

STUDENT HANDBOOK 2016 - 2017

RICE LAKE MIDDLE SCHOOL

204 CAMERON ROAD

RICE LAKE, WI 54868

(715) 234-8156

GRADES 5, 6, 7, and 8

Inquire ☆ Learn ☆ Achieve

WARRIORS

PRINCIPAL

Josh Tomesh

ASSISTANT PRINCIPAL

Nathan Vlcek

COUNSELORS

Mary Krovoza

Jean Swanson

MISSION STATEMENT

At Rice Lake Middle School we are here to Inquire, Learn and Achieve.

WELCOME TO RLMS!

The following information is prepared so that you are aware of all aspects of the Middle School. Your success here depends upon you. Your best efforts in both the academic and co-curricular programs will not only result in a successful Middle School experience, but one that you should truly enjoy. **Have a good year!**

GENERAL INFORMATION

MORNING STUDENT DROP OFF PROCEDURE

Students that are dropped off at school by their parents should be dropped off at the sidewalk on the west side of Cameron Road due to the safety issues it poses when students are dropped off on the east side of the road. The bus lanes are dangerous and cannot be blocked between 7:45 - 8:05 a.m. and 3:00 - 3:30 p.m. The front doors open at 7:15 a.m. at which time the Gold gym is available. The doors to the main building are open at 8:00 a.m. Classes start at 8:05 a.m.

LEAVING THE BUILDING DURING SCHOOL

Students may not leave the school grounds during any part of the school day for any reason without permission attained from the office. Parents must provide a written note or phone call to the office if they want their child to leave.

AFTER SCHOOL SUPERVISION

There is **NO supervision of students after 3:25 p.m.** unless under the supervision of a coach or advisor. **Students are expected to leave the building at the end of the school day.**

LIBRARY

The library is open from 7:30 a.m. – 4:00 p.m. each school day. Library materials are checked out for periods of one month. Reserved materials may be checked out for one class period or overnight and must be returned to the library by 8:05 a.m. the next school day. Students lose LMC privileges when they have overdue material(s), including the opportunity to use the LMC during study hall. Those with overdue/lost materials are unable to check out additional materials until the item(s) is returned or paid for.

HEALTH ROOM

Students who are ill or injured should **receive permission from his/her classroom teacher** to go to the health room for care unless it is an emergency. A teacher will fill out the health pass record in order to be admitted into the health room. Students will also sign into the health room when arriving. The school nurse is available at different times throughout the week.

LOCKERS

Each student is assigned a locker. The privilege of using a locker is extended on the basis that it will be kept clean and in good condition. The student shall be financially responsible for any damage to the locker. The number of the locker can be found on the student's schedule. Students are not allowed to share their locker or locker combination. **Please remind your child not to let anyone else know the combination of his/her lock!**

APPROPRIATE DRESS

ALL students are expected to wear school appropriate clothing at all times at the Rice Lake Middle School.

1. **Clothing should always completely cover the torso from above the chest to mid-thigh.**
2. **Clothing items such as spaghetti straps, backless tops, halter-tops, and tube tops are not allowed.**
3. **Undergarments shall not be visible.**
4. **Any fashion (dress, accessory, or hairstyle) that is distracting from the learning process or presents a safety risk will not be permitted. Students are not permitted to have backpacks or coats/jackets in classes.**
5. **Hats, caps, or other headgear are not to be worn in the building during the school day.**

REPORT CARDS

Report cards are available online every nine weeks. Midterm progress reports are available at the end of four or five weeks. Parents are encouraged to contact their child's teachers if they have specific questions regarding grades at any time throughout the school year. If you do not have online access you can contact the office for a paper copy.

PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held regularly. The dates are included on the school calendar. Conferences last approximately 15 minutes and are an important part of maintaining good communication between home and school. Parents are strongly encouraged to attend. Every effort will be made to accommodate the parent's schedule. The Middle School welcomes parental questions or concerns at any time. Please call the office (234-8156) to contact your child's teacher or an administrator.

GUIDANCE & COUNSELING

One full time and one quarter time counselor is available to middle school students throughout the school year. The counselor meets with students individually and as groups to build self-esteem and provide academic guidance. Students may make an appointment to meet with a counselor if they need assistance with a problem. They are also free to "stop in." Parents are also welcome to discuss their child's issues with the counselor.

