

# RIB LAKE HIGH SCHOOL



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## 2017-2018 STUDENT HANDBOOK

**Daily Announcements, Weekly Calendars, and Current School News can  
be found at [www.riblake.k12.wi.us](http://www.riblake.k12.wi.us)**

**The mission of the School District of Rib Lake is to provide the highest quality education for every student in a responsive and enriching environment.**

**This will be accomplished by providing meaningful opportunities and experiences, with a competent staff, and with quality facilities and equipment, resulting in responsible, contributing citizens.**

### **Purpose**

The student handbook is a reference for students, parents, faculty, and administration. It contains policy for the students of Rib Lake High School.

This handbook is intended to comply with local, state and federal laws. If any section is found to be contrary to law or constitutional rights, it shall be revised.

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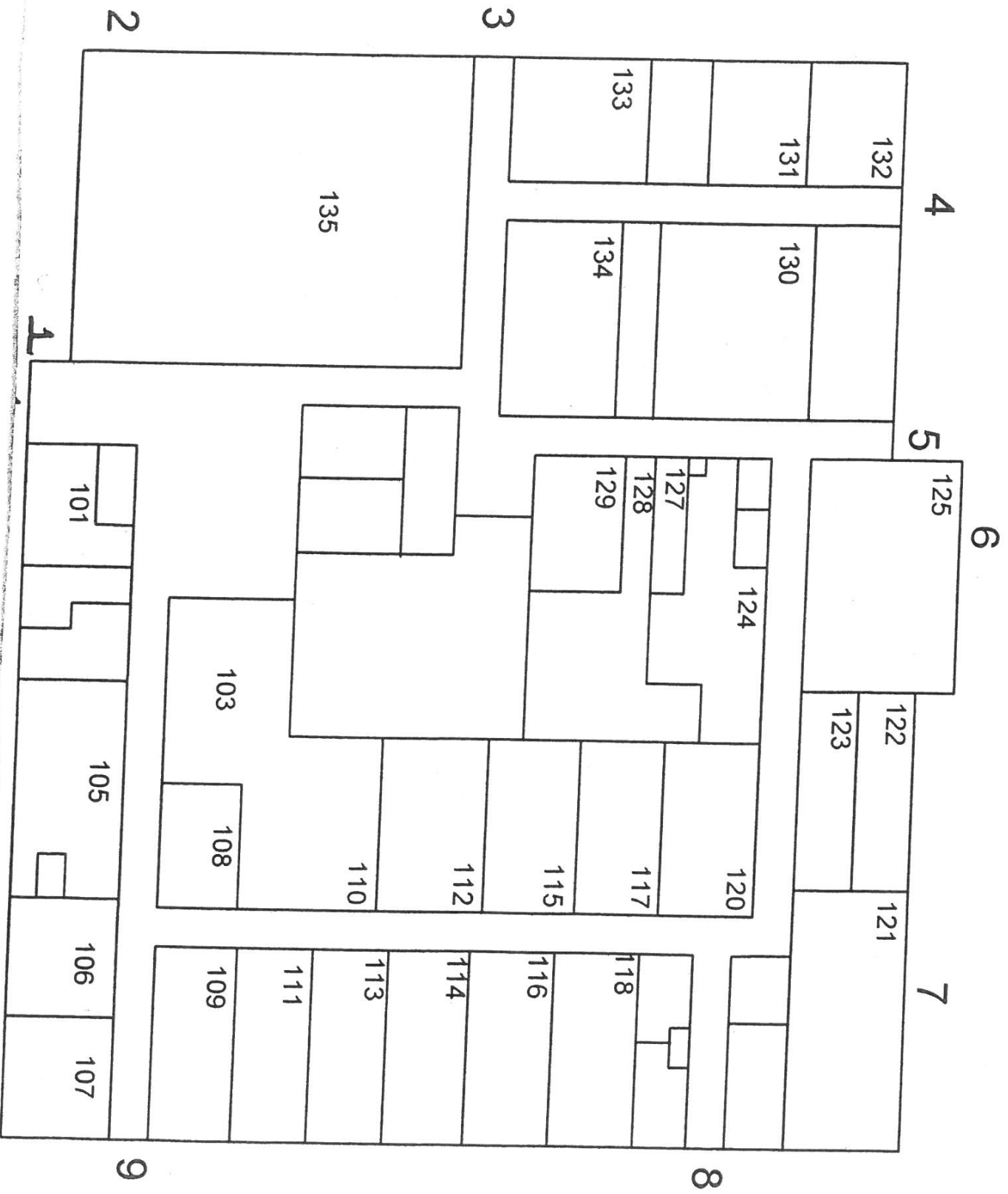
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## **Rib Lake High School Faculty**

Ms. Amanda Frelke	English
Mrs. Martha Danowski	Biology, Chemistry, Anatomy and Physiology, Physical Science, Environmental Science
Ms. D'Anne LaSavage	Business Education
Mrs. Mary Geisler	Family and Consumer Education
Mr. Douglas Giese	Tech Ed
Mrs. Toni Giese	English
Mr. Mark Krommenacker	Phy Ed
Mr. Dick Iverson	Physical Wellness, Health
Ms. Kathleen Kennedy	English, History of Psychology , US History
Mrs. Connie Leonhard	Vocal Music
Ms. Jodi Radtke	Exceptional Educational Needs (EEN)
Mr. Matt Robisch	Instrumental Music
Mrs. Sara Robisch	Librarian
Mr. Craig Scheithauer	Mathematics
Mrs. Pamela Schultz	Spanish
Mr. Kevin Weiss	Art, Study Skills
Mr. Michael Wudi	Social Studies, Athletic Director

### **Administrative Staff**

Mrs. Lori Manion	District Administrator
Mr. Rick Cardey	Principal
Ms. Michelle Rhodes	Guidance Counselor



## **Academic Incentive Program**

The board of education and the staff of Rib Lake High School recognize the hard work and dedication involved in earning academic excellence. Students achieving academic excellence will receive academic awards according to academic points earned. Academic points will be awarded each semester based on grade point average (GPA).

GPA	ACADEMIC POINTS	AWARD	POINT TOTAL
3.75-4.00	3	Certificate	6
3.50-3.74	2	Academic Letter	12
3.00-3.49	1	Medal	18
		Plaque	24

## **Accidents and Insurance**

Student Assurance is the insurance furnished by the school district for every student. This is a scheduled insurance and provides limited, but not complete protection, in case of an accident which may occur while participating in regular school or school-sponsored activities. Since this is not a complete coverage plan, the student should file under his/her own insurance first. Report injuries immediately to the faculty member in charge or to the office and complete the necessary form.

## **Advanced Placement Courses**

Students will be responsible for paying the initial registration fee for taking Advanced Placement Exams. Registration is typically held in March for May examinations. Students who take Advanced Placement coursework through Rib Lake High School will be eligible for reimbursement for AP registration by scoring a 3, 4, or 5 on the exam.

