

# RICE LAKE MIDDLE SCHOOL



INQUIRE-LEARN-ACHIEVE

## 2023-2024

## Student Handbook

Rice Lake Middle School

204 Cameron Road  
Rice Lake, WI 54868

(Updated 6/6/23)

# Table of Contents

Page 1	Title Page
Page 2	Table of Contents
Page 3	School Staff/Important Phone Numbers
Page 4	Mission/Drop off/Library/Lockers
Page 5	Dress Code/P-T Conferences/Weather-Recess
Page 6	School Counselor/Health Services
Page 7	Medication/School dances/Report Cards
Page 8	Grading/Success Skills/Promotion
Page 9	Retention/Remediation/Skyward Access/Assessments/School Visitors
Page 10	Student Behaviors/Bus Behavior
Page 11	Student Use of Electronic Devices
Page 12-17	Student Activities
Page 18-23	Board Policies
• Page 18-19	Attendance/Absences
• Page 19	Make-up Work/Truancy/Tardy
• Page 20	Grade Advancement/Retention/Special Education Services
• Page 21	Student Conduct/Student Dress/Lockers/Student Questioning
• Page 22	Discrimination Procedures/Title IX Complaint Procedures/Student Harassment/Asbestos/
• Page 23	Directory Notice/Public Records/Electronic Devices Telecommunications

# Welcome to Your School!

## Middle School Office Staff and Phone Extensions

Middle School Phone - 715-234-8156

Principal	Mr. Joshua Tomesh	ext. 5041
Assistant Principal/Athletic Director	Mrs. Laurie Leaf	ext. 5025
Administrative/Financial Secretary	Mrs. Jessica Miller	ext. 5056
Attendance Secretary	Ms. Paige Poehls	ext. 5728
Building Maintenance	Mr. Tony Ullom	cell -715-931-8953
School Counselor	Mrs. Mary Krovoza	ext. 5230
School Counselor	Mrs. Nicole Weinstock	ext. 5567
School Psychologist	Mrs. Chris Christofferson	ext. 5405
School Psychologist	Mrs. Amanda Kuhn	ext. 5758
School Nurse	Mrs. Trisha Neuser	ext. 5110
School Social Worker	Mr. Joshua Morey	ext. 5262

## Additional Telephone Numbers

District Technology Extension	715-234-2181 ext. 9999
Food Service Extension	715 234-2181 ext. 5184 or 5563
Rice Lake Bus Garage	715-234-2038

**For up to date schedules on Warrior Athletics log onto [www.bigriversconference.org](http://www.bigriversconference.org)**

## **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. Once a student is dropped off on school grounds, they must remain on school grounds until they are excused to leave either at the end of the day or when a guardian picks them up. 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 7:00 a.m. at which time the Gold Gym is available. The doors to the main building are open at 7:58 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 obtained 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**

**Due to lack of supervision after dismissal, students are expected to leave the building at the end of the school day unless they are participating in sponsored after school programming.**

### **LIBRARY**

The library is open from 7:30 a.m. – 4:00 p.m. each school day. Students are able to come into the library before school, after school, and during Study Hall to check out/return books, read, use a computer, work on homework, or take part in makerspace activities. Library materials are checked out for a 4 week period and students may check out up to three items at a time. Reference materials may be checked out for one class period or overnight and must be returned to the library the next school day. Students with overdue/lost materials will be limited to checking out one item at a time until the item(s) has been returned or paid for. Students have the opportunity to read off their lost/damaged item charges by signing a contract with the librarian.

### **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 any lock!**

## DRESS CODE

Students shall dress appropriately for the school environment. Student attire that causes, or is likely to cause, a material interference with school operations or a substantial disruption to the school environment will not be permitted. School staff shall consider the link between the potential disruption or interference and the student's attire at issue when making decisions under this provision. Students may be asked to correct the infraction, refusal to comply may lead to further disciplinary action.

