

**RICE LAKE
ELEMENTARY
SCHOOLS**

**2014-2015
ELEMENTARY
HANDBOOK**

Haugen Elementary

Six Pillars of Character

TRUSTWORTHINESS~

Being honest in what you do and say, keeping promises, and matching your words and actions to your convictions.

RESPECT~

Treating others with courtesy, allowing them to retain their dignity, and recognizing their right to make choices different from yours.

RESPONSIBILITY~

Doing your part, doing your best, accepting blame, fixing your mistakes, preserving.

FAIRNESS~

Giving everyone the chance to succeed by giving fair notice, being impartial, gathering facts, and giving fair hearing.

CARING~

Showing active concern for others' well being.

CITIZENSHIP~

Obeying laws and making your community better using civic virtues.



SCHOOL WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION (CONTINUED)

A comprehensive program for health, nutrition, and physical activity opportunities empowers children and adolescents to make healthy choices. Educators, administrators, parents, community members, and students must acknowledge the critical role student health plays in student learning. All must work collaboratively and model healthy behaviors to assure students' nourishment and activity needs are met.

Goals:

1. To create a comprehensive learning environment which promotes lifelong wellness behaviors.
 - Enable all students, through a cross-curricular approach, to acquire the knowledge and skills necessary to make healthy lifestyle choices.
 - To provide the best possible learning environment for children, schools must also provide an environment that encourages healthy behaviors.
2. To provide students with nutritious foods in an environment that fosters academic success, nutrition literacy, and lifelong wellness.
 - Ensure all reimbursable meals meet or exceed the guidelines of the Federal School Breakfast and Lunch Programs, as issued by the U.S. Secretary of Agriculture.
 - Provide nutrition education in alignment with District curriculum, which will meet or exceed State and Federal standards, to empower K-12 students to make healthy choices now and throughout their lives.
 - Provide nutrition education both in and out of the classroom, in both health curriculum and in core curricula, which is age appropriate.
 - Provide information and support to staff, parents and community in order to provide a consistent, positive nutritional environment for our students.
3. Provide the opportunity for students to participate in quality physical activity.
 - Develop every student's knowledge of, and skills for, specific physical activities.
 - Maintain or improve student physical fitness.
 - Ensure students' regular participation in physical activity.
 - Teach the short and long-term benefits of a physically active and healthful lifestyle.

Policy Implementation and Evaluation

The Superintendent, or designee, will annually evaluate the effectiveness of this policy and its implementing rules. A Nutrition and Physical Activity Committee will be established for the purposes of monitoring implementation of this policy, evaluating policy progress, serving as a resource to school sites, and revising the policy as appropriate to increase its effectiveness.

Adopted: 06/15/06 Policy 341.21 Revised: 05/23/11

Please review changes made to: Cross Ref: 341.21 Rule 1, School Nutrition Standards; 341.21 Rule 2 Physical Activity.

ANIMALS ON SCHOOL PREMISES

The Board of Education recognizes that animals can be a great asset when teaching life sciences, building empathy and respect for living things and fostering responsibility. The Board also recognizes there are risks that have to be considered to protect the health and safety of students and staff. To that end, live animals shall be allowed on school premises only in accordance with established procedures.

No live animal shall be brought onto Rice Lake Areas School District property without first having obtained permission from the building principal or designee. Sanitation and exposure to infectious materials on classroom surfaces or through animal handling shall be controlled to minimize exposure to illness and disease.

Based on the recommendation of the Wisconsin Humane Society, only healthy animals may be brought to a school. Responsible adults must supervise the animal and minimize the handling of those animals by all students, particularly by younger students. Improper handling is unfair to the animal and may cause injuries to the student, staff or the animal.

The practice of keeping animals in the classroom should be carefully considered prior to introducing an animal to any school environment. State statutes do allow for trained and certified service animals supporting individuals with disabilities and/or law enforcement. The potential for adverse effects from animals however, such as allergic reactions, scratches and/or bites, asthmatic reactions, infections and infestations exist. Therefore, schools must take into consideration students and staff with allergies and their special needs when deliberating on bringing an animal into that environment. Attention to the potential for these adverse reactions is a necessary safeguard for the health, safety and welfare of students, staff and the animals involved. The building principal will make the final decision as to whether or not an animal may be allowed on school premises.

Policy 459 Adopted: 04/11/11

SCHOOL WELLNESS POLICY ON PHYSICAL ACTIVITY AND NUTRITION

Children and adolescents need access to healthy foods and opportunities to be physically active in order to achieve their full academic and life potential. As part of students' total wellness, the Rice Lake Area School District is committed to provide a school environment that promotes and protects the health and well-being of all students by supporting healthy eating and providing opportunities for physical activity. Schools shall provide cross-curricular nutrition education and physical education to foster lifelong habits of healthy eating and physical activity. The school shall establish linkages between health education and school meal programs, and other activities that occur within the school day.

Welcome to Your Elementary School!

Elementary Principals:

Randy Drost **Haugen Elementary**
615 5th Street West
Haugen
715-234-7341

Randy Drost **Hilltop Elementary**
202 Cameron Road
715-234-4998

Steve Sirek **Jefferson Elementary**
30 Phipps Avenue
715-234-3145

Steve Sirek **Tainter Elementary**
2201 Carrie Avenue
715-234-8065

The Rice Lake Area School District continues to update its Policies. The current policies in effect can be found online at www.ricelake.k12.wi.us

In addition, paper copies can be obtained from all school offices in the district.

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HOMELESS EDUCATION

POLICY STATEMENT

A. It is the policy of the board to ensure that homeless children and youth are provided with equal access to its educational programs, have an opportunity to meet the same challenging State of Wisconsin and Rice Lake Area School District academic standards, are not segregated on the basis of their status as homeless and to establish safeguards that protect homeless students from discrimination on the basis of their homelessness.

B. Definition of homeless children and youth:

1. The term "homeless children and youths" means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:
 - a. Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason.
 - b. Are living in motels, hotels, or camping grounds due to the lack of alternative adequate accommodations.
 - c. Are living in emergency shelters.
 - d. Are abandoned in hospitals; or are awaiting foster care placement.
 - e. Have a nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings.
 - f. Are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings.
 - g. Runaway children or children who are abandoned.
2. Migratory children and unaccompanied youth (youth not in the physical custody of a parent or guardian) may be considered homeless if they meet the above definition.
3. Homeless status is determined in cooperation with parents or in the case of unaccompanied youth the local educational agency liaison. Homeless status may be documented through a variety of Department of Public Instruction forms such as Homeless Education Program: School Selection Form and/or through direct contact with school district staff.

Adopted: 04/23/07

For additional information contact:

Susan Strouf, Homeless Liaison

234-9007, ext. 5013

GRADE ADVANCEMENT

GRADES 4 AND 8

Effective September 1, 2002, no student may advance from Grade 4 to Grade 5 or from Grade 8 to Grade 9 unless they have met the established criteria. In order to advance from Grade 4 to Grade 5 or from Grade 8 to Grade 9, a student shall, in addition to the requirements defined in Rice Lake Area School District Policy (344.4), demonstrate proficiency by satisfying requirements from the areas of:

- A. Wisconsin Knowledge and Concepts Examinations-Criterion-Referenced Test (WKCE-CRT)
- B. Wisconsin Alternate Assessment for ELL and Student with Disabilities
- C. Academic Performance Criteria
- D. Teacher Recommendation Criteria
- E. Other Academic Criteria

The Rice Lake Area School District has established procedures for implementing this policy.
Revised 1/23/06

GRADE RETENTION, PROMOTION, AND ACCELERATION OF STUDENTS

The Rice Lake Area School District believes that a student should experience continuous progress insofar as possible. Grade retention, promotion, or acceleration decisions shall be made to serve the best interests of the individual student after a comprehensive assessment or judgment of his/her cognitive abilities, and academic progress. Promotion of students from 4th to 5th grade and from 8th to 9th grade shall also require meeting criteria outlined in the respective Board policy.