## **Alternative Delivery Enrichment Course Enrollment Guidelines**

Rib Lake High School offers a variety of learning options to enhance student learning and to assist students in meeting their post-secondary goals. All the options below have application timelines and require students and parents to sign participation agreements. For more information, please contact the high school principal or counselor.

## **Youth Options**

District high school students who have reached junior or senior status and meet other eligibility requirements may participate in the Youth Options Program and enroll in one or more courses at an institution of higher education, (e.g., a University of Wisconsin system institution or a private college or university participating in the program) or technical college.

The District shall pay the costs associated with students' enrollment in a technical college or higher education course under the Youth Options Program if the course is taken for high school credit and the course is not comparable to a course offered in the District. The District shall pay only such fees and tuition, materials and equipment costs as are required by law. When the District is required to purchase a textbook or similar resource for a student's course, the student shall be required to return the materials to the District upon completion of the course.

The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District.

Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian.

## **Course Options**

Any student enrolled full-time in the District may apply to take a course(s) in another qualifying educational institution under the "Course Options" program in accordance with state law. A student may attend no more than two courses at any one time in another educational institution under this program. A high school student participating in the Course Options Program must continuously meet the enrollment and academic program participation requirements applicable to the awarding of a high school diploma by the District.

The District shall deny a resident student's application to attend a course(s) in another educational institution under the "Course Options" program if:

1. The student's application was not submitted in the manner and within the time limits established by state law;
2. The course conflicts with the student's individualized education program (IEP); or
3. The course does not satisfy a high school graduation requirement.

The District shall pay costs for the course to the extent required by state law and the Wisconsin Department of Public Instruction. Students and parents will be charged and required to pay costs and fees for a course to the extent permitted by law. Transportation to and from any course(s) taken under this policy shall be the sole responsibility of the student's parent or guardian.

### **Interactive Video Courses**

RLHS is part of the NWECS video learning network. Interactive video courses offer both high school or dual credit content while providing teacher led curriculum from a site off campus. To take part in the program, students are subject to the following RLHS procedures.

1. All participants need to be highly independent learners who have a 2.50 grade point average or higher for technical education classes and a 3.0 grade point average or higher for post-secondary courses. All students wishing to take interactive classes must meet any prerequisites and meet all academic and behavioral expectations for independent learning.
2. The District shall only pay for courses that are successfully completed. If a student receives a failing grade in a course or fails to complete the course, the student's parent or guardian or the student, if an adult, is responsible for reimbursing the District for payment of the tuition and fees paid by the District.
3. The District shall only pay for courses that are successfully completed.

### **Online Coursework**

Students can take an online coursework at Rib Lake High School for either dual credit, high school credit, or credit recovery. Students who choose this option must be highly independent learners, have the recommendation of the independent learning team (principal, counselor, independent learning coordinator), and be able to work with a digital learning management system after orientation.

Every student participating in online content and his or her parent will sign a grading contract which outlines expectations and grading scale, unless the course has an online teacher assigned to the course who has a developed syllabus which addresses grading. Students will be responsible for any costs associated with not successfully completing online coursework.

### **Work Experience**

A Work Experience Program has been established for those students who will benefit from an educational program which includes part-time employment along with the usual classroom curriculum. Students in the work experience program must average at least 10 hours of work per week to earn one-half credit per term. The Work Experience Program credit will apply toward graduation requirements. To become eligible for the Work Experience Program, a student must complete a Work Experience Program Application and have this application approved by the Coordinator. The application contains a Student Work Experience Agreement, an Employer Work Experience Agreement, and a Parental Work Experience Agreement. To be approved, all terms of the Work Experience Program Agreement must be maintained. Students must have minimal absences/tardies, satisfactory grades, and acceptable behavior to participate. These conditions are outlined in the application form.

### **ATTENDANCE REGULATIONS**

According to Wisconsin State Statute 118.15, all children between the ages of 6 and 18 years of age, except as provided by law and the policies herein, shall attend school during the full period and hours that school is in session until the end of the school term, quarter, or semester of the school year in which the child becomes 18 years of age. Truancy shall be defined as any absence during part or all of one or more days from school during which the District has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil. A 'habitual truant' now means a student who is absent from school without an acceptable excuse for part or all of five or more days on which school is held during a school semester. When in attendance, a student must attend all classes in which he/she is enrolled unless excused by a principal. A student may not leave school property during the day unless he/she has been officially excused and has signed out in the office. School attendance is essential for high academic achievement at school. It is important to remember that students must make up work when excused which includes making up time and activities in classes graded on participation.

The District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

#### **Student Attendance Procedures**

1. Student Absences and Excuses

Punctual and regular attendance is required of all students.

- a. Excused Absences - In advance of an absence or upon returning from an absence, a student shall bring a written, dated statement from the parent/guardian giving the cause of absence, a phone call from the parent/guardian will be accepted in its stead.
  - (1) Any student must be excused in writing by his/her parent/guardian before an absence is excused from school attendance. A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year. Family trips should have a formal form completed and on file in the office to be considered a pre-excused absence.
  - (2) In addition, the principal may excuse any student for the following reasons:
    - Illness;
    - Family emergency;
    - A suspension from school;
    - Other pre-planned absences approved by the principal. Work is required to be turned in in advance.
- b. Truancy - "Truancy" means any absence of part or all of one or more school days during which the school has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. Parent/Guardian notification of legal cause of absence shall be submitted in writing prior to the absence or upon return. The parent/guardian of a student who is truant shall be notified as required by law.
- c. Habitual Truancy - "Habitual Truant" means a student who is absent from school without an acceptable excuse for five or more days on which school is held during a semester.  
The parent/guardian of a student who is a habitual truant shall be notified as required by law.

## 2. Make Up Assignments/Examinations

- a. Excused Absences
  - (1) Students who are absent from school without the proper written permission of their parent(s)/guardian(s) are required to make-up work missed during the absence. The arrangements for making up course work and examinations shall be the same as for other excused absences. The make-up work is required to be completed prior to leaving or immediately returning to school unless prior arrangements have been made.
  - (2) Students who are absent from school for reasons that are determined to be excused by the principal shall be given one full day to complete make-up work or tests/exams for each 1/2 day of excused absence. Make-up work turned in after the due date will not be given full credit.
- b. Unexcused Absences
  - (1) Daily work missed during unexcused absences may not be given full credit.
  - (2) All tests/exams or unit work must be completed by the end of the first day student returns

## **Bell Schedule**

<b>8:10 – 8:53</b>	<b>1<sup>st</sup> Hour</b>	<b>11:46 – 12:29</b>	<b>5A</b>
<b>8:57 – 9:40</b>	<b>2<sup>nd</sup> Hour</b>	<b>12:29 – 12:59</b>	<b>Lunch B</b>
<b>9:44 – 10:27</b>	<b>3<sup>rd</sup> Hour</b>	<b>12:16 – 12:59</b>	<b>5B</b>
<b>10:31 – 11:14</b>	<b>4<sup>th</sup> Hour</b>	<b>1:03 – 1:46</b>	<b>6<sup>th</sup> Hour</b>
<b>11:18 – 11:42</b>	<b>Enrichment Study Hall</b>	<b>1:50 – 2:33</b>	<b>7<sup>th</sup> Hour</b>
<b>11:42 – 12:12</b>	<b>Lunch A</b>	<b>2:37 – 3:20</b>	<b>8<sup>th</sup> Hour</b>

Students scheduled in a 5A or 5B class or study hall should eat lunch during the other period.