1. **Clothing should always completely cover the torso from above the chest to an appropriate length on the leg.**
2. **Clothing items such as 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.**
5. **Students are not permitted to have backpacks or coats/jackets in classes.**
6. **Hats, caps, hoods, bandanas, or other headgear are not to be worn in the building during the school day.**

**\*Exemptions will be made for cultural or religious garments or headgear.**

## PARENT/TEACHER CONFERENCES

Parent/teacher conferences are held regularly. The dates are included on the school calendar and parents are encouraged to [sign up](#) for a conference time when we are near the conference dates. Conferences 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 with questions regarding conferences.

## 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 canceled 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). The district will use our school messenger application to alert families of cancellations.

## 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 COUNSELING

### *Rice Lake Middle School Counseling Mission*

All students of the Rice Lake Middle School will develop in the areas of academic, social emotional, career domains which will empower them to inquire, learn, and achieve. All students will have the skills, support, and resiliency to continuously adapt and succeed in an ever changing world.

### *Rice Lake Middle School Counseling Program*

Our Rice Lake Middle School Counseling team has two full time certified School Counselors who follow the American School Counseling Association model to provide a comprehensive school counseling program. This program provides a multi domain and multi tiered system of support, which allows our counselors to support students in a systematic way to ensure that they are successful in and out of school. The three domains include academics/learning, social/emotional, and career/vocational. These domains represent areas of need during the various stages of student development. Our counselors support our students through multiple services, including the development and delivery of universal curriculum, which includes: academic and career planning, social emotional learning, personal safety, suicide prevention, transition, etc. Our School Counselors may provide more selective services using small group counseling or individual counseling. They also provide consultation and collaborate with administration, staff, families, and community members.

If a student would like to contact a School Counselor they should reach out in person before school, in between classes, or after school or they can send an email to set up an appointment to meet with one of the School Counselors. If families would like to contact a School Counselor they should contact the Rice Lake Middle School office and ask to speak with a School Counselor.

## HEALTH SERVICES

Students who are ill or injured should **receive permission from the 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.

**Illness** – if your student is too ill to come to school, call the Middle School Attendance line to excuse them as ill. Please leave a message including a list of symptoms they are experiencing. If your student sees a doctor and is diagnosed with an illness like strep throat, Fifth's Disease, chicken pox, mono, please provide us with the diagnosis and get a note from the doctor excusing them from school. In general, students are too ill to attend school if they have the following symptoms:

1. Fever over 100.4F (remain out until 24 hours after fever resolves without the aid of fever-reducing medication)
2. Frequent diarrhea (3 or more loose stools within 8 hours) especially with fever
3. Vomiting – 2 or more times within 24 hours (remain out until 24 hours after last emesis)
4. Rash that is spreading or accompanied by fever or behavior change
5. Severe pain or other symptoms that prevent the child from concentrating or participating in classroom activities. Ask "Will your student be able to participate in regular classroom activities despite their current symptoms?"

**Medication – Students are not allowed to carry and self-administer medication at school unless approved by the school nurse and parent.**