Grade retention, promotion, and acceleration decisions shall be the responsibility of the building assessment team with the final authority residing in the superintendent or his/her designee. Parents/guardians, teachers, the student involved, and other concerned persons shall be included in the discussions leading to a decision.
Revised 1/23/06

Board of Education

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Administration Office

Larry Brown	Superintendent
Patrick Blackaller	Business Manager
Barb Sparish	Director of Learning
Susan Strouf	Director of Pupil Services

**RICE LAKE AREA SCHOOL DISTRICT
2014-2015 SCHOOL CALENDAR**

August 28	Professional Development Day (No School)
August 29	Teacher Work Day (No School)
September 1	Labor Day-No School
September 2	First Day for Students
November 14	End of Trimester I (Elementary)
November 25	Thanksgiving Vacation Begins at Close of School Day
December 1	School Resumes
December 19	Winter Vacation Begins at Close of School Day
January 5	School Resumes
March 20	End of Trimester II (Elementary)
April 2	Vacation Day-No School (Emergency Snow Make-up Day)
April 3	Vacation Day-No School
April 6	Vacation Day-No School (Emergency Snow Make-up Day)
May 25	Memorial Day – No School
June 3	Last Day for Students (End of Trimester III)

Elementary Parent/Teacher Conferences

Fall: Tues., Nov. 18th @ 3:45-6:45 pm; Thurs., Nov. 20th @ 3:45-6:45 pm

Spring: Tues., March 24th @ 3:45-6:45 pm; Thurs., March 26th @ 3:45-6:45 pm

ACCESS TO PUBLIC RECORDS

Section 19.34(1) of the Statutes requires that each authority adopt, prominently display, and make available for inspection and copying at its offices, for the guidance of the public, a notice containing a description of its organization. Also, a statement of the established times and place at which, the legal custodian under S. 19.33 from whom, and the methods whereby, the public may obtain information and access to records in the custody of the district, make requests for records, or obtain copies of records, and the costs thereof.

Rice Lake Area School District Board of Education has designated the District Administrator as the legal custodian of the public records and property of the school district. Also, the Business Manager has been designated as the deputy custodian to act when the District Administrator is not available. The public may obtain information and access to records, make requests for records, or obtain copies of records in the custody of the school district at the following place and times:

Place: Rice Lake Area School District
Administration Building
700 Augusta Street
Rice Lake WI 54868

Times: 8:00 a.m.—5:00 p.m.
Monday through Friday (except holidays)

Rice Lake Area School District is authorized by State Statutes 19.35(c) to impose a fee on the requester that does not exceed the actual, necessary, and direct cost of reproduction and transcription of the record, unless a fee is otherwise specifically established by law. A list of such fees is available at the Rice Lake Area School District Administration Building, 700 Augusta Street, Rice Lake WI 54868.

ASBETOS SURVEY

As required by federal law, the Rice Lake School District has surveyed all the District's buildings for asbestos-containing materials. In addition, the Rice Lake Area School District conducts semi-annual surveillance inspections of all asbestos containing building materials within the district's buildings. It is the intention of the District to maintain a safe and healthful environment for students and employees. Copies of the District's Asbestos Management Plan and their periodic surveillance reports are on file in the District's Office, 700 Augusta Street, Rice Lake WI 54868. Questions concerning the Asbestos Management Plan or the surveillance reports can be directed to the District Business Manager, Pat Blackaller.

**TECHNOLOGY ACCEPTABLE USE GUIDELINE AND AGREEMENT
(See Board Policy 363 and Rule for Full Text)**

Rice Lake Area School District is providing network users access to the district’s electronic network. The network is provided for educational purposes and includes access to the Internet, computer services, videoconferencing, and a variety of computer equipment. The purpose of this network is to assist in preparing students for success in life and work in the 21st century by providing them with electronic access to a wide range of information and the ability to communicate with people throughout the world. The document containing the rules and procedures for network users’ acceptable use of the Rice Lake Area School District’s electronic network is available online or at the building office.

1. Network users are expected to follow the same rules, good manners and common sense guidelines that are used with other daily school activities as well as the law in the use of the Rice Lake Area School District’s electronic network.
2. The Rice Lake Area School District’s electronic network has been established for a limited educational purpose. The term "educational purpose" I includes classroom activities, career development, and limited high-quality self-discovery activities.
3. The Rice Lake Area School District’s electronic network has not been established as a public access service or a public forum. Rice Lake Area School District has the right to place reasonable restrictions on material that is accessed or posted throughout the network.
4. Parent/guardian permission is implied for all students under the age of 18. Access is a privilege — not a right
5. The district reserves the right to monitor all activity on this electronic network. Network users will compensate the district for any damage that is caused by network users ' inappropriate use of the network.

Revised 4/28/11

Also refer to Policy 363, Rule 2, Expectations and Guidelines for Communicating Electronically with Students. Website: www.ricelake.k12.wi.us

PLAYGROUND SUPERVISION

The teachers are scheduled for playground supervision 15-20 minutes before the start of school day in their respective buildings. Also, noon aides are scheduled at all elementary schools. This schedule coordinates with the school patrol schedule and provides supervision after your child has arrived at the school playground. Children are encouraged to use playground equipment safely and properly.

It is the general policy of the school to have students remain outside until five minutes prior to the beginning of classes. This, of course, does not apply during inclement weather. Children should wear clothing appropriate for the season. No children should arrive at school more than 15 minutes before the start of school unless they are brought by school bus.

SCHOOL HOURS (Subject to Change)

The starting and ending times for the schools are as follows:

Haugen:	Grades K-4	7:40-2:35
Hilltop:	Grades K-4	8:15-3:15
Jefferson:	Grades K-4	8:00-3:00
Tainter:	Grades K-4	8:00-3:00

SCHOOL/ACTIVITY CANCELLATIONS

In the event school is cancelled due to inclement or hazardous weather, announcements will be made on the local radio stations WJMC and WAQE. You are encouraged to listen to those stations if you have a question as to school cancellation or activity postponements.

HEARING AND VISION SCREENING PROGRAM

It is the position of the Rice Lake Area School District that hearing loss and vision deficits can have a negative impact on the social, emotional, and educational development and well-being of students. Early identification and treatment of vision and hearing problems has been shown to be beneficial for students in a learning environment. The Rice Lake Area School District, in an effort to detect undiagnosed student hearing and vision problems, conducts regular screening of all students in the following grades:

Hearing: Pre-K or K; 1, 3

Vision: Pre-K or K; 1, 3, 7

**Students are also screened for potential hearing and vision deficits upon entering the district as a new student and as part of the Student Services Referral Process. Hearing and vision screenings completed by the Rice Lake School District are not considered diagnostic. The purpose of the screenings is to identify students with potential visual or hearing deficits in order to facilitate early intervention. Parents may choose to opt out of screenings for their child by submitting a statement in writing to the school nurse. All students are encouraged to have their hearing and vision screened by a health care professional prior to school entrance and as needed for suspected hearing or vision concerns. Contact the school nurse for questions or concerns regarding screening methods.

VISITORS

All school doors will be locked throughout the day. Visitors that come to the main entrance will be on camera. Once the visitor has pressed the button to activate the bell in the office and has been recognized, the secretary will electronically unlock the door. All visitors must report directly to the school office and sign-in.

SCHOOL SAFETY PATROL

City sponsored adult school safety patrols are provided to escort students across the more dangerous intersections while in route to and from school. Students are encouraged to cross at crosswalks for their own safety. Patrols are on duty at the following locations during designated times:

Hilltop: Crosswalk at Cameron Road and AR Street

Jefferson: Crosswalk at the corner of South Wisconsin Avenue and Messenger Street

Tainter: Crosswalk at the corner of South & Carrie

If it is necessary for your child to be tardy, it will be your responsibility to see that he/she is patrolled across the street at the patrol stations. All children, 4K through grade five, are escorted across their respective intersections at the dismissal time, before school, and in the afternoon.

ACCIDENTS AT SCHOOL

If your child is involved in an accident at school, every attempt will be made to contact you at once. Each child receives an emergency form at the beginning of the school year; please fill out all sections of this form. Instructions on this form will enable the school to take alternative action if you are not available. Also be sure to mention if your child has any chronic illness of which the school must be aware.

If your child must be taken to the hospital for a matter requiring immediate attention, they will be taken to Lakeview Medical Center personnel.

(Hospital emergencies may involve serious head injury, fractures, etc.)

EXTRA-CURRICULAR FIELD TRIPS

All field trips and athletic contests held at other schools are considered to be school activities. As such, all school rules and district policies regarding student conduct/behavior will apply. Students participating in extracurricular activities or field trips must use school transportation. Any student riding on a school bus or school-approved vehicle must leave and return to school on that vehicle unless the student rides with his/her parent or guardian. The supervisor in charge of the trip must receive prior notification from the principal or written statement from the parent or guardian if such circumstances arise.

SCHOOL PERFORMANCE REPORT

The Rice Lake Area School District's School Performance Reports are posted at the RLASD website: www.ricelake.k12.wi.us, go to School Performance Report for designated years.

SPECIAL EDUCATION SCREENING/REFERRAL PROCEDURES

Any person aware of a child between the ages of 3 through 21 who may be experiencing physical, mental and emotional, or learning problems may contact Susan Strouf, Director of Pupil Services of the Rice Lake Area School District, at 700 Augusta Street, Rice Lake WI 54868, phone #234-9007, to initiate screening services that will determine if a referral for special education is appropriate. In addition to the director, a teacher or administrator would be able to assist in making a referral.

