

Rib Lake Middle School



2023-2024 Student Handbook

**School Board of Education Policies and Athletic Code Policies
can be found at 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.**

It is the policy of the School District of Rib Lake that no person may be illegally discriminated against by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, or any other factor prohibited by state or federal law.

Purpose

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

Course Registration

Middle School Students are assigned all classes and sections aside from Band and Choir. All 6th grade students must take either Band, Choir, or both for the entire year. The decision to take Band/Choir should be a serious commitment between the student, parent and school. Students are not allowed to withdraw from either band and/or choir after 5 days from the first day of the school year at 8:00am as the courses are year-long commitments. If the student decides he/she no longer wants to be enrolled in the course during the first 5 days, he/she must have a signed note from their parent/guardian and meet with the teacher. Students who do not complete the year commitment will not receive a passing grade for the assignments he/she does not complete.

Personalized Learning Time “PLT”

All students will be placed in a personalized learning time classroom based on need as determined by test scores and teacher recommendations. During this time, students receive support and enrichment in an area of need/desire: Study Skill, Math and ELA interventions.

Grading

Online Grading System

Academic progress is communicated through an online grading system, JMC. To ensure privacy, students and families have been assigned a username and password to access grades. This password can be changed, if needed, by contacting the school office. The web address to use for this is <https://riblake.onlinejmc.com>. Grades are to be updated at minimum weekly by teachers to ensure accurate communication. For more information in regards to student academics, students and families should communicate directly with the teacher.

(From Rib Lake School Board Policy 345.1 Grading Systems)

Grading Scale

Teachers will use a standard 4.0 letter grading scale to assign course grades.

Letter Grade	Percent Grade
A	93-100
A-	90-92.99
B+	87-89.99
B	83-86.99
B-	80-82.99

C+	77-79.99
C	73-76.99
C-	70-72.99
D+	67-69.99
D	63-66.99
D-	60-62.99
E/F	Below 60

In extenuating circumstances, an Incomplete or “I” can be assigned in place of a failing grade for up to 1 week later than the last day of the semester. At this time, Incomplete grades will be reassigned to a failing grade.

Other assignment codes that may be viewable include: M Missing Exempt Score (assignment not turned in but does not count toward grade), Missing Included Score (assignment is not handed in and does count toward grade), HI Handed In Exempt Score (assignment is handed in but does not count toward grade)

Late Work

Late work policies are under the discretion of individual teachers. In general the policy should balance the importance of showing mastery of the content and punctuality. Teachers must, at minimum, allow students the number of days they were gone for an excused absence plus one day to make up work from an absence. Unexcused absences need not have extended due dates.

Honor Roll

To qualify for an honor roll, a student must have attained a grade point average of 3.00. Quarter 1, Semester 1, Quarter 3 or Semester 2 grades of all B’s or above will qualify a student for the Honor Roll. Grades of A- or above will qualify a student for the High Honor Roll. Grades of all A’s will qualify a student for Highest Honor Roll. All subjects given a letter grade will be considered in computing grade points. The Honor Rolls are published in the school office and local newspaper at the end of each quarter grading period.

Retention

Students who receive an “F” in 3 of the 4 quarters in the subject areas of English, Math, Science, Reading or Social Studies may be required to repeat that class in addition to their next year's courses and/or remediate over the summer during summer school. Students who receive two “F’s” as a final grade for the school year (average of quarter grades) in the subject areas of Art, Physical Education, FCS, Shop, Health, Band or Choir may be required to repeat those classes in addition to their next year's courses.

Any classroom teacher considering a child for retention (student does not advance to the next grade level for the next school year) shall address this issue no later than the end of the 2nd quarter with the principal. Strategies will be attempted to see if the

students in fact can succeed without being retained. The parents shall be involved in this process. No students shall be retained unless this process has been followed.

If a course must be repeated, it will take precedence over electives/explore classes for the next year.

Rib Lake District Promotion Criteria – Grade 8

- **Student Academic Performance**
 - During the 8th grade year the student must achieve an average of C- or above in the core academic areas or successfully complete the goals and objectives on the Individualized Educational Plan (for students with disabilities). Students who do not meet this academic performance criterion must meet the alternative teacher recommendation criteria listed below.
- **Student scores on Measurement of Academic Progress (MAP)**
 - A student must receive a score above the 40th percentile on MAP sub-testing. Students who do not meet this criteria must meet the alternative student academic performance criteria listed below.
- **Committee Recommendation**
 - The student must secure a consensus recommendation from the grade promotion staffing team. The grade promotion staffing team will consist of a minimum of one of the student’s core curriculum teachers from a sub-test not passed, the guidance counselor, school psychologist, and building principal. The team will base their decision on student attainment of grade level benchmarks, past retention, performance in non-core classes, reports from outside agencies, performance on other tests, and other sources of relevant information (parent input, etc.)
- **Other Academic Criterion**
 - Students must successfully complete a remediation or alternative delivery program approved by the grade promotion staffing team, i.e. summer school, extended day instruction, portfolio assessments or satisfactory completion of a district approved standards-based project.

Appeals Process: Building level retention decisions may be appealed to the District Administrator. In the event that there is a disagreement regarding promotion or retention that can not be resolved, the District Administrator or his/her designee will make the determination. If the parties involved disagree with the District Administrator’s decision, they may appeal to the School Board for a final determination.

Credit Recovery

Students who have failed to show mastery of course content in a course may either take a class in person or online for credit recovery. If a student elects to take a course virtually instead of in person, and fails the course, he/she will be responsible for the payment of the course.

- **Eligibility:** recommendation from principal, guidance counselor, teacher, and online learning coordinator, signed grading contract, provide cost of course, contract signed and approved by alternative learning team (principal, guidance counselor, and alternative learning coordinator)
- **Failure of Successful Completion:** failing grade in the course, removal from the program, revocation of future optional Alternative Learning Experiences, referral for truancy proceedings if necessary, payment for course if elected in by student.

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. Depending on a student’s ability, a student will take courses as Pass/Fail or follow the same grading policy as the class and receive a letter grade. (From Rib Lake School Board Policy 342.7 Services for English Learners)

Code of Conduct

Discipline

The Board of Education believes that the primary obligation for developing self-discipline, responsibility and respect rests with the home and parents. 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.

Whole school rules, policies, and procedures involving student conduct are outlined below. Within school rules and policies include classroom rules. Staff members are responsible for establishing and maintaining classroom discipline. Individual classroom rules and procedures will be provided to students in the first week of classes. All staff members will work together to ensure proper behavior throughout the school.

