST

We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER

We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY

We ensure the individual personal needs of every child are supported by high quality education/resources to pursue their unique potential.

RESPECT

We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY

We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE

We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION

We inspire and empower innovative thought and practice.

COMMUNICATIONS

We are accountable and transparent in order to maintain public trust.

Virtual Academy **Program** Mission and Vision

Our **MISSION**

The core purpose of ~~RFHS Virtual Academy~~ **SDRF Virtual Program** is to provide a personalized, engaging, and relevant educational plan for all students grades ~~9-12~~ **6-12**.

Our **VISION**

Promote equity and access to education regardless of location or individual circumstances, to support the goal of designing dynamic and relevant online curriculum that keeps students motivated and support deep learning, and to foster connections and communication despite physical distance through discussion boards, group projects, and video conferencing.

River Falls High School Mission and Pillars

Our Mission: River Falls High School is a community of care serving students to empower them to become their personal best.



Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook, but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal right between any students or parent and the district. If you or your student(s) has questions about any of the material in the handbook, please contact the principal or one of the assistant principals.

RFHS VA Program Description

~~RFHS Virtual Academy (RFHS VA)~~ **School District of River Falls Virtual Program (SDRF VP)** is our online option for students who desire or need another platform for education other than in-person learning. ~~RFHS VA~~ **SDRF VP** uses a combination of Wisconsin Virtual School courses and courses taught by our in-person teachers online through an online platform. Additionally, students have access to a school counselor and a virtual W.I.N. (What I Need) teacher.

~~RFHS VA~~ **SDRF VP** students are welcome to join any of our extra-curricular activities, clubs, and teams as well as participate in events such as musicals, games, and college fairs. ~~RFHS VA~~ **SDRF VP** accepts applications for the upcoming semester. Students enrolling in ~~RFHS VA~~ **SDRF VP** are to plan to stay in the program for at least one full semester. Please note that there are certain dates where students may be required to be in person including but not limited to: State Testing, ACP portfolio work days, Senior Exit Interviews, or as deemed necessary by the ~~RFHS VA~~ **SDRF VP** staff.

Enrollment Guidelines

Enrollment Guidelines for New Students

~~Students must have a C or above and no truancy action in progress in order to transfer to the RFHS Virtual Academy.~~

To ensure students are prepared for the rigors of independent online learning, students must have a C or above, or 2.5 minimum achievement level (on the standards-based scale) and no truancy action in progress in order to enroll to the RFHS Virtual Program.

1. Students interested in ~~RFHS-VA~~ **SDRF VP** must schedule an appointment with their counselor.
2. Students/parents/guardians must complete the ~~RFHS-VA~~ **SDRF VP** Application and submit to their counselor.
3. A meeting will be scheduled with student/parent/guardian, Admin, Virtual Coordinator, and Virtual Counselor.
4. If the application is approved, a schedule will be implemented.
5. Students must successfully complete the WVS Student Orientation course before beginning the WVS class enrollments.

Enrollment Guidelines for Returning Students

1. Students interested in continuing in ~~RFHS-VA~~ **SDRF VP** for the following year must complete the school year intention survey that will be sent via email in May each year as well as submit the Returning Student Application.
2. ~~RFHS-VA~~ **SDRF VP** staff will approve or deny for the upcoming school year based on success of the previous school year.
3. If approved, the Virtual Coordinator will reach out to set up a meeting to discuss courses for the upcoming school year.
4. If not approved, students will be expected to return in person at RFHS or RCA and an in-person schedule will be implemented.

*Enrollment for new and returning students will only be available at the beginning or end of a semester, as Wisconsin Virtual School (WVS) does not align with the two-term schedule of RFHS.