STUDENT ASSESSMENTS

Assessments at Rice Lake Middle School are used to inform us about what our next instructional steps should be for your student, as well as what your student has learned. The most frequent assessment your student will take at Rice Lake Middle School are the classroom based assessments. These are based on classroom instruction and the Common Core Standards. Another assessment your student may take is the Benchmark Assessment. This helps us get a clear view as to what your student's current skills are in reading. The STAR assessment is given three times a year. This is a computer based assessment that assesses your student's abilities in Math and Language Arts. The state assessment your student will take is called the Forward Exam. This assessment is given in the spring and assesses Math and Reading in fifth, sixth, seventh and eighth grades. Eighth grade students will also be assessed in Science, and Social Studies.

PLAYGROUND RULES

Rules on the playground before, during, and after school are reviewed with the students and copies are posted in the building.

WEATHER RELATED SCHOOL CANCELLATIONS

School and school-sponsored events are occasionally cancelled due to severe weather conditions. Parents can listen to local radio stations for information regarding cancellations (WJMC 96.3 FM and 1240 AM or WAQE 97.7 FM).

OUTDOOR RECESS

At Rice Lake Middle School, we encourage all students to go outside for recess. As the weather gets colder, students are reminded during the daily announcements to bring all necessary outdoor apparel to recess so they may be more comfortable outside in these conditions. All students will remain inside during inclement weather. The school will use radio information to determine the temperature and wind chill factor. This information and the discretion of administration will be the determining factor in deciding whether students will remain inside for recess. The wind chill chart below is for your information. Students will be kept inside when the temperatures fall within the shaded areas.

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

SCHOOL VISITORS

All visitors to our building are required to check in at the office. While in the office, one of our secretaries will ask you to sign and they will hand you a visitor badge. Please have this badge with you as you walk through our building. The badge helps staff identify that you have checked into the office.

BUS BEHAVIOR

The district has worked to improve student behavior on our busses by focusing on “bullying” behaviors identified by our middle school students. Students will be expected to follow the directions of the driver, stay seated when the bus is in motion and to not eat/drink (except water) on the bus. Students who choose not to follow these guidelines will be redirected first. If the behavior continues they will receive a bus conduct report. The following consequences will ensue for unsafe behaviors on busses: 1st conduct report-warning, 2nd-2 day bus suspension, 3rd-4 day bus suspension, further consequences will depend on the situation. We have made strides throughout the district to reduce bullying. Your efforts to support us are greatly appreciated. The true test for the elimination of bullying lies in the ability of our students to modify their personal behavior and reinforce their friends’ extinction of bullying when there is no direct adult supervision.

RLMS Extra Curricular Activities

Forensics: Grades 7 and 8

Forensics offers students in seventh and eighth grades an opportunity to develop their public speaking skills through interpretive literature or giving a formal informative or persuasive speech. Students may choose to compete in one of thirteen categories and will have weekly practices. Students choose their pieces and start practicing just before Thanksgiving. There are two competitions in the middle level division – Level 1 held in early February and Level 2 held in early March.

Jazz Band: Grades 7 and 8

The RLMS Jazz Program is an organization made up of seventh and eighth grade band members and is selected by audition. The Jazz Program was formed in 1991 when approximately 20 students wanted to pursue the study and performance of jazz music. It has shown steady growth both in numbers as well as in the scope of the program. Its primary purpose is to provide interested students an opportunity to experience, first hand, the only true American art form – jazz. Each year the Jazz Band(s) performs a public concert as well as their “tour” of the elementary schools in the spring. Jazz Band rehearses before school at 7:30 AM one to two days per week.

Quiz Bowl: Grades 6, 7, and 8

This program begins in October with the computerized test occurring at the end of November. There are practices once a week, before and or/after school that improves their general level of knowledge as they rigorously prepare for the final team test. As a group, students develop teamwork skills and test their general level of knowledge in subject areas across the curriculum.

Science Olympiad: Grade 7 and 8

Science Olympiad is an academic competition focused on allowing students who have a passion for science a chance to explore other science disciplines outside the classroom. Science Olympiad’s ever changing line up of events in all STEM disciplines can be best related to a track meet. Different students compete in different events and their scores are tabulated into a team score. Team members usually practice before or after school one time a week leading up to tournaments. Any student is welcome to attend and if numbers allow, more than one team will be formed. The challenging, fun events motivate and confront the students from all ability levels with both theoretical and practical science problems. The emphasis is on interaction, learning, and having fun.