## **Bus Rider Rules**

*The behavioral expectations for the school bus are the same as in the classroom. Riders are expected to show respect towards other students and adults while on the bus. Verbal and physical harassment of any type will not be tolerated.*

1. Students who come to school on the bus are required to return home on the bus unless picked up by the parent/guardian with knowledge of the building principal, elementary principal, high school principal, or the administrator.

2. Busses will load and unload at specified locations. There will be no pickup or letting off at other than designated points.
3. Student bus riders leaving home on the bus may not get off the bus at any location other than the school. If students must leave the school grounds after being delivered to the school, permission must be obtained from the office.
4. Students shall be on time for busses. Bus drivers are required to wait a reasonable length of time, but too long of a wait spoils time schedules.
5. Students are to be careful in approaching bus stops. Students should walk on the left side of the road facing traffic.
6. Students are not to stand or extend head and/or arms out windows or move about at any time the bus is in motion.
7. Students shall remain seated on the bus until it stops. When crossing the road, students are to remain in front of the bus, crossing only after getting the signal to cross by the driver.
8. Students shall not do damage to seats or other bus equipment. Students will pay for such damages.
9. Students shall be courteous to fellow students on the bus, to the bus driver, and to other school personnel.
10. Students shall keep the bus clean.
11. Students are to report any injury to the driver immediately.

### **Cell Phones/Pagers/Internet Devices**

Cell phones and Internet devices utilize technology which may have many classroom applications. Students may use these devices in classes when permission is given by the supervising teacher and an acceptable use form is on file in the office. As a privilege, students may use phones and internet tools during their lunch period. This privilege may be revoked if students abuse the procedures established for their use.

If a student is using an electronic device or other telecommunications device without permission or the device interrupts class, the device will be turned in to the office .

Pagers may be worn by students who are members of the fire or ambulance departments or who need to use these devices for medical purposes. Any student wishing to use such a device should contact the building principal.

1<sup>st</sup> Offense will result in a warning and the item returned at the end of the school day.

2<sup>nd</sup> Offense will result in a 60 minute detention and parents/guardians phone conference.

3<sup>rd</sup> Offense will result in the confiscation of the phone until a parent/guardian can meet with principal.

Failure to turn in a cell phone/electronic device upon request of a staff member will be considered insubordination and the student will be disciplined accordingly.

### **Chromebooks and Technology**

All Students will be given a school issued Chromebook after completion of orientation requirements and return of all required paperwork. High school students are allowed to take Chromebooks home for school related research and assignments. In order to maintain this privilege, students are responsible for meeting all requirements for Chromebook care, use, and network responsibility as outlined in the user agreements signed by both parents and students.

### **Class Determination**

Each student's grade-level shall be reexamined every semester so that his/her grade level status reflects credits earned, not number of years in school. The minimum standards by which a student would advance beyond Freshman status are:

Sophomore Status	6 credits earned
Junior Status	12 credits earned
Senior Status	18 credits earned
Graduate Status	26 credits earned

### **Class Registration Procedures**

1. Registration for the following school year takes place in the winter of the preceding school year.
2. Subjects offered by the Rib Lake High School are described in a booklet called the Rib Lake High School Scheduling Guide. This booklet is available from the Guidance Office or the main office..



3. High school students select the courses they wish to take and are encouraged to discuss their selections with their parents. Not all class offerings will have the required number of students sign up to run. Students will be scheduled into their alternate class whenever possible.
4. Student schedule changes will be made only when the following procedure is followed and **NO CHANGES WILL BE MADE** after the 1<sup>st</sup> day of first semester. Summer hours will be advertised for the sole purpose of schedule changes. Students will be given the chance to explore semester II changes on designated dates in December. Schedule changes need to be for educational purposes and are subject to class size limitations.

### **Conference Affiliation**

Rib Lake is associated with the Marawood Conference for music and athletic competition. During the football and cross country seasons, Prentice and Rib Lake co-op as the *Hawks*.

### **Data Directory**

Parents have: (1) their rights to inspect, review and obtain copies of student records; (2) their rights to request the amendment of the student's school records if they believe then records are inaccurate, misleading, or otherwise in violation of the student's rights of privacy; (3) their rights to consent to the disclosure of a student's school records, except to the extent state and federal law authorizes disclosure without consent; and (4) their right to file a complaint with the Family Policy Compliance Office of the U.S. Department of Education.

The School District of Rib Lake may disclose appropriately designated "directory information" without written consent, unless parents advise the school differently within 14 days of the start of school. The following information is considered directory information by the school district: student name, photograph/video, school grade, honors/awards, participation in sports/activities, weight/height for athletics, date of birth and home address.

### **Detentions-Suspensions**

Teachers may assign a 30-minute detention (3:20-3:50) for a behavioral problem in his/her classroom. After assigning a detention, the teacher will place a call to the parents/guardians notifying them of the detention. The purpose of the detention is to have the student evaluate his/her behavior in written form with a follow-up verbal conference. The after- school detention will need to take place within three school days of the infraction. If a student refuses to serve the 30-minute detention, the disciplinary detention points will be added. Detentions that are assigned at the end of the school year must be served during the summer or at the beginning of the following school year.

*Out of school suspensions will be assigned for serious infractions.* Offenses include tardiness, truancy, disruptive behavior, loitering, cheating, possessing incendiary devices, fighting, possession of tobacco, use of tobacco, and possession of alcohol or other controlled substances.

Students will begin each school year with 0 points.

### **Directory Information**

There are many times when a school would like to recognize students publicly for their accomplishments. This may be displayed in the school, on the school website, in school newsletters, and/or shared with the media. In releasing directory data to media, your passive permission is required. Directory information includes student name, address, telephone number, birthdate, participation in special activities, dates of attendance and photographs. Any parent NOT wanting this information, or parts of it, released must make such a request in writing to the principal within 14 days of the first day of school.

## **DISCIPLINE POLICIES**

### **Philosophy**

The Board of Education believes that the primary obligation for developing self-discipline, responsibility and respect rests with the home and parents. Children who have developed these qualities usually do well in school. The school is also concerned with these attributes and must provide a suitable climate for learning. Therefore, it strives to work cooperatively with parents for the student's development.