Responsibilities

~~RFHS-VA~~ **SDRF VP** Student Responsibilities

Students participating in the ~~RFHS Virtual Academy~~ **SDRF Virtual Program** must agree to all of the following. Students must:

- check school and WVS email accounts daily.
- respond to teacher/staff communications within 24 hours.
- communicate questions, computer problems, and school struggles with the teacher promptly.
- agree to use technology appropriately and follow the device guidelines given to them.
- maintain a study schedule of 4-7 hours per day (a minimum of one hour per class each day).
- attend all required in-person testing days at the specified locations. Testing dates and locations are determined by the school and will be made available to students and parents prior to the testing window.
- demonstrate adequate daily progress in each online course for every school day on the school calendar.
- post completed work on time and work ahead to stay on pace to account for planned absences.
- participate in all of the required days of scheduled school activities including face-to-face and online meetings with their teacher(s).
- read and agree to follow the Academic Honesty & Plagiarism policies.
- submit all assignments and assessments for each course before 10 pm on the course end date.
- complete the WVS Student Orientation course before starting any other WVS courses.

~~RFHS VA~~ **SDRF VP** Parent/Guardian Responsibilities

Parent(s)/Guardian(s) of students participating in the ~~RFHS Virtual Academy~~ **SDRF Virtual Program** must agree to all of the following.

- check school email communication at least twice a week.
- respond to communications from school personnel within 24 hours.
- provide their student with access to the necessary tools for student success, including internet access, and supervise appropriate use of technology. If internet access is a concern, please reach out to the district IT department for assistance.
- will not resell any learning materials purchased with taxpayer funds.
- ensure that their student is making adequate academic progress on a regular basis, as determined by the teacher.
- see that my student participates in required state testing at the School District of River Falls.
- read the SDRF Handbook and Addendum on the SDRF website.
- support their student to attend the required number of school days including conferences, face-to-face, and all of their scheduled online meetings.
- read and agree that their child will follow the Academic Honesty & Plagiarism policies.
- If their child does not complete the full school year, they will return all school purchased resources.
- work cooperatively with the school and student to solve any attendance problems that may arise and take an active role in supporting student(s) in course completion.

Students who do not turn in at least two assignments per class each week will receive an unexcused absence.

Failure to comply with contract requirements may lead to removal from the ~~RFHS VA~~ **SDRF VP**.

Students who fall more than 10 assignments behind pace **must** attend in person at RFHS until caught up. Failure to report will result in an unexcused absence for each requested day missed.

Attendance Expectations

We value each ~~RFHS Virtual Academy~~ **SDRF Virtual Program** student and strive to provide the best educational experience for them. Because of the nature of being a virtual school, the definition of student attendance is not based entirely on seat time in a physical location but rather on the student logging in to their online platform and working in their classes on a daily basis with the intent of making progress towards completion of the class. It is also based on student participation of all teacher-scheduled individual or small group meetings. This policy also recognizes that student attendance and course completion are a joint responsibility to be shared by the students and their parents or guardians.

Wisconsin state law (§118.15, Wis. Stat.) requires all students between the ages of 6 and 18 to attend school regularly. Habitual truancy is defined as missing all or part of five or more school days in a semester without an acceptable excuse. Failure to meet attendance requirements may result in further action under state law, including potential referrals to truancy officers.

In accordance with both district policy and Wisconsin state attendance laws, we are committed to ensuring that all students receive the necessary instructional time and support to succeed academically.

Attendance is monitored in 3 different ways:

- Students are expected to log in for their scheduled WIN meeting each week, or they will receive an unexcused absence for the block.
- Students who do not turn in at least two assignments per class each week will receive an unexcused absence.
- Students who fall more than 10 assignments behind pace **must** attend in person at RFHS until caught up. Failure to report will result in an unexcused absence for each requested day missed.

Course Progression

In addition to regular emails from ~~RFHS VA~~ **SDRF VP** and WVS staff, parents/guardians of students with attendance concerns will be notified of their students' unsatisfactory progress records up to three times each term. Attendance progress will be monitored at least once a week. These notices serve as both an attendance reminder and an opportunity to collaborate on a plan to improve engagement. **If a student receives three attendance letters, they will be required to return to in-person classes at RFHS the following term.**

Adding/Dropping Classes

Parents/guardians must approve all schedule change requests. An email will be sent to parents/guardians notifying them of your request. IF the parent/guardian does not approve of the student's request, the schedule change request will be denied.