Show Choir: Grades 7 and 8

RLMS has two show choirs: “The Show Stoppers!” for the girls and “The Dudes of Rock!” for the boys. Students in 7th and 8th grade at the beginning of the school year and are enrolled in 7th or 8th grade choirs are eligible to audition for these groups. There is a maximum of 24 members for each group. Rehearsals are once a week at 7:15a.m. The “Dudes of

Rock” practice on Monday mornings and “The Show Stoppers” practice on Thursday mornings. These rehearsals are mandatory. These groups perform at middle school concerts, area schools, senior centers and other public events throughout the school year. These groups provide other performance opportunities for RLMS students to perform and be ambassadors for our school. See Mr. Matusewic for details.

Student Council: Grades 5, 6, 7, and 8

The mission of the Rice Lake Middle School Student Council is to provide and plan leadership-learning opportunities, school-wide activities and fundraisers, as we strive to strengthen and motivate leaders to become positive voices for our school and community.

Theatre Productions: Grades 5, 6, 7, and 8

Rice Lake Middle School offers a spring theatrical production each year. Students interested in acting can audition for parts. Approximately 20 students will receive speaking parts; others work on props, lighting, and sound. Everyone is encouraged to participate. The final production is performed before their peers during school and an evening performance for the public is given in the high school auditorium. The money and food donations received at the public performance are donated to local charities.

SKILLS USA: Grades 6, 7, and 8

The purpose of Skills USA is to prepare students to be leaders in the fields of business and industry. Toward this end, students participate in activities such as field trips to local businesses and industry, doing community and school service projects, learning and using tools in the technology room and visiting with special guest lecturers. Membership is open to sixth, seventh, and eighth grade students, but limited to 25 members overall. Members are picked randomly from all students interested in being in Skills USA. The club meets generally every other Tuesday from 3:30 PM until 4:30 PM.

Math Counts: Grades 6, 7 and 8

Math Counts is a national math program that involves challenging and unique math problems that promote middle school math achievement. It motivates and rewards students through problem solving while fostering both team work and competitive spirit. Math Counts takes place before or after school and runs from the middle of October to the beginning of March. Besides being involved in activities within our school, the students are exposed to friendly competitions versus Barron, Menomonie and Eau Claire Middle schools. The top RLMS teams also compete at a regional competition in February. Depending on the placement at the regional competition, there is the possibility of advancing to the state competition in March as well as the national competition in May. Students are selected to participate in Math Counts based on grades, test scores, and teacher recommendations.

Athletics

Rice Lake Middle School does not cut players from athletic teams based on the number of players. Participation is stressed throughout all of the sports. Practices are generally after school until 5:00 p.m. There is no cost to the student. The equipment needed includes a t-shirt, shorts, and an appropriate pair of shoes preferably different than the ones the student wears to school.

Co-ed Cross Country: Grades 5, 6, 7, and 8

The co-ed program starts in mid-August and runs through the beginning of October. Practices start at the flag pole and then runners run through town. Practices start after school ~ 4:45 PM. There are 5-6 meets held in September and October. A pair of running shoes is needed. Emphasis is on learning the proper technique of running and realizing running is fun. This is an individualized sport incorporated into a team concept. All ability levels are welcome.

Girls Volleyball: Grades 7 and 8

The volleyball program begins during the first week of school. The seventh grade ends their season at the end of September while the eighth grade ends their season after participating in the early October St. Joe’s Tournament. Skills

that are emphasized include setting, bumping, serving, and spiking. Team defense and offense along with strategies of the game are introduced.

Boys Basketball: Grades 7 and 8

The boy's basketball program runs from mid-October through the beginning of December. Skills emphasized are passing, dribbling, shooting, and teamwork! Defense and offense strategies of the game are introduced and polished.

Girls Swimming: Grade 6, 7, and 8

This program runs from the first part of November until the Christmas break. The ability to swim the length of the pool is a must in order to begin practicing with the team. The team will work in coordination with the Otters Swim club to ensure students can swim with both teams.

Archery Club: Grade 5, 6, 7, and 8

This program runs from the first part of November until the Christmas break. Students will be taught the basics of archery using the NASP system of shooting. Shooting will take place once or twice a week.

Boys Swimming: Grade 6, 7, and 8

This program runs from the first of January through February. The ability to swim the length of the pool is a must in order to begin practicing with the team. The team will work in coordination with the Otters Swim club to ensure students can swim with both teams.