(From Rib Lake School Board Policy 447 Student Discipline)

Disciplinary Procedures

When a minor behavior (such as talking/making noises at inappropriate times, eating at inappropriate times, not being in the correct location, not doing work, minor physical/verbal altercation with another student, and/or not being prepared) occurs in the classroom, the teacher is not obligated, but encouraged to:

- Redirect and/or acknowledge the behavior non verbally (prolonged look, throat clearing, zone of proximity), verbally (acknowledge behavior in a light/serious tone, acknowledge in a group/individual setting, countdown, or call student guardian), or in writing (hard copy to student/parent, email to student/parent)
- Reteach behavior and review expectations
- Practice positive behaviors
- Issue logical consequences (apology, fixing the problem, practice the correct behavior, mediation/conflict resolution, visiting with a counselor, move somewhere else, make-up lost time, removal of an object, removal of a privilege, assign a research assignment, being ignored, increased supervision, conference with parent/guardian, and/or Behavior Intervention Plan).

When a minor behavior occurs multiple times and is reported by a teacher, occurs outside of the classroom, or when a major behavior occurs (such as illegal substance-tobacco, alcohol, drugs, and/or weapons, tardiness/truancy, harassment/bullying, non-compliance/insubordination, inappropriate technology use, theft/vandalism, and/or cheating/plagiarism/forgery) disciplinary procedures will be determined and followed out by administrative and guidance counseling personnel:

- Restorative discipline (apology, fixing the problem, practice the correct behavior, mediation/conflict resolution, visiting with a counselor, move somewhere else, make-up lost time, removal of an object, removal of a privilege, assign a research assignment, being ignored, increased supervision, conference with parent/guardian, and/or Behavior Intervention Plan).
- Consequence
 - Detention (to be made up at least 3 days from the date of the behavior)
 - 30 minute lunch detention
 - 30-60 minute after school detention
 - 30-60 minute before school detention

- If assigned at the end of the school year, students must make up during summer hours or at the beginning of the next year
- If a student refuses the detention, more serious consequences will ensue
- Suspension
 - ½-3 day suspension in or out of school
 - Out-of-school suspension is a serious consequence which should be reserved for situations where the student's behavior is disruptive to the school environment, poses a safety or health danger to the student or others, is damaging to school property or the property of others, or shows complete or repeated defiance or refusal to comply with school rules or policies. The building principal may administer an out-of-school suspension under these circumstances when it is reasonably justified and is carried out in accordance with state law requirements. A student shall also be suspended from school when required by law (e.g., possessing a firearm in violation of state law and Board policy).
- Expulsion
 - Recommended to the Board of Education according to Wis. Statute 120.13 (1)(c).
 - Except when required by law, student expulsion from school is considered a last resort after other discipline alternatives have been considered. A student may be referred to the District Administrator for possible expulsion when conduct seriously endangers the property, health or safety of the school, or students and others at school or under the supervision of a school authority, or District employees or Board members. The District Administrator will review the circumstances and refer the matter to the Board for expulsion consideration if the circumstances involved warrant. All legal requirements regarding student expulsion hearings and expulsions shall be followed. The Board shall expel a student from school only if the interest of the school demands the student's expulsion or in cases where expulsion is required by law (e.g., possessing a firearm in violation of state law and Board policy). When determining whether to expel a student and the length of expulsion, the following factors may be considered in each individual case.

(From School Board Policy 447.3 Student Suspension and Expulsions)

Appeals Process

Students and parents/guardians have the right to appeal a disciplinary action by the Principal. All appeals must be made in writing to the Principal and District Administrator within one school day of the student and parent being notified of the disciplinary action. The District Administrator will hear the appeal within 3 days of the receipt of the appeal request. If the student and parent/guardian chooses, they may appeal the District Administrator's decision to the Rib Lake School Board. The appeal must be made in writing and be sent to the District Administrator and School Board President within one school day of the District Administrator decision. A Board committee will then meet within two school days of the written request to uphold or deny the appeal.

(From Rib Lake School Board Policy 447 Student Discipline and Rib Lake School Board Policy 447.3 Student Suspension and Expulsions)

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 an 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. Academic dishonesty including use of AI when not directed is not permitted.
- 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.

Safety and Security

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

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

School officials have a duty to investigate any suspicion that items or materials harmful to the health and safety of students, school personnel, or property are present within the school or on school premises. This includes, but is not limited to, conducting search activities.

Locker Searches

The locker is assigned to a student but remains the property of the district. At no time does the district relinquish its exclusive control of the lockers. Locker searches may be conducted as determined necessary or appropriate without notice, without student consent, and without a search warrant. Locker searches under this policy may be conducted by the district administrator, a building principal or assistant principal, a school employee specifically designated by the District Administrator or building principal, a school liaison officer, or other law enforcement official who is acting at the request of or in conjunction with school authorities.

Search of Students and/or Their Personal Belongings

District staff may conduct a search of a student or the student's personal belongings (e.g., backpacks) when the student voluntarily consents to the search or when there is reasonable suspicion that the student has in his/her possession items that violate the law, board policies or school rules.

Use of Canine Units in Safety and Search-Related Activities

The School Board authorizes the use of trained canine units to detect the presence of drugs, explosive devices, or other illegal items/substances on school property.

To the extent permitted by law, a school official conducting student-related search activities under this or any other board policy may request the active assistance of a school liaison officer or other law enforcement official. School officials may remove any unauthorized items found as a result of a search. Items belonging to the student but removed or temporarily confiscated by the district will generally be held by the school for return to the student's parent or guardian (for students who are minors) or, if appropriate, turned over to law enforcement. The student and his/her parent or guardian shall be notified of any unauthorized item belonging to the student/family that has been found and turned over to law enforcement officials.

(From Rib Lake School Board Policy 446 Student Searches)

Fobs

Students traveling to the High School individually will be provided a temporary fob at the Middle School Front Office. The fob is to be used at the High School front door and Middle School side door only and should be returned to the office immediately upon arrival to the Middle School. Failure to return a fob will result in a ten dollar replacement fee.

Other Rules

- *Gum* Gum chewing is prohibited at the middle school level.
- *Snow* There will be no throwing of snowballs on the school grounds.
- *Running* For the safety of everyone, students are not to run in the hallways while school is in session.
- *Posters* Appropriate posters, signs, etc. may be displayed on doors, windows, (use masking tape) and bulletin boards (use staples) with principal approval. 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.
- *Student Valuables* 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.
- *Displays of Affection* Physical displays of affection are not allowed in any way, shape, or form.
- *Toys* Students are not to bring toys into classrooms unless permitted by a teacher prior to it being brought into the classroom.
- *Open Campus Lunch* To ensure student safety and student attendance in classes, students are not permitted to leave campus for the purpose of eating lunch even if given parent permission for the period of their lunch and/or the periods before and after lunch.
- *Student Sales* Students may not sell items including candy, soda, etc.
- *Signing In/Out* Students must sign in and out in the office when coming to or leaving the building. Students leaving to go to the High School should check out a fob from the Middle School Office.
- *Food and Drink* Water only is allowed in classrooms at the middle school level. Soda or other high sugar drinks at the middle school level is discouraged before school or during lunch. Energy drinks are not permitted at the middle school level.