When students do not follow the rules of proper conduct as established by the School District of Rib Lake, the school has a responsibility to take action in the interest of the entire student body. To ensure an atmosphere, which is conducive to learning, it is necessary to carefully balance a student's individual rights with his/her responsibilities for good citizenship. The intended effect is to create an educational environment conducive to learning; for responsible and considerate behavior; and one in which the safety of all is assured.

Teachers are responsible for establishing and maintaining classroom discipline. Individual classroom rules and procedures will be explained to the students, and students will receive a copy of the class rules. All staff members will work together to ensure proper behavior throughout the school.

### **Disciplinary Procedures**

Members of RLHS are expected to conduct their behavior in an appropriate fashion at all times. When a classroom disciplinary procedure is not effective, or at times between classes, before and after school, and at extra-curricular events, the following steps will be initiated:

- Step 1. A conference will be held with the parties deemed appropriate. (Student and/or teacher, guidance counselor, principal, parent) Points may or may not be assigned.
- Step 2. This will occur after 5 points. A parent/guardian school conference will occur after 5 points have accumulated.
- Step 3. This will occur after 10 points. After 10 points have accumulated, an after school detention or in-school suspension will be assigned. Detentions will occur the first day of the school week from 3:30-5:00 p.m. The school is not responsible for transportation. Five points will be removed after the first detention only.
- Step 4. This will occur after 15 points. A parent/guardian school conference, with the guidance counselor present, will occur after 15 points have accumulated.
- Step 5. This will occur after 20 points. A multi-day in-school suspension or Saturday detention will be assigned. A Saturday detention will be four hours in length. The school is not responsible for transportation.
- Step 6. This will occur after 25 points. A parent/guardian school conference will occur after 25 points.
- Step 7. This will occur after 30 points. Expulsion will be recommended to the Board of Education according to Wis. Statute 120.13 (1)(c). (An expulsion hearing may occur with less than 30 points if the student's past record or the seriousness of the violation dictates such action.)

Appeals Process - Students and parents have the right to appeal. All appeals must be made in writing to the principal within one school day of the student and parent being notified of the disciplinary action. The initial appeal will be to a committee composed of three teachers, the principal, and one student. This committee will meet within two school days of receipt of the appeal. A second appeal must be made to the district administrator. This appeal must be written and occur within one school day of the decision of the appeal committee.

The final appeal will be made to a disciplinary review committee of the Board of Education. This request must be in writing and presented to the district administrator within one school day of the notice of the administrator's decision. The board committee will then meet within two school days of the written request to do so.

### **Dues and Fees**

#### 1. Hot Lunch and Breakfast Fees

- A. Hot Lunch  
Daily - \$2.95                      Weekly - \$14.75                      Milk - \$.30
- B. Breakfast (served 7:55 - 8:05 daily)  
Daily - \$1.70                      Weekly - \$8.50                      Milk - \$.30

Lunch and breakfast money will be collected before school in the office. Students with negative balances of more than \$35 will be denied lunch until balance is paid. Such individuals will be served an alternative cold lunch. The only exception would include cases of "extreme circumstances" which are appealed to the District Administrator. Report cards will not be issued to students that have a negative lunch balance or fine.

#### 2. Class Dues (\$15/year)

No graduating class will be allowed to carry over more than \$225.00 for the purpose of a class reunion without school board approval.

#### 3. Fines will be assessed when instructional materials, library books, or other school property is lost or abused. Fines will be in direct proportion to the damages incurred (taking into consideration the normal life span of the property and reasonable wear and tear). Fines will be determined by classroom teacher, librarian, and/or building principal.

## **Elementary and Secondary Education Act Notices**

The federal *No Child Left Behind Act of 2001 (NCLB)* requires schools and districts who receive Title funds to notify parents or legal guardians of various opportunities, informational notices and family rights. The School District of Rib Lake receives federal Title funding and provides the following information for your review as part of this mandate. As with all information and notices listed in this handbook, please contact your building principal for more information or clarification.

### Teacher Qualifications

In Wisconsin, a teacher of a core academic subject is “highly qualified” if he or she completed an approved educator preparation program resulting in a regular license to teach that subject. You have a right to know the qualifications of teaching staff by contacting the School District at 427-3222 or finding it on the DPI website by using the following address: [www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html](http://www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html).

The district is also required to notify parents of students enrolled in a school receiving Title I funds of when their child has been taught for four consecutive weeks by a teacher who is not considered “highly qualified.” This notification will be sent home with students who receive direct instruction from the teacher.

### Accessing School Performance Data

Detailed district and school information about test results, graduation, attendance, other academic indicators, teacher quality, and much more can be found on the DPI WINSS website. To find test results for the School District of Rib Lake, please access the Wisconsin Department of Public Instruction website at [www.dpi.wisconsin.gov](http://www.dpi.wisconsin.gov).

### Homeless and Limited English Proficiency Services

The School District of Rib Lake offers services for the students who meet the legal definition of Limited English Proficient or homeless. All efforts will be made to identify and serve students meeting this criteria. Please contact the building principal or guidance counselor for more information regarding these programs.

## **English Language Learners**

Upon enrollment, students, to whom English is their second language, will undergo an assessment of their English proficiency. Based on English proficiency levels, appropriate language assistance services will be provided and will be aimed at both developing proficiency in English and helping students master the same academic content as other students.

## **Enrichment Study Hall**

All students will be placed in homerooms for enrichment study hall. Enrichment study hall is a valuable time for struggling students to receive additional help, either through student or staff request. Enrichment study time will be used sparingly for group meetings and academic/career planning instruction.

## **EXPECTATIONS**

### **Expectations for Parents**

- Keep in regular communication with the school concerning their child’s conduct and progress.
- Ensure that their child is in daily attendance and promptly report and explain any absence or tardiness to school.
- Assist their child in being healthy, well groomed, and clean.
- Discuss progress reports, report cards, and work assignments with their child.
- Maintain up-to-date home, work, and emergency telephone numbers with the school.

### **Expectations for Students**

- Attend all classes daily and be on time.
- Be prepared to come to class with appropriate materials.
- Refrain from profane and inflammatory statements.
- Be respectful to all individuals and property.
- Conduct themselves in a safe and reasonable manner.
- Be well groomed and clean.
- Be responsible for their **own** work.
- Abide by the rules and regulations set by the school and individual classroom teachers.

### **Expectations for Educators**

- Encourage the use of good guidance procedures.

- Maintain an atmosphere conducive to good behavior.
- Plan a flexible curriculum to meet the needs of all students.
- Promote effective training or discipline based upon fair and impartial treatment of all students.
- Develop a good working relationship among staff and students.
- Seek to involve students in the development of policy.
- Endeavor to involve the entire community in order to improve the quality of life within the school.