- For your convenience, and to encourage school attendance, we carry acetaminophen and ibuprofen in the health room to treat minor aches and discomforts that may arise during school. We must have an “Authorization to Administer Medication” form signed by a parent/guardian on file for the current school year before medication can be given to a student - NO EXCEPTIONS. The form is available on our website at: [http://www.ricelake.k12.wi.us/student\\_services/health\\_services](http://www.ricelake.k12.wi.us/student_services/health_services). Incomplete forms are not accepted.
- All orders for prescription medication must be signed by a health care provider AND parent or guardian – no exceptions. Sign forms before bringing them to school.
- All medication orders must be renewed annually. Old orders are not accepted.
- All medications must be delivered to school by the parent/guardian. Medication must be in the original prescription or manufacturer’s bottle and include the student’s name, medication name, dose, time and route of administration.
- **Injuries and restrictions to activity** – if your child is unable to physically participate in any school activity (due to an injury, planned surgery, illness, etc.) a signed, written note from a health care provider is required. The note should include a list of restrictions with the start and end date. Students without proper medical excuses are expected to participate in all school activities to the best of their ability.
- **Immunizations** – if your student receives vaccines during the school year, please forward a copy of their record to the school so we can keep our records as up-to-date as possible.
  - **For 6<sup>th</sup> grade students only** – Be sure your child has received a Tdap booster prior to the first day of school. This is a requirement of the Wisconsin School Immunization Law. There are fines, legal consequences and possible school exclusion for those students not in compliance with laws by the 15<sup>th</sup> day of school.
- **Screening** – Vision screening is done annually for all students in grade 7. Vision and hearing screening are also available on request from the student, parent or teacher. School screenings identify children with hearing or vision concerns that have gone undetected by family and friends. If you have concerns regarding your student’s hearing or vision, we recommend an exam by a physician prior to the start of the new school year.
- **Chronic Health Conditions (asthma, allergies, epilepsy, diabetes, etc.):**
  - If your student has a chronic health condition that may require assistance from school staff during the school day, please contact the school nurse to discuss the possible need for an Individualized Health Plan. Health Plans are developed by the school nurse, parent and physician and distributed to staff on a “need to know basis” to assure a safe, timely and appropriate response to the health needs of the student. Health plans are mailed to parents/guardians each summer for updating. Health plans should be updated, signed and returned to the school nurse so that the school nurse can assure staff are trained to provide any needed care.

## **DANCES**

The Student Council and other school groups sponsor dances during the school year for 5<sup>th</sup>, 6<sup>th</sup>, 7<sup>th</sup> & 8<sup>th</sup> grade students for a nominal fee. Parents are invited to volunteer as chaperones. **Only** students registered at RLMS are eligible to attend school sponsored social events.

## **REPORT CARDS**

Report cards are posted every nine weeks. Parents can [view the report card](#) in Skyward and are encouraged to contact their child’s teachers if they have specific questions regarding grades at any time throughout the school year.

## Rice Lake Middle School Grading Scale, Success Skills, Grading Policies and Remediation

### 5th-8th Grade- Grading for Learning Three Point Proficiency Scale

3	Mastery of Standard
2	Partial Mastery of Standard
1	Minimal Mastery of Standard
0	Lack of Evidence

### Success Skills

Staff will report student progress toward meeting the 21st Century Success Skills. The Rice Lake School District has identified the following as key employability skills and Warrior Way Traits:

- Prompt and Prepared
- Persistent and Productive
- Responsible and Respectful

Progress toward these attributes will be designated in the following way: Mastery (MS), Partial Mastery (PM), and Minimal Mastery (MM)

### Rice Lake Middle School Grading Policies

Grades are meant to report content mastery through priority standards established for each class. Final grades are based on at least 85% summative assessments (end-of-unit tests, projects, final writing pieces) and 15% formative assessments (exit tickets, observations, quizzes, daily assignments). Late work needs to be completed and turned in by the end of a unit in order to receive credit.

In some cases, students are allowed to retake summative assessments and formative assessments if they can demonstrate they have taken steps to relearn the material. Retaking just for the sake of retaking will not provide the learning we wish to see. Instead, students need to show they have improved their understanding of the standard.

Some steps a teacher may require prior to retaking an assessment may include but are not limited to:

1. completion of additional homework/classwork as practice
  2. verbal conversation and/or meeting with the teacher
  3. corrections on a previous assessment
  4. completion of designated formative assessments
- Each grade level content area has a specific retake policy.
  - Students must complete the retake process within the timeline set by the classroom teacher. Typically, this is prior to the next summative assessment.
  - The score earned on the retake of the summative test will replace the original score.

Longer projects such as a writing assignment, speech, project, presentation, etc. that students receive feedback on throughout the unit may not be eligible for a retake. In these cases, students have had multiple opportunities to revise their work throughout the process.