Girls Basketball: Grades 7 and 8

The girl's basketball program begins its season with tryouts just before Christmas break, and practice begins immediately after the break. Skills that are emphasized are passing, dribbling, and shooting. TEAMWORK is stressed! Defense and offense strategies of the game are introduced and polished. The girl's basketball season ends in late February.

Archery Team: Grade 5, 6, 7, and 8

This program runs from the first part of November until the Christmas break. Students will be taught the basics of archery using the NASP system of shooting. Shooting will take place once or twice a week. There are several competitive tournaments that the team travels to.

Wrestling: Grades 5, 6, 7, and 8

This program begins in mid-February and runs through March. Practices are held at the high school following the school day until 5:00 PM. Dual meets are held on Tuesdays and Thursdays in March. A pair of gym shoes or wrestling shoes is needed preferably different than the ones the student wears to school. Introductory skills are taught; extra opportunities are available for wrestlers that want to further their skills beyond this point.

Track: Grades 6, 7 and 8

Track and Field begins in late March and continues into May. Athletes learn the fundamentals of Track and Field including the dynamic warm-up used by our High School Team. Athletes can easily find an event that suites their interest from sprinting to throwing, jumping to distance running. An emphasis is put on sportsmanship and working as a team while competing as an individual in many events.

BOARD POLICIES – STUDENT RELATED

All Board policies are available on the district's website at www.ricelake.k-12.wi.us or in all school offices.

COMPULSORY SCHOOL ATTENDANCE

The Board recognizes the need for uniform practices regarding attendance procedures within and among the schools of the District. Therefore, the administration is directed to establish, implement, and support such practices that are in accord with state laws, appropriate to the age of the students, and promote fair and consistent interpretation by the students, teachers, administrators, and parents/guardians of the District.

The procedures should clearly differentiate between excused and unexcused absences with provisions for penalties, make-up work, etc., clearly defined. Copies of attendance policies and procedures are provided to students on an annual basis. The Board requires that parents/guardians and staff also be notified of attendance policies and procedures on an annual basis, with copies made available to all members of the school community on request.

All children between the ages of 6 and 18 years, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school year in which the student becomes 18 years of age.

Exemptions

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

Attendance procedures must be reviewed regularly by the administrative staff.

ATTENDANCE AND EXCUSES

It shall be the duty of each building principal to assure the keeping of adequate student personal attendance records and to make required reports to the central administrative office.

It shall also be the responsibility of each building principal to work with the Superintendent to implement and enforce the District's truancy regulations.

All children between the ages of 6 and 18 years, except as provided by law and the policies herein, shall attend school regularly during the full period and hours that school is in session until the end of the school year in which the student becomes 18 years of age.

Truancy shall be defined as any absence of 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 student and intermittent attendance. Habitual truancy is defined as a student who is absent from school without an acceptable excuse for all or part of 5 or more days on which school is held during a school semester.

EXCUSED ABSENCES

A telephone call prior to **8:10 a.m. (234-8156, ext. 5032)** for each day your student is absent or written approval by a student's parent/guardian is required for an absence to be considered excused. **Please listen to the message prompt to get to the attendance secretary, ext. 5032.** If the absence is due to a doctor, dentist or specialist appointment you may bring in a note from them and the absence will be considered a medical excuse and not count against their attendance.

The building principal is empowered to excuse a student from school attendance for the following reasons:

1. Evidence that the student is not physically or mentally capable of attending school or an educational program. The District may request the parent/guardian of the student to obtain a written statement from a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner living and residing in the state who is listed in the Christian Science Journal, as sufficient proof of the physical or mental condition of the student. An excuse under this paragraph shall be in writing and shall state the time period for which it is valid, not to exceed 30 days.
2. Illness or injury. **However, for prolonged periods of absences (3 successive days or more) or for students with excessive absenteeism, a doctor's excuse may be required.** This will be at the discretion of the administration. **Students missing in excess of 10 days for illnesses during the year will be required to bring in a doctor's excuse for every subsequent illness.**
3. Emergency medical appointments with a licensed physician, dentist, chiropractor, optometrist, psychologist or Christian Science practitioner.
4. A death in the immediate family.
5. An illness in the immediate family that requires the attendance of the student.

6. Emergencies that prevent attendance, which are generally defined as an Act of God or other circumstances beyond the control of the student which, in the discretion of the Superintendent or his/her designee, prevents school attendance.
7. For the purpose of serving as an election official under conditions outlined in Sections 118.15(3)(d) and 7.30(2)(am) of the Wisconsin State Statutes.
8. If the student is in Grades 6-12—for the purpose of sounding “taps” during a military honors funeral for a deceased veteran.