Schedule Change Procedure for Term 1 and Term 2

~~Schedule change requests can be made from the time a student receives their schedule until~~ **Tuesday, August 19th, 2025 at 3pm.** ~~The schedule change request window for Term 1 and Term 2 classes is closed after that date.~~

Requests may be submitted starting from the day you receive your schedule. The window for these terms remains open until mid-afternoon on the Tuesday of the third week in August. After this time, the request window is officially closed.

Schedule Change Procedure for Term 3 and Term 4

~~Schedule change requests can be made from the time a student receives their schedule until~~ **Friday, December 12th, 2025 at 3pm.** ~~The schedule change request window for Term 3 and Term 4 classes is closed after that date.~~

Requests may be submitted starting from the day you receive your schedule. The window for these terms remains open until the last day before holiday break in December. After this time, the request window is officially closed.

Please refer to the Student Services website for specific deadlines.

Grades and Grading

Students are expected to submit all assignments for each class they are enrolled in daily. **Virtual programs are typically mastery-based. The software is designed as a linear path where every assignment is a “checkpoint.” Skipping an assignment in a digital system can sometimes “break” the curriculum’s data tracking, making it look like a student has not met the learning objectives.**

Assignments are graded just like the student is in a face-to-face course. Some assignments are graded automatically within the course, while the online instructor grades others. The student will receive comments from the teacher on completed assignments. WVS policy allows 72 hours for work to be graded. Please understand that most instructors also teach full time and thus cannot grade your work instantaneously.

All course work must be submitted by 10pm on their course end date. Following course completion, final grade reports will be posted to their transcript approximately two weeks after the course end date.

Students will follow District policy governing academic letter grades and pass/fail courses. **Students/families will be required to reimburse the school district for tuition costs for any failed or incomplete WVS classes.**

Since ~~RFHS-VA~~ **SDRF VP** is a school within the River Falls School District, students attending ~~RFHS-VA~~ **SDRF VP** will follow the District's graduation requirements.

A	93 -100	A-	90 - 92
B+	87 - 89	B	83 - 86
B-	80 - 82	C+	77 - 79
C	73 - 76	C-	70 - 72
D+	67 - 69	D	60 - 66
		F	0 - 59

P	Recognized for credit, but not included in the GPA. Prior permission from the principal is required to allow a “P” grade.
F	Failure = 59% or below
W	Withdrawal

I Incomplete: given for class work which is not completed because of a long-term absence due to illness or emergency.

Arrangements for completion of a course must be made with the teacher. Incompletes must be made up within one week of the end of the grading period or the grade will be changed to an "F." If more time is needed due to unusual circumstances, approval of the principal is required.

Plus and minus signs may be used with letters A, B, C and D to indicate a position within that grade range. Exceptions: no A+ or D- grades are awarded. (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0). See Board Policy 345.1 and 345.11.

Credit, Graduation Requirements, WIAA Eligibility

Students are allowed to take a maximum of eight credits per school year. This may be any combination of regular and/or virtual courses. Students enrolled at the high school are able to take one virtual class per quarter. An exception may be made for extenuating circumstances.

Graduation Requirements

In general, a total of 28 credits must be earned for a student to graduate from River Falls High School including the following:

- 4** credits of Language Arts, including Speech
- 3.5** credits of Social Science, including Geography
- 3** credits of Science
- 3** credits of Math
- 1.5** credits of Physical Education
- .5** credit of Health
- .5** credit Personal Finance
- 12** credits of electives

1 Term class = 0.5 credit

Semester class = 1.0 credit

A/B class = 0.5 credits per semester

See Board Policy 345.6 and 345.61

Single Course Enrollment - Wisconsin Virtual School

Students have an opportunity to take online enrichment courses not offered at RFHS. Students should meet with their school counselor if interested. Course descriptions may be found in the resource appendix of the Course Planning Guide and online at www.wisconsinvirtualschool.org. **Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete WVS classes. Families are responsible for a \$150.00 fee, per course, per extension, should their student require an extension(s).**

Self-Enrollment/Self-Pay - Wisconsin Virtual School

Students have an opportunity to take online courses through Wisconsin Virtual School and pay for the course themselves, even if the course is offered at River Falls High School. The final course grade will be reported by the student/family and put on the student's transcript. Students should meet with their school counselor if interested. [Directions for self enrollment are linked here.](#)

WIAA Eligibility

A student is eligible for interscholastic competition if he/she is a full-time student in attendance at River Falls High School.