(From Rib Lake School Board Policy 443 Student Conduct)

Student Dress

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 students while on campus or at an event in association with the school district.

Content No student shall be permitted to wear any clothing that depicts, promotes, or advertises alcohol, illegal drugs, tobacco or nicotine products, criminal activity including weapons, criminal gang affiliation, profanity, pornography, or violence that would constitute a violation of law or school rules.

Coverage No student shall be permitted to wear clothing that exposes the student in a way that distracts and/or disrupts the learning of others. To further specify:

- Caps, hats, hoods and/or bandanas are not to be worn or carried during school hours.
- Tops should have straps at minimum 1 inch wide.
- A top should not expose cleavage and should go no lower than the top of the armpit in the front or back of the student's body.
- Undergarments, such as bras, underwear, and/or boxers, should not be visible.
- Midriff must not be visible.

- Bottoms must extend, at minimum, 4 inches from the undergarment inseam.
- Tight garments, such as spandex should not be used as primary outerwear.
- Garments that are transparent or have holes must have opaque material that follows the coverage regulations listed above.

Non-Compliant Procedures

Students non-compliant with the dress code will be subject to disciplinary procedures outlined above and/or:

- given direction to change or cover the article, to comply with the dress code.
- sent home if refusal to comply.

(From Rib Lake School Board Policy 443.1 Student Dress)

Attendance Regulations

School attendance is essential for high academic achievement at school. 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 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. When in attendance, a student must attend all classes in which he/she is enrolled unless excused by a principal.

Excused Absences

Parent Excused Absences

- A student may be excused by the parent/guardian under this provision for not more than 10 days in the school year.
- Days parents/guardians excuse students often include illness, family emergency, and family trips/vacations.
- To be considered a parent excused absence, the absent student shall either bring a written, dated statement from a parent/guardian and/or verify with the office secretary via a phone call the cause of absence. Text message verification of an absence does not suffice as a method for parent excusal.
- To be considered an excused absence for a part of the day, the absent student shall either bring a written, dated statement from a parent/guardian and/or verify with the office secretary via a phone call the cause of absence and sign out in the office prior to leaving.
- When possible, whole day excused absences should be arranged with office staff and teachers ahead of time. When not arranged ahead of time, the office secretary will verify the absence via phone call the day of the absence.

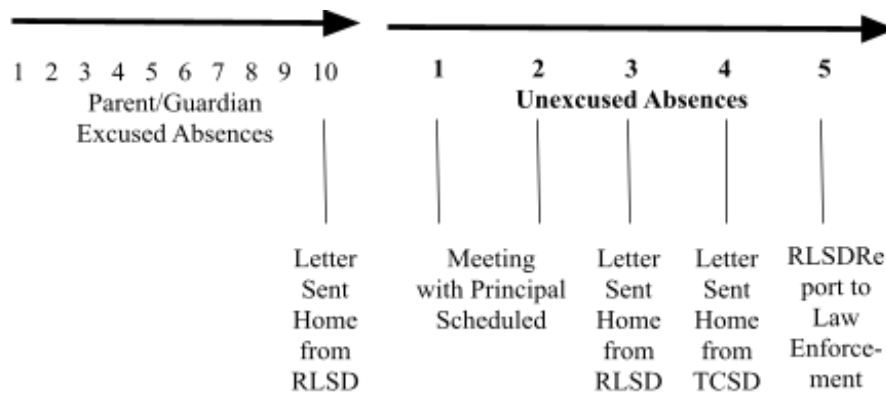
Principal Excused Absences

Principal excused days (not counted towards the 10 parent excused days) include suspensions, school sanctioned activities and/or events, death of an immediate family member, any professional appointment with verified attendance (physician, eye doctor, dentist, chiropractor, mental health counselor, etc), or an absence arranged with the principal ahead of time. These absences do not count towards parent excused or unexcused days

Unexcused absences

- An absence is considered unexcused, or “truant” if
 - The 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.
 - The absence occurred after the 10 allowable parent excused days per year.

After 5 unexcused absences from school without an acceptable excuse the student is considered habitually truant. Per law, the district is obligated to report the student’s attendance to legal authorities and the parent/guardian. As a courtesy, the Principal will follow the procedure outlined below before reporting habitual truancy to Law Enforcement



Absences Acrued Calculations

The number of total excused and unexcused days absent is calculated based on the number of class periods the student has been absent using the “excused” and “unexcused” criteria. 9 class periods are considered a full day of school. Partial period absences will be rounded to the nearest whole class period.

Make Up Assignments/Examinations

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.

- Excused Absences
 - 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 coursework 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.
 - 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.
- Unexcused Absences
 - Daily work missed during unexcused absences may not be given full credit.
 - All tests/exams or unit work must be completed by the end of the first day student returns.

Tardies and Hall Passes

- Individual teachers and staff members have the right and responsibility to define, excuse, and/or report student tardiness and hall pass policies and procedures for each class and/or student. When a student is tardy from school for their first hour class, the absence will count towards 1 class period absent.
- Tardy and hall pass violations are subject to disciplinary procedures as seen fit by school staff and Principal as outlined in disciplinary procedures.

Parent and Guardian Responsibilities

- For all student partial-day or full-day absences from school (except for absences resulting from a period of a school-imposed suspension), the student’s parent or guardian is:
 - Expected to call the school office attendance line prior to 9:00 a.m. on the day of each absence in order to verify that the student is absent with the parent’s or guardian’s knowledge, except that no such call is necessary for any absence(s) that the parent or guardian arranged and that the school excused in advance.
 - Required to submit a written communication to the school office identifying the date(s) the student will be (or was) absent from school and the reason(s) for the absence. This written notification must be provided:

- Prior to the absence for all parent-excused absences, as identified in the Board’s attendance policy; or
- Either prior to or immediately following the absence for all school-excused absences, but always within two school days following the student’s return to school from the absence in order for the absence to be considered excused, except when a different time period has been approved by the building principal.

Student Responsibilities

- During the entirety of the scheduled school day for students, students are required to attend all of their classes, lunch periods, and other school-approved activities on time, unless either they are absent from school for an excused (or excusable) reason or some other school-approved or school-directed exception applies.
- Other than at the regular student arrival and departure times for the day in question, students are required to check in and check out at the school building’s designated attendance office whenever they arrive at, leave from, or return to school during the scheduled school day for any reason unrelated to their school-scheduled activities.
- Students are expected to make up class work and any examinations missed during an absence to the extent permitted by Board policy and as directed by their classroom teacher(s). Make-up work related to excused absences is handled differently from work related to unexcused absences.