PRE-ARRANGED ABSENCE

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

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

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

Any student requesting pre-excused absenteeism must request a form from the school office. The form must be filled out by the teachers and returned to the office by the student before departure.

Procedure: (to be adhered to in the following order)

- a. Obtain the pre-arranged absence form in the office
- b. **Have the form signed by parent or have a note or phone call from the parent**
- c. **Have the form recorded in the office and signed by the principal before it goes to teachers.**
- d. Have all teachers initial the form and fill in the required assignments
- e. **Return the form to the office before you leave**

OTHER ABSENCES

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

All other absences will be considered unexcused.

Make-up Work

Students with excused absences are entitled to make up the work missed and are responsible for doing so. Students with unexcused absences will not be allowed to make up the missed work.

A suspended student or a student with an unexcused absence shall not be denied the opportunity to take any quarterly, semester, or grading period examinations, or to complete course work missed during their absence.

When students have been given permission to participate in such activities as music programs, drama presentations, athletics, etc., or if they have pre-arranged an absence they should not be penalized for not being present to take tests and participate in the daily work. They shall be given the opportunity to make up work that is missed.

Procedures for Implementing and Enforcing the Attendance Policy

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

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

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

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

“Habitual truant” is defined as a student who is absent from school without an acceptable excuse for all or part of five or more

school days during a semester.

The notice shall include all of the following:

- A. A statement of the parent or guardian's responsibility under state law to cause the student to attend school regularly.
 - B. A statement that the parent or guardian or student may request program or curriculum modifications for the student and that the student may be eligible for enrollment in a program for children at risk under state law.
 - C. A request that the parent or guardian meet with appropriate school personnel to discuss the student's truancy. The request shall include:
 1. The name of the school representative with whom the parent or guardian should meet;
 2. The date, time, and location of the meeting;
 3. The name, address, and telephone number of the person to contact to arrange a different date, time, or place.
 4. The date for the meeting must be within five school days after the date that the habitual truancy notice has been sent to the student's parent or guardian. With consent to the student's parent or guardian, however, the date for the meeting may be extended for an additional five school days.
 - D. A statement of the penalties that may be imposed under state law on the parent or guardian if he or she fails to cause the student to attend school regularly.
3. Before any proceeding may be brought against a student for habitual truancy or against his or her parent for failure to cause the student to attend school regularly, the school attendance officer must provide evidence that appropriate school personnel has, within the school year during which the truancy occurred, done all of the following:
- A. Met with the student's parent or guardian to discuss the student's truancy or attempted to meet with the student's parent or guardian and received no response or were refused. This does not apply if the required parent meeting is not held within 10 school days after the date that the habitual truancy notice was sent.
 - B. Provided an opportunity for educational counseling to the student to determine whether a change in the student's curriculum would resolve the student's truancy, and has considered curriculum modifications possible within the current school program.
 - C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, taken steps to overcome the learning problems. The student need not be evaluated if tests administered to the student within the previous year indicate that the student is performing at his or her grade level.
 - D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, taken appropriate action or made appropriate referrals to community agencies.
- Items B, C, and D above do not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the student's absences from school.

PENALTIES FOR TRUANCY

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

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

GRADE ADVANCEMENT

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

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

The Rice Lake Area School District had established procedures for implementing this policy.

SPECIAL EDUCATION SCREENING/REFERRAL PROCEDURES

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

REFERRAL PROCEDURE

The Rice Lake Area School District shall solicit and receive referrals of students with suspected exceptional needs from all persons who have responsible cause to believe that such needs exist. Specific stat criteria will be adhered to in determining eligibility for specific handicapping conditions. Referrals of suspected students with a disability shall be referred to the Director of Special Services.

INDIVIDUALIZED EDUCATIONAL PROGRAM EVALUATION

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

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

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

The Rice Lake Area School District provides programming for students exhibiting any of the following handicapping condition; cognitive disabled (formally mentally retarded), physically handicapped, hearing impaired, visually handicapped, speech and language disabled, emotionally disturbed, traumatic brain injury, other health impairment (ED), and autism.

NOTE: Each student will receive a copy of the Rice Lake Area Schools "CODE OF CONDUCT" prior to the start of the school year. This code will be discussed with the students early in the school year.