<b>Extra curricular activities include:</b>	Annual Staff	Basketball
Baseball	Track	Student Council
Cross Country	Football	Forensics
Jazz Band	Marching Band	National Honor Society
Pep Band	Polka Band	Fitness
Spanish Club	Volleyball	Show Choir
Softball		

**Extra Curricular Events**

- a. In order to compete or participate a student must be in school all day the day of a practice or contest, unless prior arrangements for a preplanned medical/dental appointment are made with the principal. Extreme emergencies will be the decision of the principal.
- b. Students must attend all day the day of an event to attend as a spectator that evening unless prior arrangements for a preplanned medical/dental appointment are made with the principal. Extreme emergencies will be the decision of the Principal.

**Family Trips/Vacations**

The school feels family outings (ie vacations, hunting, etc.) are very valuable/educational opportunities. Each situation will be dealt with separately. When planning such an activity, an appointment should be made with the principal to discuss the details/policy involved. Anyone planning on participating in such an event should complete a slip requesting assignment make-up/permission prior to the anticipated event. Unless other arrangements have been made with individual teachers, it is required that homework be completed before trip departure or at the latest, upon return to school.

**Federal Regulations**

Notice of Nondiscrimination Policy - Section 504

1. The School District of Rib Lake does not discriminate against any person on the basis of sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap in its educational programs or activities. This district encourages informal resolution of complaints under this policy. If any person believes that the School District of Rib Lake or any part of the school organization has failed to follow the laws and rules of s.118.13, Wis. Stats., and Pi9, Wis. Admin. Code, or in above, he/she may bring or send a complaint to the following address: Rib Lake School District, 1200 North Street, Rib Lake, WI 54470. Telephone number (715) 427-3220.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. The complaint shall be presented to the principal. The principal shall send written acknowledgement of the receipt of the complaint within 45 days.

Step 2. A written determination of the complaint shall be made by the Rib Lake School Board within 90 days of the receipt of the complaint unless the parties agree to an extension of time; appeals under 20 USC s. 1415 and ch. 115, Wis. Stats., relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with an exceptional educational need shall be resolved through the procedures authorized by ch. 115, subch. V, Wis. Stats. Complaints under 20 USC s.123 1e-3 and 34 CFR ss.76.780-76.782, commonly referred to as EDGAR complaints, that the state or a statute is violating a federal statute or regulation that applies to a program shall be referred directly to the state superintendent.

Step 3. If a complainant wishes to appeal a negative determination by the Rib Lake School Board,

he/she has the right to appeal the decision to the state superintendent within 30 days of the board's decision. In addition, the complainant may appeal directly to the state superintendent if the Rib Lake School Board has not provided written acknowledgement within 45 days of the 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 Webster Street, P.O. Box 7841, Madison, WI 53707-7841.

Step 4. Discrimination complaints on some of the above bases may also be filed with the federal government at the Office for Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8<sup>th</sup> Floor, Chicago, IL 60606.

#### B. Sexual Harassment

The Rib Lake School Board feels it is imperative to maintain a school environment that encourages optimum human growth and development for its students and employees. It is, therefore, the policy of the Rib Lake School District to maintain and insure a learning and working environment free of any form of sexual harassment or intimidation toward personnel or students. The Rib Lake School District does not tolerate sexual harassment in any form and will take all necessary and appropriate action to eliminate it up to and including discipline of the offenders. The Rib Lake School District recognizes the private and sensitive nature of sexual harassment incidents and the emotional and social complexities surrounding such issues. Every effort will be made to consider the sensitivities of the parties involved and protect the victim from repercussions. Any employee or student who feels that she/he has been subjected to sexual harassment is encouraged to contact her/his immediate supervisor or the Gender Equity Coordinator. The High School Principal is hereby appointed the Gender Equity Coordinator.

Supervisors shall be in-serviced in the meaning, legal source, and ramifications of this policy.

#### **Fire/Tornado Drills**

Periodic fire and tornado drills will be held at unannounced times. Approved procedures are listed in each classroom. The signal for a fire is a long continuous blast of the bell. The signal for a tornado is a series of short blasts. Students should proceed to the designated areas in a rapid, orderly fashion.

#### **Grades for Students with Special Education Needs**

Students who have been identified as having special education needs will be afforded a free and appropriate public education in the least restrictive environment in accordance with Individualized Educational Plan. Considerations may be made as to the appropriate grading in classes where they are mainstreamed.

1. When the student is mainstreamed into a regular class and the Individualized Educational Plan Team determines that the student can handle the content of that class as required by the regular education teacher with only the modifications made in the methodology or approaches used, that student will receive a grade commensurate with all other students.
2. In those cases where the students mainstreamed class is modified on content or other curricular format, the students will receive an A, B, C, D, F grade indicated as a modified grade.
3. The appropriate grade, be it regular or indicated as special education should be discussed with the Special Education teacher as to its conformity with the Individualized Education Plan records. It is only through the joint cooperation and communication effort of the special education teacher and the regular education teacher that appropriate academic offerings will be provided for students with disabilities. This is inclusive of the grading process.
4. Another option available for students with special education needs is the pass/fail policy. This may be considered for students who are presently earning below average grades or with modified curriculum. Again, this option must be documented with the Individualized Education Plan.

#### **Graduation Requirements**

A minimum of twenty-six credits of course work will be required for graduation. The specific requirements are as follows:

##### Subject Area

English	4.0
Mathematics	3.0
Science (including Physical Science and Biology)	3.0
Social Studies (including US History,	3.0

Civics, and Social Problems)

Health Education	0.5
Career and Technical Education	1.0
Fine Arts	1.0
Physical Education	1.5
Financial Literacy	0.5
<u>Electives</u>	<u>8.5</u>
Total Credits	26.0

Students that have achieved 25 credits may participate in the graduation ceremony provided that both of the following conditions are met:

- The student has registered for the required correspondence course to make up the deficiency.
- The student has submitted proof of payment for the required correspondence course. The provision applies whether the deficient credit is a required credit or an elective credit.

Students that have achieved less than 25 credits are not allowed to participate in the graduation ceremony.

Students must have attended school at least **93%** of the school days/class periods in both the first semester and second semester of their Senior year to participate in graduation. This includes all pre-planned and parent excused absences. The Principal may waive this requirement for good and sufficient reason (extended illness, family emergency, extended vacation, etc.)

Students must have paid all fines, fees and other financial obligations owed to the school district and made up any disciplinary time in order to participate in the graduation ceremony.

Student participation in the graduation ceremony is a privilege. Any multiple-day school suspension or school related legal referral during senior year may result in revocation of the graduation ceremony privilege.