REFERRAL PROCEDURE

The Rice Lake Area School District shall solicit and receive referrals of students with suspected exceptional educational needs from all persons who have responsible cause to believe that such needs exist. Specific state criteria will be adhered to in determining eligibility for specific handicapping conditions. Referrals of suspected Students with a Disability shall be referred to Susan Strouf at 700 Augusta Street, Rice Lake WI 54868, Phone #234-9007, ext. 5013.

INDIVIDUALIZED EDUCATIONAL PROGRAM EVALUATION

Whenever a child is referred who is suspected of having an exceptional educational need, the School District shall establish an evaluation team. The appointment of this team shall be the responsibility of the Director of Pupil Services. The Director of Pupil Services shall approve the evaluation process and may request additional information.

Procedural safeguards for evaluation include the following: the notice of intent to evaluate shall be sent to the parents, which will include a full explanation of the due process/procedural safeguards; a description of the evaluation proposed and explanation of why the evaluation is proposed; any options that were considered and the reasons those options were rejected; a description of each evaluation procedure used as a basis for the evaluation; the type of professionals conducting the evaluation; and a description of any other relevant factors.

Written parental consent shall be obtained when a child is being evaluated within the District. This consent form shall include a statement documenting that the parent understands the content of the notice and information on the general types of procedures to be used.

The Rice Lake Area School District provides a continuum of Educational Services designed to meet the individual needs of all our students.

FIRE DRILLS

Fire drill instructions are posted in each classroom. Teachers will go over the procedure for their particular room during the first week of school. The fire alarm consists of a continuous loud horn. When students and teachers arrive outside, they should stay far enough from the building to allow fire vehicles access to the school. Fire drills will be held at regular intervals throughout the school year. State Statute 941.13 forbids giving false alarms and tampering with or removing, without authorization, any fire extinguisher or other fire fighting equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school.

CIVIL DEFENSE DRILLS

Civil defense procedures will be used in the case of an impending disaster, such as a violent storm. Within the school building, the all-call system of the intercom will be used to sound the alert.

SUSPICIOUS PERSONS OR SITUATIONS

For the safety of all, please report any suspicious persons or situations to the office immediately when such are present in the area of the school.

HOMEWORK

Students are still responsible for the work that they miss if they have a pre-excused absence. Students should get work prior to departure and turn in completed work prior to departure. Teachers may assign alternate work as appropriate.

The Board recognizes that a reasonable amount of preparation is necessary for the scholastic growth of students. Homework should have a valid educational purpose and should pertain to the objectives of the unit under study or the course being taken.

Homework assignments should take into account the age, maturity, and abilities of the student as well as demands which may be made in assignments by other classes. Homework assignments should not be made as punishment nor require the use of specialized materials that discriminate against students whose family status or location makes access difficult. The emphasis of homework should be upon quality rather than quantity and based upon solid education objectives.

STUDENT DRESS

The Board may limit school dress by the realities of health, safety, and avoidance of disruption of normal school operations. Ref. 120.13 (1) (a), 120.44 WSS. Students and visitors are expected to wear school appropriate attire which is conducive to learning and avoids disruption of others.

SCHOOL BUS RIDER RULES AND PROCEDURES

THE SAFE BUS RULES

1. Riders must remain seated while the bus is moving. Drivers may have riders sit in assigned seats.
2. Riders must follow the driver's directions.
3. Students will not eat or drink on the bus except in the event of pre-approved school sponsored activities.
4. Riders will not participate in any action or activity that endangers the health, safety, or welfare of any rider on the bus.

There will be consequences for students that do not follow these expectations. Students will be given a verbal prompt when their behavior does not meet expectations. If the student does not comply, he/she will receive a written bus referral. The written bus referrals will be forwarded to the building principals.

The first written referral will mean the principal meets with the student to discuss the expectations. The parents will receive a phone call. The second written referral will mean the principal meets with the student and calls the parent. This time the student will receive a two day suspension from the bus. The third written referral will mean the principal meets with the student and calls the parent. This time the student will receive a four day suspension from the bus. Any subsequent written referrals will result in 4 day suspensions from the bus.

The bus ride to and from school is an extension of the school day. Students are expected to demonstrate appropriate behavior on the bus just like in school. The main goal in focusing on student behavior on the bus is to make sure that the bus ride is safe.

WEATHER RULES

The Rice Lake School District believes that recess is an important part of the school day. We encourage all children to go outside during recess. Please make sure your child is dressed appropriately for the weather of the day.

Reasonable daily requests by a parent to allow a student to remain inside after returning from an illness will be honored. Each building will have designated areas for students who remain indoors. Any unusual circumstances will be handled by the building principal.

All students will remain in the building during inclement weather. The schools will use the radio information to determine temperature and wind chill factor.

The wind-chill chart below is for your information. The school uses the local radio station, school thermometer, and discretion of the principal to determine inside or outside days.

Temp.	25	20	15	10	5	0
Wind MPH						
5	21	16	12	7	1	-6
10	9	2	-2	-9	-15	-22
15	1	-6	-11	-18	-25	-33
20	-4	-9	-17	-24	-32	-40
25	-7	-15	-22	-29	-37	-45
30	-11	-18	-26	-33	-41	-49
35	-13	-20	-27	-35	-43	-52
40	-15	-22	-29	-36	-45	-54

(Equivalent Temperature) Equivalent in cooling power on exposed flesh. Students will be kept in when temperatures fall within the temperatures to the right side of the chart (i.e., -10 or below wind chill).

STUDENT RECORD REVIEW

A parent or guardian may upon written request, within a reasonable time (no more than 45 days) have full access to, right to inspect, and the right to a hearing to challenge the accuracy or content of their child's school record, with the opportunity for correction or deletion of inaccurate, misleading, or otherwise inappropriate data contained there.

TRANSFER OF RECORDS

The District shall transfer to another school or school district all student records relating to a specific student if it has received written notice:

- a. From an adult student or the parent/guardian of a minor student that the student intends to enroll in the other school or school district;
- b. From the other school or school district that the student has enrolled; or
- c. From a court that a student has been placed in a secured correctional facility, secured child caring institution, or a secured group home.

Student records shall be transferred within five working days of receiving the request.

STAFF MEMBERS

Members of the staff (principals, teachers, secretaries, custodians, and cooks) are in authority during school and at school activities. Staff members have every right to request the name of a student or to ask a student to accompany him/her to the office. Students who are insubordinate or uncooperative to staff in these situations will be disciplined accordingly.

PARENT/TEACHER CONFERENCE AND PROGRESS REPORTING

Parent/Teacher conferences in the elementary school are an integral part of reporting progress during the year. Parent/Teacher conferences are held in November and March. A written progress report is sent home at the end of each trimester.

Parents are encouraged to check with their child's teachers frequently if they have concerns about their child's academic or social progress. It is not necessary to wait until conference time to speak to the teacher about issues that arise with your child's academic or social progress.

PHYSICAL EDUCATION

By law, schools must provide physical education for students. Therefore, all children must participate in physical education unless their activity is limited by a physician in writing.

For your child's safety, please send appropriate footwear for your child for physical education classes. This is for your child's safety.

STUDENT HARASSMENT, INTIMIDATION, AND BULLYING COMPLIANT INVESTIGATION RULES (CONTINUED)

3. If the results of the investigation are not satisfactory to the complainant, he/she may submit a written appeal to the Superintendent/designee. The appeal should include a statement of the complaint, the results of the investigation done by the principal/designee, and the nature of and reasons for the dissatisfaction with the results. Such appeals must be filed five (5) working days of receiving the principal/designee's investigation results. The Superintendent/designee will arrange a meeting with the complainant and any other necessary parties to discuss the appeal. The Superintendent/designee will give a written response to the appeal within ten (10) working days of receipt.
4. In the case of a harassment complaint, if the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the Board of Education with five (5) school/business days of his/her receipt of the Superintendent/designee's response in Step 3. In an attempt to resolve the complaint, the Board shall meet with the concerned parties and their representatives following the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent by the Board Clerk to each concerned party within ten (10) school/business days of this meeting.
5. Individuals may submit complaints/appeals to other agencies as provided by state and federal laws.
6. A substantiated charge of harassment, intimidation, or bullying against a student in the District will subject that student to disciplinary action, including suspension or Board of Education expulsion proceedings, in accordance with the Student Rights and Responsibilities.

Policy 411.3

ENROLLMENT OF STUDENTS:

Enrollment of all elementary students new to the District must be made at the Central Administrative Office located at 700 Augusta Street, Rice Lake.

WITHDRAWAL AND TRANSFER

In the event a family plans to move from the city and thus withdraw their children from school, or move from one area to another within the city, such information should be sent to the student's teacher at least one week prior to the move. Records will be sent to the new school upon written request. Please contact the Central Office at 700 Augusta Street for in-district transfer assignment.