STUDENT CONDUCT

The Board shall approve a code of classroom conduct. Each principal will compile a list of specific building rules and regulations which will include rules of conduct for students. These rules and regulations will be compiled in writing and made known to all students. The principal and staff of the respective schools are responsible for seeing that the building rules and regulations are consistently enforced.

School rules apply to all school functions and activities whether held during school hours or after regular school sessions, and whenever they are held.

The District shall not discriminate in standards and rules of behavior, including student harassment, or disciplinary measures, including suspensions and expulsions, on the basis of sex, race, national origin, ancestry, creed, religion, pregnancy, parental or marital status, sexual orientation, or physical, mental, emotional or learning disability. Discrimination complaints shall be processed in accordance with established procedures.

Legal Ref: 118.13, 118.164, 120.13(1), 120.13(1)(a), 120.44 WSS; PI 9.03 WAC

Cross Ref: 411 Rule Discrimination Complaint Procedures; 370 Rule (1) Guidelines for Activities; 370 Rule (2) Student behavior at dances

LOCKER SEARCH

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

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

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

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

administrator.

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

QUESTIONING BY NON-SCHOOL PERSONNEL

No student shall be questioned in the school or taken from school by a non-school agency, or its duly authorized representative, unless the same is first authorized by the student's parent or guardian, or is permitted and authorized by law. Parent/guardian notification is not required in child abuse cases where the student may be in need of protective services.

Except where previously authorized as aforesaid, principals will:

1. Make reasonable efforts to notify parents/guardians of requests or demands to question the student or take the student from school. The principal or agency representative shall inform the parents/guardian of the student's Constitutional rights. In cases where criminal prosecution is contemplated, interrogation shall not be commenced unless a parent/guardian is present.
2. Inform, or require the agency representative to inform, the student of his/her Constitutional rights.
3. Make reasonable efforts to persuade agency representatives to defer interrogation and/or removal from school until a parent/guardian is present.
4. Keep accurate records of all aforesaid incidents.

STUDENT DISCRIMINATION COMPLAINT PROCEDURE

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

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

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

Step 1: A written statement of the complaint shall be prepared and signed by the complainant. This complaint shall be presented to the District employee designated to receive complaints. The designated District employee will complete an investigation of the complaint. The designated District employee will send a written acknowledgment of receipt of the complaint within 45 days. Complaints under USC s. 1415 and Chapter 115, WI Statutes, relating to the identification, evaluation, educational placement, or the provision of a free appropriate public education of a child with a disability shall be resolved through the procedures authorized by Chapter 115, Subchapter V, WI Statutes. Complaints under 20 USC s. 1231 e-3 and 34 CFR ss 76.780-76.782, commonly referred to as EDGAR complaints, that the state or a sub grantee is violating a federal statute or regulation that applies to a program shall be referred directly to the State Superintendent.

Step 2: A written determination of the complaint shall be made by the Board within 90 days of receipt of the complaint unless the parties agree to an extension of time.

Step 3: If a complainant wishes to appeal a negative determination by the Board, he/she has the right to appeal the decision to the State Superintendent within 30 days of the Board's decision. In addition, the complainant may appeal directly to the State Superintendent if the Board has not provided written acknowledgment within 45 days of receipt of the complaint or made a determination within 90 days of receipt of the written complaint. Appeals should be addressed to: State Superintendent, Wisconsin Department of Public Instruction, 125 South Webster Street, P.O. Box 7841, Madison, WI 53707.

Step 4: Discrimination complaints on some of the above bases also may be filed directly with the Office for Civil Rights, Region V, U. S. Department of Health and Human Services, 233 N. Michigan Ave., Suite 240, Chicago, IL 60601, (312) 886-2359.

Step 5: Maintenance of Complaint Records-Records of all complaints shall be kept for the purpose of documenting compliance and past practices. The records shall include information on all levels of the complaint and any appeals.

The records should include:

1. The name of the complainant and his/her status.
2. The date the complaint was filed.
3. The specific allegation made and any corrective action requested by the complainant.

4. The name(s) of the respondents.
5. The levels of processing followed, and the resolution, date, and decision-making authority at each level.
6. A summary of facts and evidence presented by each party involved.
7. A statement of the final resolution and the nature and date(s) of any corrective or remedial action taken.