**Honor Roll**

To qualify for an honor roll, a student must have attained a grade point of 3.00. A grade point of 3.51-3.99 will qualify a student for high honors. A grade point of 4.00 is required to qualify for highest honors. All subjects given a letter grade will be considered in computing grade points. The honor roll is published in the school office and local newspaper at the end of each quarter grading period. Grading qualifications are as follows:

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

**Laser Pointers**

The School District of Rib Lake prohibits possession and/or usage of laser pointers at any time on school property, at any school-sponsored function either home or away, or on school owned or contracted vehicles. Teachers with administrative approval may use laser pointers and/or laser devices for instructional purposes. These devices shall not be loaned or checked out by students for their private use.

Students in possession of laser pointers shall be subject to the disciplinary rules, regulations, and procedures established by the Board of Education. Violations shall be considered under the category of "physical attack", that is, the act of physically assaulting or in some manner attempting to injure another student."

**Library Rules**

1. Library materials for regular checkout may be checked out for 6 weeks. They may be renewed unless another student is waiting to check out the materials. Lost or damaged books must be paid for by the student. Replacement costs will be assessed.
2. Periodicals and newspapers are to be read in the library. Back issues of periodicals are kept for one year. Students are required to check out periodicals while reading them in the library and return them before leaving. Defacing periodicals or newspapers will result in the student paying the replacement cost.
3. Students with overdue, lost, or damaged library materials will not be allowed to check out additional materials until the materials are returned or paid for.
4. Reference materials are to be used in the library. Reference materials may be checked out overnight and must be returned the following morning if needed.
5. Reserve materials will be placed near the librarian’s desk to support research projects and can be checked out if approved by a classroom teacher assigning the project.

6. Students must have a pass to come to the library from another study hall.
7. Library computers are to be used for classroom projects/assignments only. Personal browsing is not allowed on library computers. Misuse of library computers will result in the loss of library computer privileges for a minimum of two weeks. Subsequent violations can result in a loss of library computer privileges for four weeks or longer.
8. Proper behavior is expected in the library at all times. Students are expected to maintain a quiet atmosphere; no social chatter is allowed. Students are expected to read or work while in the library.
9. Students are expected to keep the library clean by putting materials away where they belong, cleaning the area around them, and pushing in chairs before leaving. **NO FOOD OR DRINK IS ALLOWED IN THE LIBRARY.**

### **Lockers**

Lockers are provided for student use. Students are responsible for keeping their lockers clean. No items are to be hung from the outside of lockers without permission.

Lockers should be kept locked at all times. The school is not liable if items become lost or stolen. Please be informed that the school retains ownership and possessory control of all school lockers and may inspect said lockers at any time. Students are not allowed to use their personal locks on any school owned locker. Should school officials inspect a locker, it will be done utilizing the following procedure:

1. Have another faculty member present.
2. Any unauthorized item(s) in the locker may be removed. Items removed from the locker may be held by the school for return to parent/guardian (without liability for security), retained for disciplinary proceedings, or turned over to legal authorities. The adult student or parent/guardian of a minor will be notified of items removed by letter.
3. Locker inspections may include the use of a canine unit.
4. If alcohol, drugs, or drug paraphernalia, or weapons are found, the student will accompany the school official to the office and an attempt will be made to contact parents/guardian.
  - a. If they cannot be reached, school officials will call the emergency number listed for the student. If parents/emergency contacts cannot be reached, law enforcement or human services will be notified.
  - b. If law enforcement agencies are not present, they will be called. An effort will be made to contact parents/guardians and have them present or to have permission granted before questioning by legal authorities. This may not be possible in all cases, where suspicion of a crime being committed has occurred.

### **Motor Vehicles and Parking Lot**

The following rules and regulations pertain to students driving to school.

- Students should park in the east lot only during school hours.
- Student vehicles will not be used during the school day without parental and office permission.
- Student drivers must follow all posted signs on school property.
- Reasonable, safe, and prudent driving is expected. Students not following these rules will lose school parking privileges and/or will be referred to legal authorities.

### **On-Line Grading**

As part of a district goal to make students grades accessible to parents on-line, parents and students will be able to check on the academic progress from any computer with Internet access. All 6-12 regular education staff will be using the system with updates posted weekly if not more frequently. To ensure privacy of your student's grades, you have been assigned a user name and password. This allows you and no one else to view the progress and grades during the course of the year. This password can be changed, if needed, by contacting either school office.

The web address to use for this is <https://riblake.onlinejmc.com>

### **Other Rules and Regulations**

- A. Telephone Use
  1. Students are not to be excused from class to make phone calls unless there is an emergency.
  2. The office phone is available for occasional use by students. Permission for its use must be given by office personnel.

- B. Noon Hour
  1. Following lunch, students may visit in the commons, gym, or courtyard. Rib Lake High School has a closed campus lunch policy.
- C. Posters
  1. Appropriate posters, signs, etc. may be displayed on doors, windows, (use masking tape) and bulletin boards (use staples).
  2. Strips are available in the hallways for posting approved signs and banners (use staples). *Do not attach anything to the painted portion of the hallway.*
- D. Juice Machine
  1. A juice machine will be available to students.
  2. Juice will be allowed in the classroom only with supervising staff permission.
  3. Beverages will not be allowed in the vicinity of computers or computing equipment.
- F. Student Valuables
  1. Students are urged not to bring large amounts of money or valuables to school. Students, not the school, are responsible for their personal property. Students who have a need to bring valuables to school may leave them in the office for safekeeping.
- G. Student Backpacks
  1. Backpacks must be stored in lockers while students are in school.
- H. Displays of Affection
  1. Displays of affection will be limited to single hand holding.
- I. Picnic Tables
  1. The picnic tables may be used as a alternative area for eating lunch.

#### **Passes**

Passes should be obtained from the supervising teacher before the class period.

#### **Phone Checks**

Spot checks with homes of absent students will be made to determine the reason for absenteeism

#### **Post Secondary Options**

Senior students have the opportunity to enroll at an institution of higher education in Wisconsin and take courses that lead to credit granted toward high school graduation. Semester I requests to participate in Youth Options must be made by March 1<sup>st</sup> of the school year preceding the term that that class is to be taken. Semester II requests must be made by October 1<sup>st</sup> of the school year that Youth Options is requested. For more information contact the high school guidance office.

#### **Pupil Discrimination Prohibited**

No person may be denied admission to the School District of Rib Lake or be denied participation in, be denied the benefits of or be discriminated against in any curricular, extracurricular, pupil services, recreational or other program or activity because of the person's sex, race, religion, ntaional origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

#### **Rib Lake High School Wisconsin Academic Excellence Scholarship /Valedictorian Selection Policy**

In order to become eligible for the Wisconsin Academic Excellence Higher Education Scholarship class rank and academic scholarships, students must complete their junior/senior year enrolled at the Rib Lake High School.

The District shall annually designate an academic scholar(s) by February 15, for purposes of the Wisconsin Academic Excellence Higher Education Scholarship. The scholar shall be the senior with the highest grade point average, which shall be determined in accordance with Board policy. A student is classified as a senior if he/she has earned 16 ½ credits.