Perfect Attendance

- Perfect attendance defined as a student who has had 0 parent excused absences for all or part of 1 day, 0 unexcused absences for all or part of 1 day, and less than 3 reported tardies. Principal excused absences do not count toward perfect attendance measurements.

(From Rib Lake School Board Policy 431 Student Attendance)

Technology

All students will be given a school issued Chromebook after completion of the Technology Acceptable Use Agreement and School Registration paperwork. Middle school students are allowed to take Chromebooks home for school related research and assignments.

If damaged or not returned, students are responsible for the cost of replacement or repair of the Chromebook, Chromebook charger, and Chromebook case. In the case that a student does not return the item or payment for the item, a hold will be put on the student’s account.

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. The School District of Rib Lake prohibits the use of District resources, including but not limited to student Chromebook and/or school email, to access and/or transmit inappropriate material via the Internet, electronic mail, or other forms of electronic communication.

There is no district-created expectation of privacy in use of district technology resources. Accordingly, except where prohibited by state or federal law: (1) the district reserves the ability to track, monitor, and access all data, files, communications, or other material that users create, store, send, delete, receive, or display on or over the district’s Internet connection, network resources, file servers, computers or other equipment. All aspects of any individual’s use of the district’s technology-related equipment and resources, including any online activities that make use of district-provided Internet access, may be monitored and tracked by district officials.

Consequences for violations of the policies, rules and procedures that govern the acceptable, safe, and responsible use of the district’s technology-related resources are determined by district administrators.

Cell Phones and Internet Devices

Students may use internet devices including cell phones, smart-watches, electronic tablets, personal/school computers, or music playing devices in classes only when explicit permission is given by the supervising staff member for a specific activity and an acceptable use form is on file in the office. It is the School District of Rib Lake’s right and responsibility to revoke and/or

confiscate the privilege for a student to hold and/or use a cell phone or personal technology device if used inappropriately (in regards to time, frequency, or content) as determined by district staff. Students are not to be excused from class to make phone calls unless there is an emergency. The office phone is available for occasional use by students. Permission for its use must be given by office personnel.

Cell phones and other internet devices are not permitted to be used, in any form, at any time, in a locker room or bathroom.

Snowmobile/ATV Riding

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

Student Harassment

The School Board seeks to provide a safe and positive learning environment for all students. Harassment and bullying disrupts both a student's ability to learn and the school's ability to educate its students in a safe environment. Therefore, the Board will not tolerate student harassment or bullying in any form.

For purposes of this policy, "harassment or bullying" is defined as any conscious, willful, or deliberate act or attempted act, through the use of words or actions, which are intended to cause physical injury, emotional distress/suffering or property damage or which impact the learning environment. Harassment or bullying could include behavior motivated by an actual or perceived distinguishing characteristic such as, but not limited to: sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, disability, physical attributes, gender identity or expression, or social, economic or family status.

Examples of acts of harassment or bullying include physical intimidation, force or assault, humiliation, unwelcome sexual advances, subtle or express pressure for sexual activity, sexual or racist remarks, extortion, verbal or written threats, taunting, put downs, name calling, threatening looks or gestures, spreading cruel rumors, social exclusion, sending or posting inappropriate or insulting messages or images via any means including electronic communication systems like the Internet or cellular telephones, retaliating against another student for reporting harassment or bullying, or any other behavior that substantially interferes with a student's school performance or creates an intimidating, hostile or offensive school environment.

Any person who believes that a student has been the subject of harassment or bullying, including the student him/herself, shall report the incident to the building principal or a school counselor for investigation and action. If a student is not comfortable with making a complaint to the principal or counselor, the complaint may be made to any other adult employee. The employee will then report the complaint to the appropriate principal or counselor.

(From Rib Lake School Board Rule 411.1)

Prohibited Substances

Tobacco, alcohol, illegal drugs/derivatives of illegal drugs, and/or paraphernalia use, possession, delivery, and/or sale is prohibited in school buildings, on school grounds, or in school vehicles at all times. Possession and/or use of these substances will result in disciplinary procedures and may result in law enforcement referral.

- *Tobacco* Tobacco refers to any substance containing tobacco and/or nicotine including but not limited to smokeless tobacco, cigars, cigarettes, clove cigarettes, pipe tobacco, chewing tobacco, snuff, rolled cigarettes, and/or smoking devices including electronic joules/vapes/etc.
- *Alcohol* Alcohol refers to any substance marked or unmarked that contains alcohol for consumption.
- *Illegal Drugs* Illegal drugs refers to any drug substance or derivative determined illegal for possession or use by Wisconsin Statute, anabolic steroids, "look alike drugs" and/or any drug substance or derivative that is legal, but has not been approved with school administration prior to ingesting.

- *Paraphernalia* Paraphernalia is any device that is used to gain effect from a drug, alcohol, or tobacco related object.
- *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.

(From Rib Lake School Board Policy 453)

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 (of any size), 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 disciplined according to school policy and 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.

Other Rules

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.

- 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, or the administrator.
- Buses will load and unload at specified locations. There will be no pickup or letting off at other than designated points.
- 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.
- Students shall be on time for buses. Bus drivers are required to wait a reasonable length of time, but too long of a wait spoils time schedules.
- Students are to be careful in approaching bus stops. Students should walk on the left side of the road facing traffic.
- Students are not to stand or extend head and/or arms out windows or move about at any time the bus is in motion.
- 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.
- Students shall not do damage to seats or other bus equipment. Students will pay for such damages.
- Students shall be courteous to fellow students on the bus, the bus driver, and other school personnel.
- Students shall keep the bus clean.
- Students are to report any injury to the driver immediately.

In cases of continuing misconduct on the bus or misconduct that can lead to suspension of bus riding privileges, the misconduct should be reported to the building principal for action. A student's bus riding privileges may be suspended for:

- Behavior that compromises safe busing;
- Behavior that endangers health, safety or property
- Repeated violation of bus rider rules
- Violation of any other board policies or school rules governing student conduct.

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

(From Rib Lake School Board Policy 443.2)

Library Rules

- 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.
- 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.
- 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.
- 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.
- 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.
- Students must have a pass to come to the library from another study hall.
- 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.
- 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.
- 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.

Locker Rules

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. All personal items should be kept inside the locker. Lockers should be kept shut and locked at all times. The school is not liable if items become lost or stolen. Personal items outside of lockers may be confiscated. 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 procedures listed in the safety and security section of the handbook.