Academic Integrity

Honesty is a highly valued character trait at River Falls High School. Students are responsible for holding themselves and each other accountable for ethical use of information and ideas. When a student cheats, he/she is being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an *obligation* for all students at RFHS.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. Academic misconduct is considered a violation of academic integrity, either when acting alone or assisting others. Below are six (6) general areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to the following:

1. Committing plagiarism (see information below).
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab

experiment; writing up a fake interview). **This includes using ChatGPT or other A.I.-created work.**

3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices) on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases).
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check; forging a hallway pass).
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student).
6. Assisting other students in any of these acts (allowing a person to use your notes on a test).

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance. Using ChatGPT or any A.I.-created work is prohibited as well.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete their assigned part in a timely manner consistent with the teacher's rubric and timeline. When a student relies on others to do their work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their own work will not be subject to consequences.

Student Responsibilities: Students at RFHS are committed to practicing ethical behaviors when it comes to learning and using information and information technology. Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted

standards such as the [MLA](#) (Modern Language Association) format. Students should ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator will investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present their perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences will be assigned based on the protocol below.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator will meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator will communicate with the parent(s)/guardian(s) in person or through a phone call to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
 - a. will determine what revisions must take place on the original submitted work,
 - b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
 - c. will determine the appropriate timeline for the student to submit newly assigned coursework.
4. The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for any credit for that activity/assignment/assessment.
5. Administration will meet with the student to reinforce academic integrity and expectations for learning.
6. The student may also be assigned detention, in-school suspension, or other academic consequences. A pattern of student academic misconduct will result in progressive disciplinary action. *Students who have had one incident of academic misconduct may not be able to redo the assignment if a second incident takes place.*

Technology, Textbooks, and Supplies

Electronic Devices

When a student is onsite at River Falls High School, students are to demonstrate respect and responsibility by refraining from using cell phones, other electronic communication, audio, video and gaming devices during instructional time. Electronic devices (included but not limited to cell phones, iPods, iPads, etc.) not necessary during instructional times should remain stored in student lockers. Issues with these items in the classroom may be referred to the principal's office.

Devices present or in use during instructional hours for non-educational purposes will be handed to school personnel by the student and returned after an appropriate consequence is served. This may include being returned at the end of the period, the end of the school day, after detention, or after meeting with a parent/guardian. Subsequent offenses may require detention, and/or a parent/guardian conference with the electronic device being turned over only to the parent or guardian. The school will not be responsible for lost or stolen items. See Board Policy 443.5.

Textbooks, Electronic Devices, and Supplies

Textbooks and electronic devices, which are furnished by the School District of River Falls, are to be taken care of appropriately. Students are urged to exercise care in using them so that they do not become soiled or damaged. Charges will be made for lost or damaged school-owned items. Students who withdraw from RFHS are required to turn in their textbooks and/or school-owned electronic devices before leaving.

Supplies are furnished at no cost to the students in most classes, except Technology Education, Agriculture, Family Consumer Sciences (FCS), Physical Education, and Art classes that are involved with projects requiring materials for purchase at cost. In other classes, the students are encouraged to buy materials related to the course of study, although these items will not be mandatory, i.e. a graphing calculator for math courses. (NOTE: Students who need financial assistance to purchase supplies are encouraged to speak to their teacher or administration.)

Technology Device Student User Agreement

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be

used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology. Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Technology devices will be distributed within the first two weeks of each school year. Parents/Guardians and students must sign and return the Student User Agreement before the device can be issued. The user agreement can be found at www.rfsd.k12.wi.us >Parents>Technology Resources, or use this link [K-12 Device User Agreement](#).

Taking Pictures or Videos of Students or Staff Without Their Consent:

Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences.