If two or more students are tied for either the Valedictorian or Salutatorian position, the following criteria will be used to break the tie. If the tie is for Valedictorian, the winner shall be declared the District's Academic Excellence designee.

1. The highest composite ACT score on file with the District by the end of the 7<sup>th</sup> semester would be declared the winner. If any students have taken the exam more than once, the highest composite score received will be used for calculating the winner.



2. If a tie remains, the highest grade point average in all identical courses would become the winner.
3. If identical ACT scores and the same grade point average exist for identical coursework, the third tie breaker will be the grade point in the areas of Math, Social Studies, Science, English, and Foreign Language.
4. Highest number of credits earned in the areas of Math, Social Studies, Science, and Foreign Language by the end of the 7<sup>th</sup> semester will be the fourth tie breaking criteria.
5. The highest number of total credits earned by the end of the 7<sup>th</sup> semester will be the fifth tie breaking criteria.
6. The sixth tie breaker will be the highest composite score from the district's Wisconsin Knowledge and Concepts examination taken during the student's sophomore year.
7. If the first six steps result in a continued tie, a chance drawing of all tied students will be held. If a chance drawing is required for the valedictorian position, co-valedictorians will be designated with the winner of the drawing receiving the Academic Excellence Scholarship.

### **Technical Excellence Scholarship**

Pursuant to Wisconsin Act 60, the Rib Lake School District shall annually designate a technical excellence scholar for purposes of the Wisconsin Technical Excellence Scholarship (TES). The scholar shall be the eligible senior with the highest demonstrated level of proficiency in technical education subjects based on the Higher Educational Aids Board (HEAB) recommended ranking system for TES-eligible students. The scholar shall be named in accordance with timelines required by law.

The Technical Education Scholar will be selected after the first semester of the student's senior year. In order to be eligible for the Technical Excellence Scholarship, a student must have seven semesters of grades, at least three that must have been obtained at Rib Lake High School. Grade point averages will be determined using the Rib Lake High School's grading criteria. Any student that transfers in from a school using a different grading scale will have their grade point average determined by the RLHS scale.

The Rib Lake School District has developed a policy of selecting the Technical Education Scholar. A list of selection criteria and tie breaking information is available in the high school office.

### **Safety and Security**

Student safety is a priority at RLHS. Security and emergency preparedness procedures are in place and include:

- 1) Visitors can only enter through the front door and with set visitor procedures in place
- 2) Regular drills are held to practice emergency responses
- 3) Staff training on safety response and plan implementation occurs
- 4) On-going facility audits occur to assess safety and security.

### **School Closing**

In the event of severe inclement weather, school may be canceled or dismissed early. If such a condition develops, it will be announced on the following stations:

Medford	WIGM 99.3	Wausau	WYCO 108 WAOW TV 9
Eau Claire	WEAU TV 13		WSAW TV 7

### **School Meal Accounts**

The policy on School Meal Accounts (BP #763) has been updated and parents/students should review it in full on our website at <http://riblake.k12.wi.us/district/ds-board-and-district-policies.cfm>.

Parents and guardians must plan for their child to have sufficient access to food at school on each school day and must actively monitor and manage their child's school food service account. In order to help parents and guardians meet these responsibilities, the District has established the following guidelines regarding food-service charges and student access to food at school:

1. A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:
  - a. The District has determined that the student is currently eligible to receive free meals at school; or
  - b. The student has sufficient prepaid funds in his/her food service account.
2. When a student purchases a school meal or any other food-service items, the general rule is that payment is due no later than at the time of service. However, the District's food service account system normally

allows a family to charge up to \$35.00 in his/her account as a negative balance before the District will take steps to restrict the student's food choices. The primary purpose of allowing a limited and temporary negative balance is to prevent an unexpected interruption in meal service on a day that a student inadvertently has insufficient funds available. In addition:

- a. The District may deny the privilege of charging items to a student who repeatedly establishes a negative account balance that is not promptly repaid upon notice of the amount owed.
  - b. A parent or guardian may arrange to restrict their child's ability to charge a negative balance or set a daily limit on food charges made to the student's individual or family account.
  - c. At each meal service, a student may charge only one of the standard school meal options that is being offered (i.e., a federally-qualifying meal option that is on the menu.)
3. Student who are not eligible for free school meals, who do not have money to pay for their food, who have reached their limit on unrestricted charges, and who do not bring food from home will be permitted to receive, at no cost, a low-cost meal that is specified by the District and that is being offered at the particular meal service.

For additional assistance contact the building secretary or District Food Service Account Manager (Kristin Lueck).

### **Snowmobile/ATV Riding**

A signed parental permission form must be on file in the office prior to students riding snowmobiles/ATV's to school. It is also the student's responsibility to meet all state and local requirements for riding ATV's. Forms may be obtained from the school office. Rules for riders are clearly stated on the permission form.

### **Social Functions**

1. Formal dances will end at midnight or earlier.
2. All other dances will end at 11:00 p.m. unless special permission is granted.
3. Students leaving social functions will not be allowed to return unless special permission is granted.
4. Social functions are open only to RLHS students or their guests. Guests must be enrolled high school

students or must have recently (within the past two years) completed their high school education. They must be registered in the principal's office and approved in advance. RLHS students will be limited to one guest per event.

Parents are always welcome.

### **Student Code of Daily Conduct**

1. Any student absent from school without a legitimate excuse is barred from the extracurricular activities the day that absence took place. (Exceptions - pre-planned doctor/dental). Students must be present the full day of the activity.

2. Gum chewing in a sanitary manner is permitted. Individual teachers may restrict this if the privilege is abused.

3. By school board direction students shall dress appropriately for all occasions. Students are to come to school clean, neat, and dressed in a manner that is accepted as being in good taste. The type of dress and grooming should not be detrimental to the health and safety of the students and should not cause a disruption of the educational process. The board, with the principal as its representative, will determine what is proper dress. Students will be sent home unless corrective action is taken.

The following guidelines will be in effect for the school day and co-curricular activities:

- A. the advertising or promotion of any alcohol, illegal drug, or tobacco-related products shall not appear on any items of clothing or accessories.
- B. no spandex shorts will be allowed as outerwear.
- C. the display or writing of obscene language or sexual innuendoes is prohibited.
- D. tops must cover the entire midriff, the majority of the shoulder, and must not expose backs or cleavage.
- E. clothing worn in a manner as to reveal underwear or bare skin between the upper chest and mid-thigh is not allowed.
- F. caps, hats, and bandanas are not allowed to be worn during school (8:12 am - 3:19 pm). School sponsored activities will be excepted.
- G. gang paraphernalia is not allowed at any time.
- H. Sleeveless shirts with open sides are not allowed.