Locker Room Rules

- Cell phones and other recording device use is strictly prohibited in locker rooms
- Students may be in locker rooms only during gym class, or athletic practice/event changing times
- Large lockers are reserved for students in sports (by season), smaller lockers are for students in gym class only
- You must sign out a gym locker with the physical education teacher (small) or your coach (large)
- All items must be stored in a locker- items not in a locker will be discarded
- Only the outside of a locker can be decorated in the locker room

- Locks are available by request

Activities

K-8 Participation in Programs

The Board encourages the full participation of elementary and middle school (K-8) students in available co-curricular and recreational programs and activities that are offered by and through the District. For purposes of this Board policy, "full participation" means fair and equitable participation opportunities (1) in a manner consistent with applicable nondiscrimination requirements, and (2) to the extent that the budget, facilities, or type of activity allows. The building principals and their designees in the District's K-8 buildings are responsible for informing students and parents and guardians of the co-curricular and recreational activities that are available at the relevant grade levels and for implementing registration and scheduling processes in a manner that gives due regard for the goal of full participation.

(From Rib Lake School Board Rule 370)

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.

Extra Curricular Activities

Rules for athletic activities are found in the Rib Lake High School 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 and expectations. The constitutions for all active organizations are available from the advisor upon request. Extra Curricular Activities are outlined in Appendix E.

Students shall be expected to abide by all rules and regulations established for participation in district-sponsored extracurricular activities, including interscholastic athletics. Where applicable, these rules and regulations are consistent with any rules of eligibility and conduct required by state or other associations to which the activities are affiliated (for example, the Wisconsin Interscholastic Athletic Association (WIAA) for interscholastic activities offered in the district). Students who violate such rules and regulations shall be subject to disciplinary or other action.

No student shall be permitted to participate in any district-sponsored student athletic activities unless he/she has provided the school with a signed concussion and head injury information sheet as required by law.

Student Organizations and Offices

Extra Curricular Activities

Rules for athletic activities are found in the Rib Lake High School 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 and expectations. The constitutions for all active organizations are available from the advisor upon request. Extra Curricular Activities are outlined in Appendix E.

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No student shall be permitted to participate in any district-sponsored student athletic activities unless he/she has provided the school with a signed concussion and head injury information sheet as required by law.

School Events and Functions

- In order to practice, compete, participate in, or attend an event that is outside of school hours, as a spectator, a student must be in school all day the day of unless prior arrangements for preplanned medical/dental appointments are made with the principal. Extreme emergencies will be at the decision of the principal.
- Students must attend all day the day of an event to attend as a spectator that evening unless prior arrangements for preplanned medical/dental appointments are made with the principal. Extreme emergencies will be the decision of the Principal.
- Refrain from booing opponents and officials at sporting events. Treat all opponents as guests of our school.
 - Formal dances will end at midnight or earlier. All other dances will end at 10:00 p.m. unless special permission is granted.
 - Students leaving school functions will not be allowed to return unless special permission is granted.
 - School functions, such as dances, are open only to Rib Lake Middle School students. Rib Lake Middle School students may not have a guest. Parents/guardians are always welcome at social functions.
 - Students attending school events off campus must travel with the team to the event. If the coach or advisor allows, parents may sign out the student with consent from the coach or advisor. Only parents/guardians listed in JMC are allowed to sign a student out.

Field Trips and Out of Classroom Learning

Parent permission to leave the classroom for field trips is given in registration forms at the beginning of the year. As a courtesy, staff will request permission for a student to leave the district on an individual event basis. Students may not participate in a field trip if they are failing any classes or are a concern in regards to behavior. Students who are not allowed to participate in a field trip are still required to attend school but will be provided an alternate activity.

Reward Days

Students will be responsible for paying ½ the cost for participating in any reward day activities. In order to participate in a reward day activity, a student should not have any F’s in any courses and should not have two or more behavior referrals for the reward period.

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 Transportation Request Form is available from the athletic director, coach, or front office) prior to the student leaving the event. Students may drive to a practice if permission is granted by the coach and a parent. Parents assume responsibility. The District does not approve of students riding home with other students in private vehicles. 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.

Financial

Dues and Fees

Hot Lunch and Breakfast Fees

- Hot Lunch

Daily - \$2.95	Weekly - \$14.75	Milk - \$.30
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- Breakfast (served 7:55 - 8:05 daily)

Daily - \$1.70	Weekly - \$8.50	Milk - \$.30
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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.

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:

- A student will always be permitted to select and receive one of the standard school meal options if either of the following apply:
 - The district has determined that the student is currently eligible to receive free meals at school; or
 - The student has sufficient prepaid funds in his/her food service account.
- 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:
 - 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.
 - 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.
 - 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.)
- Students 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).

Fines

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 lifespan of the property and reasonable wear and tear). Fines will be determined by classroom teacher, librarian, and/or building principal.

Other Information

School Hours

The school is opened and supervised at 7:45am. Students are not to arrive before this time unless arranged with a staff member who has agreed to supervise the student ahead of time. The school is closed to students and not supervised after 3:40pm. Students are not to stay at school beyond this time unless arranged with a staff member who has agreed to supervise the student ahead of time, or there is a school event the student is attending. The school assumes no responsibility or liability in supervising students outside of these times.

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. All students must report injuries immediately to the faculty member in charge or to the office and complete the necessary form.

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.

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.

(From Rib Lake School Board Policy 347 Guidelines for Student Records)

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.

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.wi.gov.

Homeless and Limited English Proficiency Services

The School District of Rib Lake offers services for 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.

(From Rib Lake School Board Policy 411 Equal Education Opportunity)

Enrollment

Submitting and Receiving Applications

The parent(s) or guardian of a student who wishes to attend school in the district as a nonresident open enrollment student may apply online from the DPI website (<http://dpi.wi.gov/sms/psctoc.html>) or submit the required application to the Elementary Office. The application may include a request to attend a specific school or program offered by the district. The application shall be submitted no earlier than the first Monday of February and no later than the last weekday in April of the school year immediately preceding the school year in which the student wishes to attend.

Upon receipt of the application, it will be forwarded to the District Administrator or his/her designee. Staff shall review all of the applications using the acceptance/denial criteria outlined in Board policy, and determine which school or program, if any, the nonresident student could attend the following year if accepted. The district will notify all regular-period applicants, in writing, whether their application has been accepted or denied on or before the first Friday following the first Monday in June.

The nonresident student's parent(s) or guardian(s) shall notify the District Administrator or designee of the student's intent to attend school in the district in the following school year on or before the last Friday in June following receipt of the notice of acceptance.