## **End of Quarter Remediation Program**

If students fail a course or have not completed assessments to show mastery of the material at the quarter grading period, they may be required to attend Middle School Success Remediation. Remediation will be after school from 3:30-5:30 pm. During those sessions, students receive instruction in time management, study skills, organization, and goal setting. In addition, power standards from the course that the student failed will be retaught or re-assessed by the end of remediation. Our goal is to fill the gaps and ensure that students do not have key missing components in learning going forward. Students may be required to attend up to 2 evenings or until they have proven mastery of the content. The process would follow the steps below:

1. Mid-Quarter report would be an indicator of a student's progress toward power standards at the mid-point in the grading quarter. (1<sup>st</sup> parent contact)
2. Two weeks prior to the end of the quarter, teachers will send a potential failure report home for those students that may potentially fail. (2<sup>nd</sup> parent contact).
3. Parents will receive final notification if their student receives a failing grade at the end of the quarter.

## **SKYWARD FAMILY ACCESS**

Family Access is a program through the Rice Lake School District that enables parents to check their student's schedule, assignments, grades, lunch accounts, and attendance. Your accounts carry over from year to year once you do an initial sign-up. You may find the form on the Rice Lake Area Schools website ([www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us)) or stop at your child's school to pick up a form. You only have to fill out one form for all of your students and then take the form to any school that your child attends. You must present a photo ID to the secretary when you do the sign-up.

## **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 Fastbridge 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 are also assessed on Social Studies and Science on the Forward Exam.

## **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 our guest book 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.

## **RICE LAKE MIDDLE SCHOOL APPROACH TO STUDENT BEHAVIOR**

The foundation of the middle school discipline process will focus on teaching and modeling the three behavior pillars of being Respectful, Responsible, and Safe, in accordance with the PBIS (Positive Behavior Interventions and Supports) model. Positive Behavior Interventions and Supports (PBIS) is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success.

Students and staff have a kick-off each fall to review expectations in all areas of our school building from the classroom to the playground. The "Warrior Way" encompasses common language and common expectations to promote positive interactions and behaviors for all of us. PBIS matrices will be used to help students discuss and understand appropriate behavior. Teachers and students will be responsible for identifying and developing strategies that will correct or help students learn from the behavior.

When a student's behavior becomes continuously disruptive or dangerous enough that it significantly interferes with the student's own learning or the learning of others it will be referred to the principal's office or pupil services. Upon processing the referral, the goal will always be to have the student return to class as soon as possible.

Our goal is to help students learn appropriate behavior and accept responsibility for their choices. PBIS is a tool to help students learn to accept and respect one another as equal members of our school and community. Communication with parents is essential to helping students learn these skills.

### **MINOR BEHAVIORS (Teacher Managed)**

Classroom expectations and student behavior are communicated to students through teachers and the student handbook. PBIS Matrixes will be used to help students discuss and understand appropriate behavior. Teachers and students will be responsible for identifying and developing strategies that will correct or help students learn from the behavior. These are considered Minor Behaviors. Teachers may report behavior and consequences to parents in a number of ways: e-mails, phone messages, conferences, etc. Behaviors and strategies for correction may be recorded and shared with other school staff members when this sharing is in the best interest of the student.

Students will be given warnings to correct a behavior in class and when that behavior is not corrected, the staff member will fill out an incident report in EduClimber. If a behavior is severe, a warning may not be given. Each grade level has a procedure in which there is communication with parents, meetings with the grade level team, and eventually a discipline referral. This process will also be communicated home at the beginning of the school year.

### **MAJOR BEHAVIORS (Office Managed)**

When a student's behavior becomes continuous, disruptive, or dangerous enough that it significantly interferes with the student's own learning or the learning of others, it should be referred to the office. The teacher will type a disciplinary referral that explains the incident. The student will meet with the principal or assistant principal. If an administrator is not available, the student will meet with a staff member who has been trained to help the student process the situation. The administrator will consult with the teacher, process the referral, and determine the course of action to take in helping the student learn appropriate behavior. Parents may be required to participate in meetings to correct repeated behavioral concerns. The goal will always be to have the student return to class as soon as possible.