TITLE IX/SECTION 504 COMPLAINT PROCEDURE

If any person believes that Rice Lake Area School District or any part of the school organization had 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, handicap, or religion, he/she may forward a complaint to the administration office at the following address: 700 Augusta Street, Rice Lake, WI 54868.

Informal Procedure

The person who believes he/she has a valid basis for 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 two (2) days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed below.

Formal Complaint Procedure

Step 1. A written statement of the complaint shall be prepared by the complainant and signed. The complainant 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 complainant 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 superintendent of schools within five (5) business days after the receipt of the local coordinator's response to the complaint.

The superintendent shall meet with all parties involved, formulate a conclusion, and respond to the complaint within ten 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 superintendent'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 fifteen (15) days of the receipt of such an appeal. The Board secretary shall send a copy of the board's disposition of the appeal 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 of Civil Rights, U.S. Department of Education, 300 South Wacker Drive, 8th Floor, Chicago, IL 60606.

STUDENT HARASSMENT

The District does not tolerate harassment, intimidation, or bullying in any form and will take all necessary and appropriate action to eliminate it.

For the purpose of this policy, harassment includes striking, shoving, kicking, throwing object at, or otherwise subjecting another person to physical contact or attempting or threatening to do the same; name-calling; or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort, or humiliate another person, or which interferes with the victim's academic or work performance. Harassment includes verbal comments or other expressions that insult, degrade, or stereotype any person or group because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age.

Harassment also includes sexual harassment, which for the purpose of this policy, refers to behaviors that are not welcome, that are personally offensive, that debilitate morale, and that interfere with the academic performance of its victims or their peers. Sexual harassment may also include, but is not limited to, actions such as sexually-oriented verbal "kidding" or abuse, pressure for sexual activity, sexual contact and unwelcome touching, display of sexually suggestive objects or pictures, demands for sexual favors accompanied by implied or overt promises of preferential treatment or threats concerning an individual's employment or academic status, any job or academic-related action that is based upon an individual's acceptance of, resistance to, or refusal of sexual overtures.

Intimidation is defined as an individual intentionally having in such a way as to make another feel timid or fearful. This includes overt or implied threats and/or physical gestures.

Bullying is defined as a form of aggression in which there is an imbalance of power between the bully and the victim. Bullying can be physical, verbal, or psychological and is of a repetitive nature. It can be direct (face to face) or indirect (behind someone's back). Indirect bullying includes exclusion and gossip.

Harassment, intimidation, and bullying are prohibited in all academic and nonacademic settings. This includes, but is not limited to,

school classrooms and hallways, school buses, cafeteria, athletic competitions, field trips, locker rooms, and cooperative work programs.

It shall be a violation of District policy for any student to harass, intimidate, and/or bully anyone through conduct regarding race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age. This policy also prohibits harassment, intimidation, and/or bullying from third parties not directly subject to district control (i.e., persons who are not students or employees) when such persons are engaged in school district/Recreation Department-sponsored activities. Examples of third parties include audiences and competitors at inter-district athletic competitions, service contractors, school visitors, and the employees of business or organizations participating in cooperative work programs with the district.

Sexual harassment by staff toward any student shall be presumed unwelcome. Individuals who experience sexual harassment from a peer (e.g., adult to adult, student to student) should be encouraged to make it clear that such behavior is offensive to them.

Students who instigate any type of harassment, intimidation, or bullying are subject to disciplinary action. Individuals who experience any type of harassment, intimidation, and/or bullying may process a complaint pursuant to this policy. Students reporting incidents of harassment will be protected from retaliation. Students who engage in retaliatory conduct against a complainant will be subject to discipline under this policy.

The District will act promptly to investigate all complaints, whether formal or informal, verbal or written, or harassment, intimidation, or bullying because of race, color, national origin, gender, sexual orientation, religion/creed, pregnancy, parental/marital status, disability, or age; to promptly take appropriate action to protect individuals from further harassment, intimidation, or bullying; and if it determines that unlawful harassment occurred, to promptly and appropriately discipline any student who is found to have violated this policy, and/or take appropriate action reasonably calculated to end the harassment.

Legal Ref: 118.13 WSS; Title IX Education Amendments of 1972; Title VI of Civil Rights Act of 1964; Section 504 of Rehabilitation Act of 1973; and the American with Disabilities Act of 1990; United States E.E.O.C.