Student Records

The district will limit its requests for student records (or information from student records) and its sharing of records with the resident district to the records and information that may be lawfully requested or disclosed under applicable law and DPI rules. (From Rib Lake School District Board Rule 423)

Part Time Student Participation in District Courses, Programs, Activities

Students not enrolled full time in Rib Lake School District should abide by Rib Lake School District policy as follows:

Number of Courses- Students participating part time (RVA, homeschool, or other students living out of district) may take up to two courses in person at Rib Lake Elementary, Middle, or High School and Rib Lake RVA students may take up to 4 courses provided they (a) meet the standards for admission at that grade level as required by law and as established by the District Administrator or designee; (b) there is sufficient space in the classroom

Attendance- Students participating part time in a Rib Lake School District course will follow the Rib Lake School District attendance policy, but adjusted based on the number of course days, rather than course period attendance, as with full time enrolled students. For example, each part time open enrolled student will be permitted 10 parent excused courses if attending RLSD for one course.

Wisconsin State Testing- A student who is enrolled in RVA can participate in state tests in the appropriate Rib Lake building. After getting a list of who is participating, our District Assessment Coordinator will reach out to families with communication on testing dates and times. Students who are homeschooled are not eligible to participate in state tests through Rib Lake School District. Students who choose not to participate in Wisconsin State Testing must complete and opt out note and send it to the District Assessment Coordinator.

Participation in Extra and Co-Curricular Activities- A student who is enrolled in RVA or is home schooled living in the district can participate in any athletic or extra curricular activity with the same expectations of students enrolled full time in building. The educational program in which the student is enrolled shall provide the district with a written statement that the student meets the district's requirements for participation in interscholastic athletics or extracurricular activities based on age and academic and disciplinary records.

Participation in School Events- If there is a field trip or activity that directly relates to a class an RVA and/or homeschool student is taking at RLMS or HS, that student is fully welcome to participate. Because building reward activities aren't related to a direct course and take into account student academics, behavior, and attendance based on full time enrollment, RVA and homeschooled students are not included in participation in reward activities or awards. Students who are in Middle School and are homeschooled or in RVA cant participate in an RLMS event such as a Dance.

Technology Use-Students in RVA are able to use their RVA chromebook to complete their courses at RLES, MS, and HS. Students who are homeschooled must bring their own device to participate in the courses they choose to join. Students enrolled part time are required to complete an Acceptable Use of Technology consent form.

Locker use- If there are available lockers to use, students in RVA and homeschool students are allowed to utilize one of our lockers. In the case that our lockers are filled by full time students, an RVA or homeschool student may be asked to discontinue use of a locker on a lottery basis.

Transportation- Part time students participating in public school courses and programs under this policy shall be responsible for their own transportation to and from the public school, except as otherwise required by law.

Academic Probation-RVA students placed on academic probation will be required to attend our Learning Center for the number of periods per day equivalent to the number of classes he/she is failing.
(From Rib Lake School Board Policy 423 Full Time Open Enrollment, 424 Non-Public School Participation in District Courses, Programs, and Activities)

Federal Regulations

Notice of Nondiscrimination Policy

It is the policy of the District that no person may be illegally discriminated against in employment by reason of their age, race, religion, creed, color, disability, pregnancy, marital status, sex, citizenship, national origin, ancestry, sexual orientation, arrest record, conviction record, military service, membership in the National Guard, state defense force or any other reserve component of the military forces of Wisconsin or the United States, political affiliation, use or nonuse of lawful products off the employer's premises during nonworking hours, declining to attend a meeting or to participate in any communication about religious matters or political matters, the authorized use of family or medical leave or worker's compensation benefits, genetic information, or any other factor prohibited by state or federal law.

The 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. 18.13, Wis. Stats., and Pi 9, Wis. Admin. Code, or in above, he/she may bring or send a complaint to the following address: 1236 Kennedy St., 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, 8th Floor, Chicago, IL 60606.

Federal Title IX/Section 504 Complaint Procedure

Rib Lake School District Discrimination Complaint Procedure

If any person believes that Rib Lake School District or any part of the school organization has inadequately applied the principles and/or regulations of title IX (sex) and Section 504 (handicap) or in some way discriminates on the basis of sex, race, color, national origin, age, or handicap, he/she may bring forward a complaint to the following:

School District of Rib Lake, Attn. Mr. Travis Grubbs, PO Box 278, Rib Lake, WI 54470.

Informal Procedure

The person who believes he/she has a valid basis for a complaint shall discuss the concern with the local Title IX or Section 504 coordinator, who shall in turn investigate the complaint and reply to the complainant in writing within five (5) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. This complaint shall be presented to the local Title IX or Section 504 coordinator within five (5) business days of receipt of the written reply to the informal complaint. The coordinator shall further investigate the matters of the complaint and reply in writing to the complainant within five (5) business days.

Step 2. If the coordinator wishes to appeal the decision of the local Title IX or Section 504 coordinator, he/she may submit a signed statement of appeal to the district administrator within five (5) business days after receipt of the local coordinator's response to the complaint. The district administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3. If the complainant remains unsatisfied, he/she may appeal through a signed, written statement to the school board within five (5) business days of his/her receipt of the district administrator's response in Step 2. In an attempt to resolve the complaint, the school board shall meet with the concerned parties and their representatives within 15 days of the receipt of such an appeal. A copy of the board's disposition of the appeal shall be sent by the board secretary to each concerned party within ten (10) business days of this meeting.

Step 4. If, at this point the complaint has not been satisfactorily settled, further appeal may be made to the Office for Civil Rights, U.S. Department of Education, 111 N. Canal St., Suite 1053, Chicago, IL 60606-7204, 1-312-886-8434, or OCR_Chicago@ed.gov.

Complaint forms are available at the address listed above.

Student 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 sources, 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.

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, national origin, ancestry, creed, pregnancy, marital, or parental status, sexual orientation or physical, mental, emotional, or learning disability.

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 1490	Wausau	WYCO 108
	WKEB 99.3		WAOW/WYOW TV 9
Eau Claire	WEAU TV 13		WSAW TV 7
			Wausau News Radio 550
I Heart Media Stations			

Special Education

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.

- 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.
- 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.
- 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.
- 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.

(From Rib Lake School Board Policy 342.1 Programs for Students with Disabilities, 342.5 Title I Programing)

504

Pursuant to Section 504 of the Rehabilitation Act, the district shall provide a free appropriate public education (FAPE) to each eligible student who has a physical or mental impairment which substantially limits a major life activity. The district's duty to provide FAPE applies to each such student, regardless of the specific nature or severity of the student's disability. Further, the district shall not discriminate against any student based upon (1) any prior record of physical or mental impairment, or (2) a student being regarded as having a physical or mental impairment (e.g., based upon an assumption or perception of a disability). In connection with these obligations, the district shall take reasonable steps intended to protect a student with a disability from being harassed or retaliated against on the basis of the student's disability.