2014-15 SCHOOL BREAKFAST/LUNCH INFORMATION- BREAKFAST PROGRAM

Your child may purchase a Grab and Go Cold Breakfast at any of the school buildings. Please check with your child's building Secretary as to what time Breakfast is served in the morning. At least 2 of the following milk choices are offered daily following USDA guidelines including: 1% or Fat Free (skim) white milk or Fat Free Chocolate milk. We operate on an offer/vs/serve program. *(See OFFER/Vs/SERVE section below)*

Elementary parents are asked to fill out the "ELEMENTARY BREAKFAST PROGRAM" sign-up sheet enclosed in the Food Service packet mailed to households prior to the beginning of the school year to let us know if they will participate in the Grab and Go Cold Breakfast program or not. Please return the form to your child's school office as soon as possible. Forms can also be picked up at any of the Elementary School offices after the start of the school year. If you have questions about the Breakfast Program you can contact the Food Service Office at 715 234-2181 ext. 5014 or 5029.

LUNCH PROGRAM

Your child can purchase lunch from the School Lunch Program or provide a lunch from home. Haugen, Hilltop, Middle School, and Tainter Elementary serve lunch out of their kitchen facilities. Red Cedar and Jefferson Elementary do not have kitchen facilities so lunches are prepared at the High School, pre-packed, and shipped out daily. We operate on an offer/vs/serve program. *(See OFFER/Vs/SERVE section below)*

****Starting the 2012-2013 School Year, Rice Lake Area School District School cafeterias are incorporating new federal nutrition standards set by the USDA for school meals which include daily and weekly minimum and maximum age appropriate offerings, ensuring that meals are healthy and well balanced and provide students all the nutrition they need to succeed at school.**

School meals offer students **milk, fruits and vegetables, proteins and grains, and they must meet strict limits on saturated fat and portion size.** Starting in the School Year 2012-2013, school lunches will meet additional standards requiring:

- **Age-appropriate calorie limits (averaged over a weeks' time)**
- **Larger servings of vegetables and fruits (**Students will be required to take at least one serving (1/2 cup) of fruit or vegetable/per meal**)**
- **A wider variety of vegetables, (to include weekly offerings of sub groups: dark green vegetables, red/orange vegetables, Legumes (beans and peas), starchy Vegetables and others)**
- **Fat free (skim) or 1% milk (flavored milk must be fat-free)**
- **More whole grains- (weekly minimum and maximum ranges, plus daily age appropriate minimum requirement.)**
- **Less sodium (to be phased in beginning the 2013-2014 school year.)**

We're always working to offer Rice Lake Area School District students healthier and tastier choices. The Food Service Department already offers whole grain products. Local fruits and vegetables will be purchased again this year when available and in-season. Some new entree items that will be added this school year include an unbreaded grilled chicken patty and Chicken Alfredo.

OFFER/Vs/SERVE

Breakfast-

Children are not required to take the entire breakfast that is served at school. The entire Breakfast will be offered, but children are able to refuse one of the food components which they are not going to eat and would normally end up in the garbage. The required Breakfast pattern must include the following four (4) components: **milk, fruits or vegetables, protein (meat/meat alternate), grains, or combination of protein /grains.** The components must be served in the portions established by the USDA for the Breakfast Program.

SCHOOL LUNCH (CONTINUED)

Lunch

Children are not required to take the entire lunch that is served at school. The entire lunch will be **offered**, but children are able to refuse one or two food items: those items which they are not going to eat and would normally end up in the garbage. The required lunch pattern must include the following **five (5) components**: **milk, fruits and vegetables, proteins (meat /meat alternate), and grains**. The components must be served in the age appropriate portions established by the USDA for the Hot Lunch Program. These five food components make up a lunch that provides about one-third of a child's daily nutritional need, but children may refuse to take one or two of the five items.

LUNCH/BREAKFAST MENUS will be posted before the serving line. Each food component will have a different color dot(s) to identify what food component it falls under as follows:

Milk- BLUE

Fruit-RED

Vegetable-GREEN

Protein (Meat /Meat Alternate) - PURPLE

Grain- ORANGE/BROWN

Students need to select at **least 3 different color** food components at age appropriate portions to make up their breakfast/lunch tray. ****PLEASE NOTE: Students MUST select either a red (fruit) or green (vegetable) daily at lunch****

Although items may be refused, the child receives the most nutritional benefit when the entire meal is eaten. Congress has mandated that the price of Breakfast/Lunch be the same whether the child takes the entire lunch or if he/she refuses one or two items.

Young children are in the process of learning to make good food choices. They may need some help in choosing what they will eat. We encourage parents to go over the breakfast/ lunch menu with their children to help them decide what to eat each day. If there is an item on the menu that is unfamiliar or unpopular with your child, we are hoping he/she will taste a portion rather than refuse it totally. This will help introduce children to new foods and help acquaint them to a variety of nutrients offered by the lunch.

LUNCH BROUGHT FROM HOME

PLEASE NOTE: If your child brings a lunch from home and wants milk with it, \$.35 will be charged to their Food Account. This applies to all students including those that qualify for Free or Reduced Rate lunches. (Purchasing just milk does not meet the USDA requirements for a school meal.)

All children are issued Student ID numbers which also serve as their Lunch ID numbers. Please check your child's schedule for their **current ID number** or log onto Family Access to view student information. To sign up for Family Access go to the Rice Lake web site at www.ricelake.k12.wi.us and click on parents, then Family Access.

Elementary student lunch counts are taken daily by your child's teacher in the morning. The children are asked whether they are taking school lunch or only want milk with a lunch brought from home. These lunch counts are forwarded to the food service kitchens so they know how much to prepare each day. If you wish to join your child for lunch please contact the school office by 8:15 the day you intend to eat.

Pre-payment process

The Food Service operates on a pre-payment system. We ask that you pre-pay and maintain a positive balance in your child's Food Account.

Families are asked to follow a monthly pre-payment schedule located on the reverse side of the September lunch and breakfast menus in the Food Service packet. They are broken down by the month/week/per student and include full price rates, reduced rates, and milk rates. We ask that you maintain a positive balance in the food account.

WEAPON POLICY

In an effort to provide a safe learning environment, the Rice Lake Area School District does not allow weapons or look alike weapons on school property. This includes, but is not limited to, guns, knives, chains, squirt guns, etc.... Students in possession of such articles may face suspension and/or expulsion from the Rice Lake Area Schools.

STUDENT HARASSMENT, INTIMIDATION, AND BULLYING COMPLIANT INVESTIGATION RULES

Anyone involved in any aspect of any complaint of harassment, intimidation, or bullying shall maintain the highest level of confidentiality in order to protect the parties involved.

Students who believe they or anyone else are victims of harassment, intimidation, or bullying, or parent/guardians who believe their child is a victim of harassment, intimidation, or bullying, should immediately report their concerns to the principal or any other school personnel. Reports received by anyone other than the principal should be immediately relayed to the principal/designee.

All complaints will be taken seriously and will be subject to thorough review and immediate investigation by the receiving office/designee.

The following procedure will be used:

1. Complaints should be presented verbally or in writing. Verbal complaints will be handled at the building level. Written complaints shall be presented to the principal/designee, unless the alleged offender is the principal/designee, in which case the complaint shall be presented directly to the Director of Pupil Services. The complaint should include a specific statement of the alleged behavior, including details such as time date, location, and circumstance of each alleged incident and should be signed and dated by the complainant.
2. The principal/designee will fully and promptly investigate all verbal and written complaints, notify the person(s) accused of the harassment, intimidation, or bullying, arrange meetings to discuss the complaint with all concerned parties, and submit a report of the results of the investigation to all parties as soon as possible after receiving the complaint. Any disciplinary action that is warranted may be decided by the principal/designee alone or may be made in accordance with the superintendent/designee.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES (CONTINUED)

Step 3

If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent with 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided a written acknowledgement within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster St., P.O. Box 7841, Madison, WI 53707.

Step 4

Discrimination complaints on some of the above bases may also be filed directly with the Office of Civil Rights, Region V, U.S. Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601, (312) 886-2359.

Step 5

Maintenance of Complaint Records-Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals.

The records should include:

1. The name of the complainant and his/her status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.
4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

Adopted: 09/28/87

Revised: 01/25/93

04/08/96

05/08/06

SCHOOL LUNCH (CONTINUED)

Month end notices will be sent to Elementary students (Pk-4th) if their account is low or they reach a negative balance in their account. Middle/High School students (5th-12th) are informed in the meal line when they are low in their food account and are responsible for communicating with you when they need money deposited into their account. If a child exceeds the credit limit of 3 meals in their food account they will be offered a cheese sandwich and carton of milk and \$.75 will be charged to their account. After this we ask that parents provide meals and beverages from home until payment is made.