Cross Ref: 411 Student Discrimination Complaint Procedures; 411 Exhibits(1)(2)(3); 411.3 Rule Student Harassment, Intimidation, and Bullying Compliant Investigation Rules

HARASSMENT COMPLAINT PROCEDURE

The Rice Lake Area School District is committed to give all employees/students access to someone in administration that they will talk confidentially with about a harassment concern. For persons who believe they have experienced or observed harassment, there are several ways to deal with the issue. People to contact include:

- Your immediate supervisor
- Your school administrator
- Your school counselor
- District designees (male or female)

All District personnel involved in informal or formal investigation of a complaint shall maintain confidentiality to protect the parties involved and information shall only be shared with third persons involved in the investigation.

Informal Action

The person who believes he/she has a valid basis for 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 two days. If this reply is not acceptable to the complainant, he/she may initiate formal procedures according to the steps listed.

Verbal complaints are accepted. However, it is suggested that any complaint be placed in writing. Whichever action is taken, written or verbal, outline the following:

1. State the facts as you see them. Be as precise as possible and give times and dates if possible.
2. Describe your own personal feelings or reactions to the incident(s)
3. State what you would like to happen next. If you want the behavior to stop, then state just that.

Document your meeting by including harasser's reaction to your request.

If you are sending a written request, deliver the letter to the alleged harasser yourself. You may wish to have someone accompany you to witness the delivery. Your witness need not know the content of the letter.

Several objectives can be accomplished by utilizing the informal recourse:

- Letting the individual see the offensive behavior from your perspective;

- Giving that person a chance to correct the situation or to explain the behavior;
- Providing a fair warning to those accused of inappropriate behavior (direct and clear examples stated):
- Allowing you to present a clear response to the alleged harasser's behavior:
- Allowing you to deal with the actions in a non-threatening manner and environment.

In the event an informal approach is not utilized or is unsuccessful, more formal action is required.

Formal Action

Employees or students who have chosen to file a formal complaint are instructed to utilize the following procedure:

Step 1. The complainant must submit a written "Statement of Complaint" to the District Designee/Supervisor. The "Statement of Complaint" shall state the facts giving rise to the complaint, and the names of the persons involved in the complaint; the relief requested; and shall be signed by the complainant. The District Designee/Supervisor will investigate the complaint and attempt to determine a prompt and the resolution of the complaint.

Step 2. The person receiving the complaint shall thoroughly investigate the complaint, notify the person who has been accused of harassment, and permit a response to the allegation and arrange a private meeting to discuss the complaint with all concerned parties within ten (10) working days after receipt of the written complaint, if deemed necessary. The District Designee/Supervisor shall give a written answer to the complaint within fifteen (15) working days after receipt of the written complaint.

Step 3. If the complainant is not satisfied with the answer of the District Designee/Supervisor, he or she may submit a written appeal to the Superintendent indicating with particularity the nature of disagreement with the answer and reason underlying such disagreement. Such appeal must be filed within ten (10) working days after receipt of the decision rendered at the meeting with the complainant and other affected parties, if requested by the complainant, at a mutually agreeable time to discuss the appeal. The superintendent shall give a written answer to the complainant's appeal within ten (10) working days of receipt of the written appeal.

Step 4. If the complainant is not satisfied with the decision of the Superintendent regarding the appeal, a complaint with the Rice Lake Area School District Board of Education may be filed within ten (10) working days after receipt of the Step 3 decision. The school board shall, within twenty (20) working days of receipt of the appeal to the board, conduct a hearing in executive session during which the complainant shall be given the opportunity to present the complaint. The Board shall give a written answer to the complainant within ten (10) working days following completion of the hearing.

ASBESTOS NOTICE

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

DIRECTORY INFORMATION NOTICE

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

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

The child's name, photograph or other pertinent information could appear in school newsletters, yearbooks, or other school publications. Legal Ref. 118.125(1)(d), 118.125(2)(j)WSS

ACCESS TO PUBLIC RECORDS

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

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

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

STUDENT POSSESSION AND/OR USE OF ELECTRONIC DEVICES

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

STUDENT RECORD REVIEW

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

TELECOMMUNICATIONS ACCEPTABLE USE POLICY

The Rice Lake Area School District Board of Education believes that computer-based Telecommunications (including the Internet) is a valuable and fundamental supplement to the educational process. The availability of computer hardware and software within the schools of the District presents students and teachers with the possibility to communicate on a world-wide basis and to access a variety of services and materials.

The District staff shall develop acceptable use procedures and guidelines for telecommunications. Each individual school shall administer the rules and regulations set forth in the procedures and guidelines.