(From Rib Lake School Board Policy 342.1 Section 504 Plans)

Individualized Education Plan (IEP)

Specific educational programs and services for a student with a disability shall be determined by an individualized education program (IEP) team and be based on an assessment of the student's individual needs. Students with disabilities shall participate in academic assessments required by law and the district, with or without accommodations, or in alternate assessments as outlined in the student's IEP.

Programs

The School Board, as the governing body of a local education agency (LEA), affirms its responsibility to make appropriate special education programs and related services available to students with disabilities in accordance with state and federal laws and regulations and the policies and procedures contained within the district's special education manual.

The Board recognizes that special education programs and services are a part of the total educational program in the district and not a separate entity. The Board also recognizes the legal requirement for school districts to educate students with disabilities in the least restrictive environment that is appropriate to their individual needs. Consistent with all applicable laws and regulations, it is the expectation of the Board that:

- Students with disabilities participate to the maximum extent possible in regular education programs — academic, non-academic and co-curricular — along with students who do not have disabilities. When making education program and placement decisions, consideration shall be given to the rights and needs of the student with the disability and other students, as well as to the availability of appropriate staff and other resources.
- Part of determining the least restrictive environment for each student with a disability shall include consideration of programs and services that would enable the student, to the extent appropriate, to participate in chronologically age-appropriate environments.
- Programs for students with disabilities shall not be unnecessarily concentrated in particular school facilities.
- Students with disabilities have access to appropriate academic and behavioral interventions and supports to improve student achievement and promote positive learning experiences, just as students without disabilities have access to such interventions and supports.

Visitors Policy

Visitors are required to stop by the office upon arrival and sign into the 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 from individuals hoping to enroll in the district need permission from the principal at least 48 hours in advance to attend classes. The approval pass will only allow the student to enter classes if the teacher grants permission. If the visit is a distraction to the educational environment in any way, shape, or form the student will immediately be asked to leave.
3. Visits from peers outside of the district for personal reasons are strictly prohibited.
4. Emergency visitation must take place at a point and location determined by the principal.

Health

Illness at School

If a child becomes ill or has a temperature of 100.4 or higher while at school, teachers or office personnel will contact parents. If the parents can not be reached, names listed on emergency forms will be called. Parents are expected to pick up sick children from school as soon as possible.

Medication

All prescription medications which are to be administered at school must be accompanied by a Medical Provider Authorization Form and a Parent Medication Authorization Form. 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. 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 Authorization 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.

Appendix A

Daily Schedule

2023-2024

8:05-8:48 Period 1

8:52-9:35 Period 2

9:39-10:22 Period 3

10:26-10:59 Period 4 (PLT)