• We do understand that situations come up and if you are not able to make payment at a given time please call the Food service office to make payment arrangements so we don't have to interrupt your child's meal service.

Again, you can view your child's account by signing up for Family Access by visiting our web site at www.ricelake.k12.wi.us click on parents then Family Access.

BREAKFAST/LUNCH APPLICATIONS for free and reduced meals are available to all families in the School District and are included in the Food Service packet. An application must be filled out and returned to the Food Service Office to be processed. **** **Please note a new application needs to be filled out every year unless you are notified by the School Food Service Department that you qualify for Free meals.****** Once an application is processed you will receive a letter stating whether you qualify for free or reduced Breakfasts/lunches. You cannot receive free or reduced priced meals until an application is processed, approved, and on file in the Food Service Office. Please apply prior to your child starting school if you feel you qualify. You will need to pay the full price for any lunches received prior to the approval of free or reduced lunch prices. Applications are accepted any time during the school year and can be picked up in any school office or the Food Service Office, located at the High School or found on our web site at: www.ricelake.k12.wi.us. ***Anyone qualifying for free or reduced rate lunch will qualify for free breakfast. ***Please maintain a positive balance and follow the monthly prepayment scale for reduced lunches.

A child must meet the school Breakfast/Lunch pattern explained in the OFFER VS SERVE SECTION to receive reduced rate prices or free Breakfasts/ Lunches. Just milk for lunch does not count as a "School Lunch," and your child's account will be charged the current price of a carton of milk.

Electronically Approved for Free School Meals

The District also participates in Direct Certification through the State. If you receive a letter in your Food Service Packet stating that your child has been "Electronically Approved for Free School Meals" there is no need to send in a Free and Reduced application form explained above.

Monthly Breakfast and Lunch menus, as well as copies for Free and Reduced meal application forms (in English and Spanish) are posted on the Rice Lake Area School District Web site at: www.ricelake.k12.wi.us Please choose the Parent Tab to access Food Service Information.

A weekly lunch menu will also be printed in the Rice Lake Chronotype.

WISCONSIN SCHOOL DAY MILK PROGRAM-

Rice Lake Area School District offers an Elementary Milk break for full time K4-5th grade students.

Students are offered a Milk Break in the classroom outside the Breakfast and Lunch Schedule during the school day. The cost of milk under this program is \$.30/carton of milk. A child is entitled to one milk/day under this program. *****Anyone qualifying for free or reduced rate lunch will qualify for free WSMP.*****

The Food Service staff is committed to producing quality meals that are nutritious and appealing to children. Any suggestions you might have to help make breakfasts/lunches more acceptable to children are always welcome. If you have questions or concerns, call **234-2181**, Ext. 5014 or 5029 and ask to speak to the Food Service Director.

MEDICATIONS

All medications must be brought to the school office by the parent or guardian. The school staff will administer the medication to your child as soon as the proper parent/guardian and/or physician signatures of authorization are on file. No medication will be administered to students by school staff without written consent of the parent or guardian. Please follow the guidelines established by Rice Lake Schools when bringing medication to school.

1. Bring all medicine, in the original manufacturer or pharmacy containers, to the school office. Student name, dosage, length for administration, time of day and frequency must be on the container. We will also require a physician's name as contact. **Only FDA approved medications will be administered by staff.**
2. Parent (and physician for prescriptions) must sign the Authorization to Administer Medication Form. This form is available from all local clinics, on the Rice Lake Area School District Web site or from the school office upon request.
3. Students should report to the office to receive medications.
4. Medications will be administered by individuals designated by the principal and trained by the school nurse. Except where an emergency is believed to exist, in no instance shall a medication be dispensed by anyone other than a trained school employee or agent while the student is at school, unless specifically approved in writing by the parent/guardian. School personnel are asked to report any unusual behavior of students regarding medication to the principal or school nurse.
5. It is the responsibility of the student, with assistance from school personnel, to get his/her medication at the designated time.
6. Only limited quantities of any medication are to be kept at school. Said medications are to be kept in a safe place not accessible to students and checked out only by a District employee or agent designated to administer the medication. Special instructions on proper medication storage (e.g., refrigeration) should be noted. Students may, however, possess and use their own asthma inhalers in accordance with established procedures consistent with state law.
7. The length of time for which a prescription medication is to be administered shall be specified in the written instructions from the prescribing physician. Any change in medication type, dosage, time to be administered, or frequency of administration must be in writing, and at the request of the physician. Medications may be discontinued with written notice from the parent or guardian.

STUDENT DISCRIMINATION COMPLAINT PROCEDURES

The Rice Lake Area School District does not discriminate against students on the basis of sex, race, color, national origin, ancestry, religion, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability, or handicap in its educational programs or activities.

The District encourages informal resolution of complaints under this policy. If any person believes that the Rice Lake Area School District, or any part of the school organization, has failed to follow the state and federal laws, or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Rice Lake Area School District, 700 Augusta Street, Rice Lake, WI 54868.

The person who believes he/she has a valid basis for a complaint is encouraged to discuss the concern with the employee(s) involved, and/or the employee(s) supervisor, in order to seek resolution. If the complaint is not resolved, the complainant may obtain a Discrimination Complaint Form from the District's Administrative Offices and comply with the following procedures:

Step 1

A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the District employee designated to receive complaints. The designated District employee will complete an investigation of the complaint. The designated District employee will send written acknowledgement of the receipt of the complaint to the complainant within 45 days. Complaints under USC s. 1415 and Chapter 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedures authorized by Chapter 115, Subchapter V, WI Statutes. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a subgrantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 2

A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time.

CONFIDENTIALITY (CONTINUED)

- c. Law enforcement unit records may be made available to school officials under the same conditions as outlined above regarding access to law enforcement agency record information.
- d. Court records obtained by the District must be disclosed to District employees who work directly with the juvenile named in the records or who have been determined by the Board to have legitimate education interests, including safety interests, in the information. An employee cannot further disclose the information, and the information cannot be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.
- e. Notwithstanding their confidential status, student records may be used in suspension and expulsion proceedings and by individualized education program teams under state special education laws.

LOCKER SEARCH

Lockers will be assigned to students when they are available. The privilege of using a locker is extended on the basis that it will be kept clean and in good condition. The student shall be financially responsible for any damage to the locker.

School lockers are the property of the Rice Lake Area School District. At no time does the Rice Lake Area School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by designated school authorities for any reason, at any time, without notice, without student consent, and without a search warrant.

It is recommended that, insofar as possible, the student to whom the locker is assigned be present when the inspection is conducted. It is recommended that two members of the staff, one of whom must be a designated school authority, conduct inspections together, particularly when the student is not present.

Designated school authorities shall include any school district administrator or other staff member designated by a school district administrator.

Students are to be informed of the locker search policy at the beginning of each school year.

Legal Ref: 118.325, 121.02(1)(i) WSS; PI 8.01(2)(i) WAC

Cross Ref: 445 Questioning by Non-School Personnel

Adopted: 12/18/78

Revised: 04/08/96

03/22/99

06/15/06

MEDICATIONS (Continued)

8. All medications must be picked up from the school office by the parent or guardian within 10 days following the expiration of the Authorization to Administer Medication or the end of the school year, whichever is first. After 10 days, medication will be appropriately disposed of by the school nurse.

All consent forms and related materials must be renewed annually and/or at any time a medication is changed.

DIRECTORY INFORMATION NOTICE

The Rice Lake area School District designates the following personally identifiable information contained in a student's education record as "directory information," and may disclose that information without prior written consent:

- a. student's name;
- b. student's date of birth;
- c. student's participation in officially recognized activities and sports;
- d. student's weight and height if a member of an athletic team;
- e. student's dates of attendance;
- f. student's photograph;
- g. student's degrees and awards;
- h. name of the school most recently previously attended by the student.

School districts receiving federal education funds are required to provide, on request made by military recruiters or an institution of higher education, access to secondary school students' names, addresses, and telephone listings unless access to such information has been restricted by the secondary school student or the student's parents as outlined below. Districts are also required to 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.

In addition to the above information, the Federal "No Child Left Behind Act of 2001" requires secondary schools to notify parents that:

- 1) A secondary school student or the parent 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; and
- 2) The district must comply with such request.

DIRECTORY INFORMATION NOTICE (CONTINUED)

Examples of use of student directory information---By the parent(s) and/or guardian(s) providing for the release of student directory information, the child's name, photograph, or other pertinent information could appear, for example, in school newsletters, yearbooks, or other school publications. It also could allow coverage of awards, events, activities, or issues of public interest involving the child which are clearly school-related by the print or electronic media, or by the school district's cable channel. Media coverage may involve, but is not necessarily limited to voice recordings, still photographs, videotaping, or public disclosure of student directory information such as a student's name and age. Even with the consent of the parent(s) and/or guardian(s), media coverage of issues, events, or activities in school or on school property is allowed only with the permission of the school principal and only if it does not disrupt or hinder student instruction or other school activities.)