Using Student or Staff Member pictures or videos (or their likenesses) without their permission or using the River Falls Logo without permission:

Using a photo or video of a student or staff member, or their likeness, without their permission is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Social Media & Networking Sites

While RFHS respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the school's or district's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. RFHS does not actively monitor students' use of social media and networking sites outside of school hours. However, inappropriate activities that become public and/or are brought to the attention of RFHS staff will be handled on a case-by-case basis. The information posted online through the use of cellphone, computers, or other electronic devices that damages the school's reputation, its employees, students, families, and/or community can be grounds for disciplinary action. RFHS and the School District of River Falls take electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of bullying & harassment, threats, and/or criminal activities.

Students experiencing bullying & harassment via online social media & networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed.

Students are responsible for the ethical and educational use of the technology resources of the River Falls School District. Students should recognize that their reputation in cyberspace should be taken seriously as one's digital footprint can last a lifetime. See Board Policy 443.5.

Technology Device Damage Fee

Any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, or if there is irreparable/purposeful damage, the amount of the fee will be left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use, greater fine amounts, and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

Computer loan agreement

[District Use of Network policy](#)

2026-27 [RFHS Virtual Academy New Student Application](#)

REFERENCE SOURCES:

~~2025-26~~ **2026-27** Wisconsin Virtual School Course List can be found here:

[WVS course catalog](#)

**SCHOOL DISTRICT OF RIVER FALLS
ACADEMIC STANDARDS PUBLIC NOTICE**

July 13, 2026

Educational Program Committee Meeting

In order to ensure that every child graduates ready for further education and the workplace, the School District of River Falls has adopted the following Academic Standards for the 2026-27 school year. Identified curriculum delivered by highly-qualified educators using innovative and research-based instructional strategies will prepare our students to excel as responsible, productive, global citizens.

The standards listed below align to expectations intended to best prepare our students for external assessments (e.g. PreACT Secure, ACT, PSAT, Advanced Placement Examinations, WI Forward Exam, Dynamic Learning Maps, ACCESS 2.0, etc.) that will be used in the future for college and/or career readiness opportunities.

Instructional materials and resources are utilized in conjunction with the below list of standards to support student learning.

Content Area	Curricular and Instructional Standards
Agriculture	Agriculture, Food, and Natural Resources
Art	Art & Design Education
Business and Marketing	Wisconsin Standards for Business and Information Technology Wisconsin Standards for Personal Finance Literacy Wisconsin Standards for Marketing, Management, and Entrepreneurship
Early Childhood Learning Standards Kindergarten Readiness	Wisconsin Model Early Learning Standards
English Language Arts (ELA)	Wisconsin Standards for ELA
Family Consumer Sciences	Wisconsin Standards for Family and Consumer Science
Information and Technology Literacy	Information and Technology Literacy
Mathematics	Wisconsin Standards for Math
Music	Wisconsin Standards for Music
Physical Education and Health	SHAPE National Physical Education Standards Wisconsin Standards for Physical Education Wisconsin Standards for Health Education
Science Environmental Literacy and Sustainability	Wisconsin Standards for Science Next Generation Science Standards Environmental Literacy and Sustainability
Social Studies	Wisconsin Standards for Social Studies
Technology and Engineering	Wisconsin Standards for Technology and Engineering
Theater	Wisconsin Standards for Theater Education
World Language	Wisconsin Model Academic Standards for Learning World Languages
School Counseling	(Wisconsin's Comprehensive School Counseling Program Model) ASCA School Counselor Association Model

	ASCA School Counselor Performance Standards CASEL Core SEL Competencies
WIDA Standards	WIDA English Language Development Standards Framework, 2020 Edition

In addition to the standards listed above, additional standards are embedded into our instructional practices intended to personalize student learning and meet individual student needs. These standards include: Disciplinary Literacy Standards, Wisconsin Common Career Technical Standards, and International Society of Technology in Education (ISTE) Standards.

Additionally, some of our coursework is provided through dual enrollment opportunities or includes a post-secondary experience within the course and follows additional outcomes. Some examples include:

AP Coursework	AP Course Outcomes
Dual Enrollment Courses (Early College Credit Program and Start College NOW Options)	UW-River Falls, Chippewa Valley Technical College (CVTC), etc.
Transcribed Credit Courses	CVTC Course Outcomes; Dakota County Course Outcomes