11:03-11:32	Lunch
11:33-12:16	Period 5
11:03-11:45	Period 5
11:46-12:16	Lunch

12:20-1:03 Period 6

1:07-1:50 Period 7

1:54-2:37 Period 8

2:41-3:24 Period 9

Appendix B

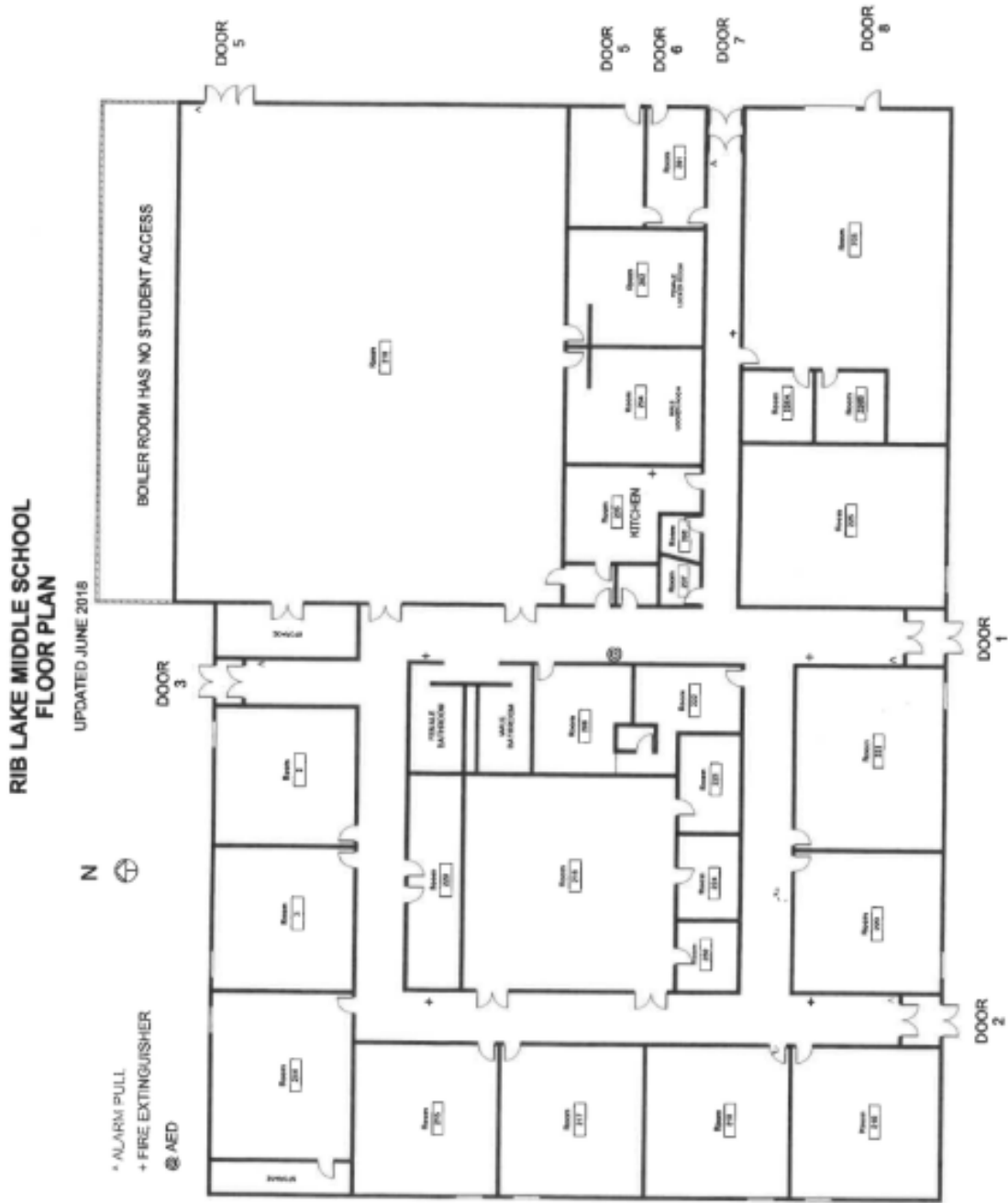
Staff and Faculty

Staff Member Name	Subject Taught and/or Position	Room Number	Email Email below + @riblake.k12.wi.us	Phone Number (715)427-3222 + ext
John Adams	Math	215	jadams	2150
Jonah Campbell	Health/ Phy Ed	219	jcampbell	2190
Craig Scheithauer	8th Grade Algebra	107	cscheithauer	1071
Erika Burns	English Language Arts	216	eburns	2160
Jaclyn Gollhardt	English Language Arts	216	ygollhardt	2160
Becky Hebda	Science	214	bhebda	2140
Austin Edwards	Social Studies	212	aedwards	2110
TBD	Spanish	213		2130
Nancy Peterman	Business and Technology	216	npeterman	2180
Harold Polster	Tech Ed	203	hpolster	2030
Leah Hoogland	Family and Consumer Science	112	lhoogland	1120
Connie Leonhard	Choir	129	cleonhard	1290
Jodi Radtke	Art	221	jrادتke	2210
Matt Robisch	Band	130	mrobisch	1300
Jim Dobbs	Special Education Teacher	220	jimdobbs	2202
Nicole Reinhardt	Special Education Aide	220	nreinhardt	2202
Amber Newman	Special Education Aide	220	anewman	2202
Jon Dallmann	Director of Special Education/ ES Principal	ES 327	jdallmann	3270
Todd Weinke	Custodian	n/a	tweinke	2010
Courtney Cook	Secretary	n/a	ccook	2220

Julia Thums	Kitchen Staff	n/a	jthums	2050
Michelle Rhodes	Guidance Counselor	223	mrhodes	2240
Kirsten Budimlija	MS/HS Principal	223	kbudimlija	1012
Travis Grubbs	District Administrator	ES 356	tgrubbs	3550

Appendix C

Building Map



Appendix D

Bus Stops

Bus Transportation

Bartelt Bus Service has added a few more bus stops to reduce the number of students at each stop. Instead of an in-town bus route, three route drivers will pick up in the Village of Rib Lake. The following locations will be utilized with approximate pick-up times for the first location of their stops:

Bus 1 (Jeanine)

Methodist Church (7:30 AM)
Lakewood Credit Union
Pearl and Landall (7:35 AM)
Front and Fayette
High School
Pebble Valley Trailer Court (7:40 AM)

Bus 2 (Rollie)

West Street (7:40 AM)
West and High Street Corner

Bus 3 (Jeff)

Zondlo's Day Care

If you have any questions about bussing, please call Bartelt Bus Service at 715-748-2538 to assist you.

Appendix E

Staff Member

John Adams, Jodi Radtke, and Jaclyn Gollhardt
Erika Burns, Connie Leonhard and Jonah Campbell
Becky Hebda, Leah Hoogland, and Austin Edwards
Becky Hebda
Todd Henderson
Cindy Jensen, Kira English
Lynn Granberg
Becky Hebda, Jimmy Cook
Becky Hebda
Michelle Komarek
Paul Yanko
Cassie Semon

Club/Organization/Athletic Team

6th Grade Class Advisor
7th Grade Class Advisor
8th Grade Class Advisor
Student Council of Champions
Football
Volleyball
Cross Country
Boys Basketball
Girls Basketball
Track
Athletic Director
Assistant Athletic Director and Athletic Trainer

Appendix F

Course Descriptions

Algebra: Rib Lake School District offers an accelerated Math program for 8th graders. In the program, students will take the regularly scheduled Freshman Algebra class during their 8th grade year at the Rib Lake High School during their 8th grade year.

To ensure that students will be successful academically and behaviorally the following criteria is used to determine eligibility:

- The student should score in the 80th percentile on the Math portion of the Spring MAP test and/OR the student should score in the 80th percentile on the Math portion of the Fall and Winter MAP test. Percentile is a score that compares your student to all students who complete the test nationally.
- The student is academically successful, reflected in A and B letter grades on their 7th grade report card.
- The student has a Math teacher recommendation.
- The student has a parent recommendation.

Successful completion of Algebra in 8th grade will appear on the student's High School transcript. A high school transcript is an official document that specifies courses taken by students and grades achieved in the course. The document may be requested by colleges and future employers.

The course will not be included in the student's grade point average. Grade point average is an overall number that shows the students achievement in High School. Each letter grade has a grade point value. The average of the grade points earned divided by all courses will contribute to grade point average.

The class will be counted as an elective high school credit towards graduation, but not a math credit. In order to graduate from Rib Lake High School, students need to successfully complete 3 credits of math courses and 8.5 credits of elective courses. Students who successfully complete Algebra in 8th grade will still be required to take a minimum of 3 additional years of mathematics while in high school. Typically, students will take Geometry, Advanced Algebra, and Pre-Calculus as Math graduation credits. Those who wish to take a math course their Senior year would take a Calculus or AP Calculus course independently through our Start College Now program.

Introduction to 6th Grade: In this course led by our Middle School Guidance Counselor, students will learn executive functioning, social and emotional learning, and academic and career planning to be prepared for the Middle School and beyond.

Band and Choir: All 6th grade students must participate in 1 year of either 6th Grade Beginner Band or Choir.

6th Grade Beginner Band: In the first semester of their 6th grade year, students may choose to participate in 6th Grade Beginner Band. This course has students meet three days per week opposite their Introduction to 6th Grade course. Students in the 6th Grade Beginner Band will still get a Study Hall each day. After successful completion of Beginner Band, students will join the "big band" with 7th and 8th graders 3 days per week in place of Study Hall.

Choir 6,7,8: Starting in the first semester of their 6th grade year, students may choose to participate in Choir. Choir meets 2 days per week in place of Study Hall.

Special Education: Special education courses consist of the teaching of a variety of subject areas all in accordance with the students' individual educational plans (IEP). Functional and life skills are concentrated on within each traditional subject such as Math, Reading, etc. Teaching is conducted on an individual and/or small group basis depending upon each student's particular needs.

Explore Courses

	Quarter 1	Quarter 2	Quarter 3	Quarter 4
6th Grade	Beginner Band and Intro to 6th	Beginner Band and Intro to 6th	Art 6 or Business and Technology 6	Art 6 or Business and Technology 6
7th Grade	Family and Consumer Science 7 or Art 7	Family and Consumer Science 7 or Art 7	Tech Ed 7 or Spanish 7	Tech Ed 7 or Spanish 7
8th Grade	Tech Ed 8 or Spanish 8	Tech Ed 8 or Spanish 8	Family and Consumer Science 8 or Business and Technology 8	Family and Consumer Science 8 or Business and Technology 8

Core Courses

- Math
- Phy Ed
- Science
- Social Studies
- English Language Arts (2 hours)

Current curriculum covered in courses can be obtained through the teacher or building principal.