For students enrolling after the notice is published, the list will be given to the student's parent or the adult student at the time and place of enrollment. After the parent/guardian or adult students have been notified, they will have two weeks to advise the School District in writing (a letter to the Superintendent's office) of any or all of the items they refuse to permit the District to designate as directory information about that student.

At the end of the two-week period, each student's records will be appropriately marked by the records custodian to indicate the items the District will designate as directory information about the student. This designation will remain in effect until it is modified by the written direction of the student's parent/guardian or adult student.

District records shall be retained and destroyed in accordance with the Wisconsin Records Retention Schedule for School Districts.
(Revised 11/22/10)

STUDENT INTERVIEWS/QUESTIONING BY OUTSIDE AGENCY PERSONNEL

On occasion, law enforcement personnel or health and family services agency personnel may request an opportunity to interview or question students in school district buildings during normal school hours. These interviews or questioning can be disruptive to the classroom setting and can create a feeling of trauma for a student who is confronted by a law enforcement officer or health and family services agency employee in front of peers. As a result, outside agency personnel shall be expected to follow established District guidelines when interviewing or questioning students in school buildings.

(See Rule 445 for guidelines)

CONFIDENTIALITY

All student records are confidential, with the following exceptions:

Release of Student Records to Students and Parents/Guardians

- a. A student or the parent/guardian of a minor student shall, upon request, be shown and provided with a copy of the student's progress records.
- b. An adult student or the parent/guardian of a minor student shall, upon request, be shown the student's behavioral records in the presence of a person qualified to explain and interpret the records. Such a student or parent/guardian shall, upon request, be provided with a copy of the behavioral records.
- c. A parent shall have access to a student's school records regardless of whether the parent has legal custody of the child, unless the parent has been denied periods of physical placement with the child or ordered by the court.

Access to Student Records (Other than Patient Health Care Records by District Staff and Other Designated School Officials)

- a. Student records shall be made available to persons employed by the District who are required by the state to hold a license and to other school district officials who have been determined by the Board of Education 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 person 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 education interest" if the official needs to review a student record in order to fulfill his/her professional or District responsibility.
- b. Law enforcement agency record information received by the District may be made available to those school officials with legitimate educational interests, including safety interests, in the information. If law enforcement agency record information obtained by the District relates to a District student, the information may also be disclosed to those District employees who have been designated by the Board to receive that information for the purpose of providing treatment programs for District students. The information may not be used as the sole basis for suspending or expelling a student from school, or as the sole basis for taking any other disciplinary action against a student, including action under the District's athletic/activity code.

CODE OF CONDUCT (CONTINUED)

Similarly, there are many, clear differences between the needs and practices of schools serving different grade levels. Just as there are different behavioral expectations for elementary, middle and high school students, the standards for removal may well differ from one school, grade, or class to the next.

Teachers and administrators of each school are encouraged to discuss their individual views, philosophies, and practices regarding removal of students.

IX. TO WHAT EXTENT IS REMOVAL APPLICABLE TO STUDENTS IDENTIFIED AS DISABLED UNDER THE IDEA?

Some different rules and considerations apply for students identified as requiring special education services under the IDEA or Section 504. In particular, placement for such students is a decision of the student's IEP team, subject to stringent procedural safeguards, and cannot be made unilaterally by teachers or the administration. In addition, most students covered by the IDEA should have a behavior plan, which will address (a) whether and to what extent the student should be expected to conform to the behavioral requirements applicable to nondisabled students; and (b) alternative consequences or procedures for addressing behavioral issues. It is highly advisable that all IEP teams address these issues, and this Code, at least annually, setting forth the consensus of the IEP team regarding behavioral expectations and consequences.

Notwithstanding these issues, students identified as requiring special education services under the IDEA or Section 504 may, in general, be temporarily removed from class under the same terms and conditions as nondisabled students.

For the reasons noted above, no change in placement for more than ten (10) school days may be made for a student with disabilities outside of the IEP process. This ten- (10) day limit applies to out of school suspensions as well as days of removal.

X. HOW WILL THIS CODE BE COMMUNICATED TO PARENTS AND STUDENTS?

A copy of the Code of Conduct shall be made available to parents in the school's handbook and at any building office. In addition, this Code shall be provided to, and discussed with, students of the District at the beginning of each school year.

Adopted: 06/15/06

Revised:

ATTENDANCE

Regular daily attendance is expected of all students, as it is an important factor of scholastic success. It should be pointed out that classroom discussions and other information presented while a student is absent from a class cannot totally be made up under any circumstances.

EXEMPTIONS:

1. Any child who is judged to be physically or mentally incapable of attending school (certification by a licensed physician shall be sufficient proof) will not be required to attend.
2. Any child exempted for good cause by the Board will not be required to attend.
3. Any child falling under one of the exemptions outlined in state law will not be allowed to attend.
4. Any child who has graduated from High School will not be required to attend.

Rice Lake Elementary Schools recognize statutory requirements for school attendance (Wis. Stat. 118.15 and 118.16) A parent/guardian is required by Wisconsin law to compel regular school attendance during the full period and hours that school is in session for all children between the ages of 5 and 18 years of age.

PROCEDURES TO FOLLOW IN THE EVENT OF AN ABSENCE

1. When a student is absent from school, a parent/legal guardian should telephone the office at their designated elementary school preferably before the start of the school day.
2. If a telephone call is NOT received, a pupil who was absent from school shall present a written statement from the parent/legal guardian stating the reason for the absence upon his/her return to school. For non-emergency medical appointments, **the student must also present an appointment card in the office as verification of the appointment.**
3. Call school if your child will be tardy for any reason. This affects lunch counts and may be important if your child is scheduled for a field trip.

PRE-ARRANGED ABSENCES

The following absences will be excused only if prior written approval of a student's parent/guardian has been received:

1. Non-emergency medical or dental appointments with a licensed physician, dentist, chiropractor, optometrist, psychologist, or Christian Science practitioner. Parent/guardians may be requested to schedule such appointments during the student's free time, before and after school and on non-school days.
2. Bona Fide religious holiday.
3. A court appearance or other legal procedure which requires the attendance of the student.
4. Other absences approved by the parent provided written approval has been received by the school prior to the planned absence.

The accumulated absences under any combination of the provisions listed above for pre-arranged absences shall not exceed 10 school days.

OTHER ABSENCES

In the event that a request is made that would exceed the 10 day limit for pre-arranged absences from school a student's parent/guardian must submit the reason for the absence to the building principal for review in committee at least 1 week prior to the planned absence. This option is not available to students who are in danger of failing any course during the grading period in which the request is made.

All other absences will be considered unexcused.

PROCEDURE

1. Obtain a pre-arranged absence form in the office.
2. Have the parent/guardian sign the form.
3. Have the school administrator sign the form.
4. Have child's teachers sign the form.
5. Return the form to the office prior to departure.

If a child is absent due to continual medical excuses, the building principal can require written proof of medical appointments and/or require a letter from the physician stating the causes for excuses.

CODE OF CONDUCT (CONTINUED)

Following consideration of the teacher's statement and any other information, the building administrator shall, in his/her discretion, take one of the following steps:

- A. place the student in an alternative education program as defined by law;
- B. place the student in another class in the school, or in another appropriate place in the school;
- C. place the student in another instructional setting; or
- D. return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

In any event, a student in long-term removal must continue to receive an educational program and services comparable to, though not necessarily identical with, those of the class from which he/she was removed. Such program need not be in the precise academic subject of the student's former class.

Long-term removal is an administrative decision not subject to a formal right of appeal. However, the parents of the student, and/or the student, shall have the right to meet with the building administrator and/or the teacher(s) who made the request for removal. Where possible, such meeting shall take place within three (3) business days of the request for a meeting. At the meeting, the building administrator shall inform the parents and/or student as fully as possible regarding the basis for the removal, the alternatives considered, and the basis for any decision. However, nothing in this Code shall prevent the building administrator from implementing a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student.

VIII. WHAT DISCRETION OR FLEXIBILITY IS APPROPRIATE FOR INDIVIDUAL TEACHERS, ADMINISTRATORS, AND SCHOOLS?

It is expected that administrators and teachers at each site/school will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied at that site. Different teachers may have somewhat different views and practices regarding removal of students from their classes, either long or short term; therefore, this Code, and the procedures regarding removal, are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes.

CODE OF CONDUCT (CONTINUED)

VI. HOW LONG SHALL A SHORT-TERM REMOVAL LAST?

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class period or activity from which she or he was removed. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed. In the event it is not deemed appropriate to return the student to regular classes, the building administrator or designee shall either retain the student in short term removal, or, where necessary, appropriate, and practicable, shall take steps to have the student sent home.