Students in violation will be:

- A. given direction to change or cover the article, to comply with the dress code.
- B. will be sent home if refusal to comply.
- C. will be dealt with using the disciplinary policy for multiple violations. (Insubordination)

Formal wear for special occasions (Prom, Homecoming, etc) shall be appropriate for these occasions. Bare midriffs are not acceptable at *any* time. Coats are not allowed to be worn unless extenuating circumstances exist. If you are unsure of an article of clothing, bring it to the principal for evaluation *before* wearing.

4. No student may leave the building before the regular dismissal without consent from the office and only after a parent or guardian has been contacted.
5. Refrain from booing opponents and officials at sporting events. Treat all opponents as guests of our school.
6. There will be no throwing of snowballs on the school grounds.
7. For the safety of everyone, students are not to run in the hallways while school is in session.

### **Student Organizations and Offices**

*Student Council* - The student council serves as a direct means for the student body to make its suggestions and ideas known to administration and staff, to be of assistance in promoting and regulating the student activities of Rib Lake High School, and to promote the welfare of the school as a whole. Three representatives from each class are chosen by ballot during spring elections. Student council members must maintain a 2.0 GPA. Students should maintain contact with elected student council members so views and concerns of the class can be brought promptly to the attention of the council.

*Principal's Advisory Committee* - Two members from each class will be elected from a list of volunteers in the fall of each year. The objective of this group is to advise the principal of student concerns and to recommend a course of action to better school climate.

*Class Officers* - Class officers will be elected by their class in the spring by ballot. Officers must maintain a 2.0 GPA.

*National Honor Society* - Students are not eligible until first semester of their junior year. Members will be reviewed annually. Membership selection is based on high academic achievement, leadership, service, and character. Scholastic achievement requires that a minimum GPA be earned. Please contact the NHS advisor for more information.

*Extra Curricular Activities* - Rules for athletic activities are found in the RLHS Athletic Code and provided by individual head coaches. Rules for other extracurricular activities shall be made and executed by the advisors with administrative approval. Removal from the activity can be made by the advisor if the student does not follow the rules. The constitutions for all active organizations are available from the advisor upon request.

### **Student Post-Secondary Conferences**

Students will be notified of visits by post-secondary representatives and military recruiters through morning announcements and by posting the times and dates of these visits on the bulletin board in the main hall. Any students interested in visiting with a representative are required to get a pass from the guidance office at least one day prior to the scheduled visit. Visits will be limited to a maximum of thirty minutes. Abusers will be prohibited from participating in future visits.

### **Study Hall Rules**

1. Students will be assigned seats and will be expected to be in them when the bell rings.
2. Students wishing to leave the study hall or library must have a written pass from a staff member. Students should sign the appropriate list and report directly to that location.
3. A bathroom sign out sheet will be kept on the study hall desk. One girl and one boy may be signed out at a given time. The bathrooms closest to the commons area should be used by study hall students. Three minutes are allowed for bathroom passes.
4. NO FOOD OR DRINK is allowed in study halls that meet in the IMC.
5. All privileges are under the control of the staff member in charge, including computer usage, passes to other areas, working together, etc.

### **Tobacco, Alcohol, Other Drugs**

1. NO illegal drugs, copycat drugs, e-cigarettes, tobacco, or drug paraphernalia are permitted on school property, in the immediate vicinity of the school, or during school sponsored activities. Violators will be suspended and/or prosecuted.
2. Student Medications - All prescription medications which are to be administered at school must be accompanied by a signed parent note and a note from the physician. It must be in the original drug container which lists the child's name, date, name of the drug, exact dosage and exact time or time intervals the medication is to be taken. If the medication is to be used on a regular basis throughout the school year, a medical provider authorization form must be completed by both the doctor and parent.

All over the counter medications require a note and signature of a parent if they are to be administered at school. Over the counter drugs must be sent to school in the original packaging and must include directions for administering. If a medication is to be given regularly, a parent medication administration form must be completed and signed. If an over the counter medication is to be given per parent instructions, it must not exceed the dosage recommended on the drug packaging, otherwise, a physician's order will be required for school administration.

### **Transportation to Extra Curricular Activities**

Any student who rides the bus to extra-curricular activities must take the bus home from that activity unless they have turned in a written request from the parent (a Rib Lake Redmen Transportation Request Form is available from the athletic director, coach, or front office) prior to the student leaving the event for the student to ride home with parents, guardians, grandparents, aunts, uncles, and adult brothers and sisters. Parents assume responsibility. At no time will the school approve students riding home with other students in private vehicles.

All participants must ride the bus to school sponsored activities such as music, athletics, picnics, field trips, etc., unless prior approval is given by the faculty member in charge, and the administration.

Bus drivers may, however, unload passengers after returning from extra-curricular events at pre-arranged locations or at their home. At no time shall a bus driver drop off a passenger without having someone waiting to pick them up.

Students may not use profane language on the bus.

Students may not use tobacco on the bus.

### **Video Monitoring Systems**

The Rib Lake School District approves the use of video cameras on school busses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby, allowing the driver to focus on the driving of the bus and providing for safer transportation of the students.

### **Visitors Policy**

We are instituting a new visitor sign-in protocol to improve security. You will now be required to stop by the office upon arrival and sign yourself into our new Visitor Pass Registry Book. You will complete the badge by listing your name, your destination, the date, and your time of arrival ("time in"). Then remove the badge from the book and apply it to your clothing in a visible location. Our staff has been trained to look for badges identifying all visitors to insure our protocols are being followed. In the event of an emergency, it is critical that everyone in the building be accounted for. Careful and conscientious observation of visitor sign-in procedures will better enable the school to ensure the safety of all building occupants, including students, employees, staff, and visitors.

1. Parents are encouraged to visit school
2. Age appropriate visitors need permission from the principal at least 48 hours in advance. The approval pass will only allow the student to enter classes if the teacher grants permission.
3. Emergency visitation must take place at a point and location determined by the principal.

### **Weapons on School Premises**

The Rib Lake School District shall strive to provide a safe and healthy environment for all persons on its premises or attending any of its activities or functions. To aid in reaching that goal, the District shall enforce a policy that no person shall unlawfully possess, nor use, a dangerous weapon on school premises, on school buses, or at any school-related event. For purposes of School Board policy, a "dangerous weapon" is defined as a firearm (whether loaded or unloaded), BB or pellet gun, explosive devices, nunchaku or other martial arts instruments, metal knuckles, razor, knife, pocket knife, chain, club, container of tear gas or similar substance used to cause bodily discomfort, or a look-alike/facsimile weapon such as a toy or other object which could be reasonably mistaken for an actual dangerous

weapon and which is intended to and/or capable of intimidation, alarming, threatening someone or for use to inflict bodily harm.

Any person violating this policy shall be referred to law enforcement officials for possible prosecution for violation of state or federal laws, local, city or village ordinances relating to possession, or use of firearms or other dangerous weapons. In addition to prosecution, students who violate this policy shall be subject to disciplinary action, including suspension and expulsion, in accordance with established state law and District procedure.