VII. WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

Long-term removal is an extremely serious step, which should not be undertaken hastily or for less than compelling reasons. Such a step could have profound consequences for the affected student and his or her class, as well as any new class or teacher to which the student may then be assigned. For these reasons, long-term removal should not ordinarily be considered or implemented except after a thorough consultation, including a thorough consideration of alternatives between the teacher(s) and the building principal or designee. For the same reasons, long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

Where a teacher believes that the best interests of the student and/or the class require long-term removal, the teacher should so notify the building administrator in writing. Such statement should set forth as clearly and completely as possible (a) the basis for the removal request; (b) the alternatives, approaches and other steps considered or taken to avoid the need for the removal; (c) the impact, positive and negative, on the removed student; and (d) the impact, positive and negative, on the rest of the class.

Upon receipt of such statement, the building administrator may, in his/her discretion, consult with the teacher and/or other District staff. In all cases, it is appropriate to inform and consult with the parents of the student, and the student, involved in the request for long-term removal.

PRE-ARRANGED ABSENCES (CONTINUED)

Note: It is NOT the school's responsibility to contact parents to excuse an absence. If an absence is not excused by a parent or guardian within 24 hours of the student's return to school, the absence will be considered unexcused, and disciplinary action will be taken.

It shall be the responsibility of the building principal to keep adequate pupil personnel attendance records and to make required reports to the central administrative office. It shall also be the responsibility of the building principal to work with the District Administrator to implement and enforce truancy regulations.

UNEXCUSED ABSENCES

It is the responsibility of an administrator to determine whether an absence is to be considered excused or unexcused. Consequences for unexcused absences may include detentions, parent conferences, suspension, referral to the court system, or other measures. In the event a student is considered to be unexcused, the student will not be able to make up missed work, and a "zero" will be given for tests and homework. Students who are unexcused as a result of an **out-of-school suspension** shall not be denied the opportunity to take any quarterly, semester, or grading period examinations missed during the suspension period, per Wisconsin Statute 120.13.

PROCEDURE FOR IMPLEMENTING AND ENFORCING THE ATTENDANCE POLICY

The building principal shall enforce District attendance policies via the following means:

1. The parent or guardian of a student who has been truant will be notified of the truancy by personal service, first by phone then by written notice, of which a written record is kept, no later than the end of the next day school is in session. The parent or guardian of a student who is truant shall be told to return the student to school no later than the next day school is in session or to provide a legal excuse for the absence.

"Truancy" is defined as any absence of part or all of one or more school days during which the school attendance officer, principal, or teacher has not been notified by a truant student's parent or guardian of a legal excuse for the student's absence and intermittent attendance carried on for the purpose of defeating the intent of the attendance law.

2. The school attendance officer shall notify the parent or guardian of a student who is habitually truant by registered or certified mail, as soon as the student is identified as being habitually truant.

"Habitual truant" is defined as a student who is absent from school without an acceptable excuse for all or part of five or more school days during a semester.

PROCEDURE FOR IMPLEMENTING AND ENFORCING THE ATTENDANCE POLICY (CONTINUED)

3. Before any proceeding may be brought against a student for habitual truancy or against his or her parent for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel has, within the school year during which the truancy occurred, done all of the following:
 - A. Met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused. This does not apply if the required parent meeting is not held within 10 school days after the date that the habitual truancy notice was sent.
 - B. Provided an opportunity for education counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications possible within the current school program.
 - C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his or her grade level.
 - D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.

Items B, C, and D above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school

PENALTIES FOR TRUANCY

The District will not deny a student credit in a course or subject solely because of a given number of unexcused absences. However, the Board authorizes the Superintendent, and his/her designee, to establish a policy to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy.

A violation of the Wisconsin School Attendance Law may also result in fines, or imprisonment, or both, as consistent with state law. During a prosecution under this law, if the defendant proves that he/she is unable to comply with the law because of the disobedience of the student, the action shall be dismissed and the child may be proceeded against under state law.

CODE OF CONDUCT (CONTINUED)

When the student arrives at the main office, the building administrator or designee should give the student an opportunity to briefly explain the situation. If the building administrator or designee is not available immediately upon the student's arrival, the student should be taken to the removal area, and the administrator or designee should speak to the student as soon as practicable thereafter. For the purposes of short-term removal, it is not necessary to obtain witnesses or to otherwise verify the student's or teacher's accounts of the situation.

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

Prior to the beginning of the next scheduled school day, but in any event within twenty-four (24) hours of the removal, the teacher shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The teacher shall keep written documentation of all attempts to contact the parents in accordance with this provision and shall submit copies to the building principal or designee.

V. WHERE SHALL STUDENTS BE SENT, PENDING AND DURING SHORT-TERM REMOVAL FROM CLASS?

Prior to the beginning of the school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

Students who are removed by their teachers must immediately and directly go, or be taken, to the main office. For the duration of the removal, the student shall stay in the short-term removal area. In the discretion of the building administrator or designee, the student may instead be sent to another appropriate class, program, or educational setting, provided the student is supervised in such alternative setting. The building administrator should also take steps to ensure that the students are supervised while in the short-term removal area. In general, students should be required to do work of an academic nature while in the short-term removal area. Such work should ordinarily be related to the work in the class from which the student was removed, or may be related to the student's misconduct (e.g. writing an apology or account of the situation). In no event should students' time in the removal area be recreation or other free time.

CODE OF CONDUCT (CONTINUED)

In addition, there may be grounds for removal for behavior which, though not necessarily violative of the provisions of (A) through (D) [above], is inconsistent with basic classroom decorum. Such behavior may, in the determination of the teacher, warrant removal because of its interference with the ability of others to learn effectively. Such behavior may include, without limitation, sleeping in class, blatant inattention, or other overt or passive refusal or inability to engage in class activities.

II. WHAT ARE OTHER, NONDISCIPLINARY REASONS FOR REMOVAL OF A STUDENT FROM CLASS?

In some cases, a teacher may believe that a student should be removed from the class for the good of the student and in the best interests of the class as a whole. Such reasons may, but need not, be disciplinary in nature, and include, for purposes of illustration and without limitation, irreconcilable personality differences, or issues between the student and other students, or in rare circumstances, between the student and the teacher.

III. WHO MAY REMOVE A STUDENT FROM CLASS?

Any student may be temporarily removed from class under this Code by a teacher of that class. For the purpose of this Code, "student" means any student enrolled in the District, exchange student, or student visitor to the District's schools.

Any student may be removed on a long-term basis from a class based upon the request of a teacher as upheld and implemented in the discretion of the building administrator.

IV. WHAT PROCEDURES MUST BE FOLLOWED IN TEMPORARILY REMOVING A STUDENT FROM CLASS?

Except where the behavior is extreme, a teacher should generally warn a student that continued misbehavior may lead to temporary removal from class. When the teacher determines that removal is appropriate, the teacher should take one of the following courses of action:

- A. instruct the student to go to the main office for the period of removal. In such case, the teacher should send a note with the student.
- B. obtain coverage for the class and escort the student to the main office.
- C. seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

SUSPENSION

1. The district administrator, principal, or teacher designated by the district administrator may suspend any student for not more than five (5) school days, or if notice of an expulsion hearing has been sent for not more than a total of fifteen (15) consecutive days for:
 - a. Non-compliance with Board policies or school rules;
 - b. Knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy and school property by means of explosives;
 - c. Conduct by the student while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
 - d. Conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or any employee or Board member of the District;
 - e. Conduct that endangers a person or property includes making a threat to health or safety of a person or making a threat to damage property.

Students must be suspended for possession of firearms, as defined by federal law, while at school or while under the supervision of school authority (Section 120.13 (1) (bm) of State Statutes.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student may be suspended if it is determined that he/she is guilty of non-compliance with such rules, or of the conduct charged, and that his/her suspension is reasonably justified.

The parent/guardian of the suspended minor student shall be given prompt notice of the suspension and the reason therefore. The suspended student or the student's parent/guardian may, within five (5) school days following the commencement of the suspension, have a conference with the Superintendent or his/her designee who shall be someone other than a principal, administrator, or teacher in the suspended student's school. If the Superintendent or his/her designee finds that student was suspended unfairly or unjustly, or that the suspension was inappropriate, given the nature of the alleged offense, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension on the student's school record shall be expunged. Such finding shall be made within fifteen (15) days of the conference. A student suspended under this paragraph shall not be denied the opportunity to take any quarterly, semester, or grading period examinations or to complete coursework missed during the suspension period, as provided in the attendance policy.

SUSPENSION (CONTINUED)

2. A student with an identified disability may be suspended to the extent authorized by State law, the federal Individuals with Disability Act, Section 504 of the Rehabilitation Act, and related regulations. Suspension time should be used to investigate the problem and take steps to avoid its recurrence. Such steps may include reactivating the IEP Team and development of a new educational program. In lieu of suspension, misconduct of students with disability may be handled in the following manner:
 - a. Flagrant violation of school rules: staffing to consider a more restrictive environment.
 - b. Destruction of property: staffing to consider a more restrictive environment and referral to police authorities.
 - c. Verbal abuse of other students or staff members: staffing to consider a more restrictive environment and/or referral for counseling services.
 - d. Self-destructive behavior: staffing to consider a more restrictive environment and referral to child welfare authorities.

EXPULSION

1. The Board may expel a student from school whenever it finds the student guilty of:
 - a. repeated refusal or neglect to obey the rules;
 - b. knowingly conveying or causing 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.
 - c. engaging in conduct while at school or while under the supervision of a school authority which endangers the property, health, or safety of others;
 - d. engaging in conduct while not at school or while not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority or employees, or Board members of the District;
 - e. endangering the property, health, or safety of any employee or school board member of the District in which the student is enrolled and is satisfied that the interest of the school demands the students expulsion;
 - f. In addition, the school board may expel from school a student who is at least 16 years old if the school board finds the student repeatedly engaged in conduct while at school or while under the supervision of a school authority that disrupted the ability of school authorities to

CODE OF CONDUCT (CONTINUED)

2. Inappropriate verbal conduct intended or likely to upset, distract or annoy others, such as name calling, teasing or baiting.
 3. Behavior that may constitute sexual or other harassment.
 4. Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.
 5. Throwing any object, particularly one likely to cause harm or damage, such as books, pencils, scissors, etc.
 6. Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation inciting others to walk out.
 7. Destroying the property of the school or another student.
 8. Loud, obnoxious, or outrageous behavior.
- D. Behavior which interferes with the ability of the teacher to teach effectively.
- Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly, and responding appropriately when called upon. A student's noncompliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:
1. Open defiance of the teacher, manifest in words, gestures or other overt behavior
 2. Open disrespect of the teacher, manifest in words, gestures, or other overt behavior
 3. Other behavior likely or intended to sabotage or undermine the instruction
- E. Behavior which is inconsistent with class decorum and the ability of others to learn.

CODE OF CONDUCT (CONTINUED)

In ordinary circumstances and in practical terms, a teacher's decision to remove a student temporarily from class will stand. However, there may be circumstances when the building administrator may, exercising his or her discretion, overrule the teacher's decision to remove the student, and return the student to class.

A. Behavior that violates the district's policies on suspension and expulsion.

The District policies regarding suspension and expulsion are set forth in the District policy manual under Code #446 Student Discipline. These policies and procedures are further defined in the Student Handbook that is distributed to all students at registration. Handbooks are also available in the administrator's office of each attendance center. It should be noted that decisions regarding suspension are made by building administrators and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

B. Behavior that violates the behavioral rules and expectations in the Student Handbook.

The Student Handbook contains behavioral expectations for the individual schools in the District. These rules and expectations are generally explained and discussed with the students near the beginning of each school year. Such discussions should include an explanation of this Code and the District's policy regarding removal.

C. Behavior which is disruptive, dangerous, or unruly.

Notwithstanding any inconsistent or contrary provisions in the District's policies regarding suspension and expulsion, or in the Student Handbook, for the purposes of this Code, the following behavior, by way of example and without limitation, may be determined to be disruptive, dangerous, or unruly so as to warrant removal from class:

1. Inappropriate physical contact intended or likely to hurt, distract or annoy others, such as hitting, biting, pushing, shoving, poking, pinching or grabbing.

EXPULSION (CONTINUED)

maintain order or an educational atmosphere at school or at an activity supervised by a school authority, and that such conduct does not constitute grounds for expulsion under aep, and is endangers a person or property includes making a threat to the health or safety of a person or making a threat to damage property.

2. The board shall commence proceedings under state law and expel a student from school for not less than one year whenever it finds that the student, while at school or while under the supervision of a school authority, possessed a firearm, as defined in 18 USC 921 (a) (3). Annually, the Board shall report to the Wisconsin Department of Public Instruction the information specified under 20 USC 8921(d) (1) and (2).
3. Prior to expelling a student, the Board shall hold a hearing. Not less than five days' written notice of the hearing shall be sent to the student and, if the student is a minor, to the student's parent/guardian that includes the following information as required by law;
 - ◆ The particulars of the alleged refusal, neglect, or conduct;
 - ◆ The time and place of the hearing and stating that the hearing may result in the student's expulsion;
 - ◆ Upon request of the student, and if the student is a minor, the student's parent/guardian, the hearings shall be closed;
 - ◆ The student and, if the student is a minor, the student's parent/guardian, may be represented at the hearing by counsel;
 - ◆ The Board shall keep written minutes of the hearings;
 - ◆ Upon the ordering by the Board of the expulsion of a student, the District Clerk shall mail a copy of the order to the student and, if the student is a minor, to the student's parent/guardian;
 - ◆ The expelled student or, if the student is a minor, the student's parent/guardian, may appeal the expulsion to the department;
 - ◆ If the Board's decision is appealed to the department within 60 days after the date on which the department receives the appeal, the department shall review the decision and shall, upon review, approve, reverse or modify the decision;
 - ◆ The decision of the Board shall be enforced while the department reviews the decision;
 - ◆ An appeal from the decision of the department may be taken within 30 days to the circuit court of the county in which the school is located;
 - ◆ The state laws related to student expulsion are State Statutes 119.25 and 120.13 (1).
4. Education program of students with disabilities can be modified only through the IEP Team process.

STUDENT POSSESSION AND/OR USE OF ELECTRONIC DEVICES

Students may not use or possess electronic paging or two-way communication devices (e.g. beepers or cell phones) on property owned or rented by the District, except as authorized by the principal. Students who have a legitimate reason to use or carry an electronic paging device should request prior permission to do so from the principal. The principal may authorize student use of an electronic paging device if he/she determines that it is needed for medical, school, educational, vocational or other legitimate reasons. Students are prohibited from possession and/or usage of laser pointers or look-alike devices at any time on property owned or rented by the District, school buses, or at any school sponsored event either home or away. The student will be referred to the local police department for potential prosecution. Students in possession of prohibited electronic devices will be subject to disciplinary action from the school district, and the electronic devices will be confiscated. The Board shall annually provide each student enrolled in the District with a copy of this policy.

Legal Ref: 118.258, 941.299 WSS Cross Ref: 442 Student Conduct

Adopted: 01/10/00 Revised: 04/08/96,10/19/99, 1/18/01, 5/14/01,6/15/06

STUDENT CODE OF CONDUCT

The District recognizes and accepts its responsibility to create, foster, and maintain an orderly and safe class environment, conducive to teaching and to the learning processes. Every member of the school community is expected to cooperate in this central mission. Staff, including administrators and teachers, must use their training, experience, and authority to create schools and classes where effective learning is possible. Students are expected to come to school, and to every class, ready and willing to learn. Parents should be aware of their children's activities, performance and behavior in school, and are asked to cooperate and consult with the school to prevent or address problems.

The District has a legal duty to make its schools as free as possible of the dangers of violence, weapons, drugs, and other behavior harmful to the educational environment. This duty is enforced through the District's policy on suspension and expulsion, which provides procedures by which students may be removed from the school community either temporarily, or in the case of certain expulsions, permanently.

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or

STUDENT CODE OF CONDUCT (CONTINUED)

expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short-term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period, for disciplinary or other reasons, short of suspension or expulsion.

In other circumstances, the student's conduct, or the best interests of the student and the other members of the class, may warrant longer-term removal from the class ("long term removal"). Long term removal may, but need not always, be for disciplinary purposes.

A teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspension, or expulsion, for the conduct for which the student was removed.

I. WHAT ARE THE GROUNDS FOR DISCIPLINARY REMOVAL FROM CLASS?

A student may be removed from class for conduct or behavior which (a) violates the District's policies regarding suspension or expulsion; (b) violates the behavioral rules and expectations set forth in the Student Handbook; (c) is disruptive, dangerous or unruly; (d) which otherwise interferes with the ability of the teacher to teach effectively; or (e) which is incompatible with effective teaching and learning in the class.

Removal is a serious measure, and should not be imposed in an arbitrary, casual, or inconsistent manner. Behavioral expectations are always more constructive, and more likely to be followed, where their terms are communicated as clearly as possible to students and staff. However, it is neither possible nor necessary to specify every type of improper or inappropriate behavior, or every inappropriate circumstance, that would justify removal under this Code. A teacher's primary responsibility is to maintain an appropriate educational environment for the class as a whole. Therefore, notwithstanding the provisions of this Code, in every circumstance the teacher should exercise his or her best judgment in deciding whether it is appropriate to remove a student temporarily from class.