### **BUS BEHAVIOR**

The district has worked to improve student behavior on our buses 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 buses: 1<sup>st</sup> conduct report-warning, 2<sup>nd</sup>-2 day bus suspension, 3<sup>rd</sup>-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.

Please [click here](#) to view the district policy for student conduct on buses.

## **STUDENT POSSESSION AND/OR USE OF ELECTRONIC DEVICES**

Students are required to keep electronic devices in their locker throughout the school day from 8:05 a.m. until dismissal at the end of the day, including lunch and recess time. These devices include but are not limited to cell phones, tablets, IPODs, smart watches, gaming systems, and bluetooth devices (including bluetooth earbuds). Devices should be turned off or silenced in an effort to reduce disruptions to the learning environment. Students will be required to use the school issued electronic devices for educational purposes and the use must align with district technology usage agreements. The principal may authorize student use of an electronic device if determined 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. Students in possession of prohibited electronic devices will be subject to disciplinary action from the District, and the electronic devices may be confiscated.

The office will follow the procedures below when enforcing appropriate use of computers and other electronic devices:

- 1st offense – Device will be taken away and given to the principal. A conference will be required between the student, principal, or office designee in which re-teaching of acceptable use will be discussed. The device will be returned at the completion of the day.
- 2nd offense – Device will be taken away and will be returned after a detention of 30 minutes has been served. A conference will be required between the student and principal in which re-teaching of acceptable use will be discussed. Parents will be notified.
- 3rd offense – Device will be taken away and a parent or parent designee will be required to pick up the phone. A conference will be required between the student and principal in which re-teaching of acceptable use will be discussed.
- 4th offense – Device will be taken away and a parent, student, and principal meeting will be required. A student contract will be established collaboratively to determine restrictions and consequences for further infractions.

# Rice Lake Middle School Co-Curricular Code

## Philosophy Statement

The Rice Lake School District believes that its primary purpose is to provide opportunities for excellence in education. With this in mind, the school board, administration, and faculty agree that athletics can be an integral part of a student's education. Competitive co-curriculars offer valuable learning experiences that are physically, ethically and emotionally demanding. These experiences provide lessons that often cannot be taught in the normal classroom setting. Co-curriculars are considered to be an extracurricular activity; therefore, anyone wishing to participate must be willing to accept this code of conduct and similarly, accept responsibility for action taken in response to code violations.

### I. Eligibility

Each school year, all participating students must turn in the following prior to receiving any equipment or participating in any practice sessions (on Skyward):

1. Proof of insurance or a signature accepting responsibility of payment in case of injury.
2. A statement signed by both student and parents/guardians indicating an understanding of the athletic code, along with the concussion form.
3. Sport form signed by both student and parents/guardians indicating an understanding of the specific sport/curricular requirements.

### II. Academics

Grades will be run weekly and if an athlete has No Evidence in 2 or more academic areas in any class they will have one week of probation to complete the standard with a score higher than Minimal Mastery. Athletes should be practicing while on probation unless approved by the coach. If an athlete needs to attend remediation, they will be ineligible for any practice/games/activities during any remediation time periods. Once they have completed remediation successfully, they will be reinstated.

### III. Attendance

- A. Students are required to be in attendance for at least half of the school day on the day of a contest or practice to be eligible for participation on that day. The student must be to school by 11:30 AM to practice or participate in a game or at a meet. Exceptions may be made for a medically excused absence or funeral cleared by the Athletic Director or Administrator.
- B. An unexcused absence of one or more class periods during a sports season makes a student ineligible for the next upcoming contest for which he/she is eligible, unless there are extenuating circumstances as determined by the MS athletic director and principal.
- C. Some students miss or come in late, particularly the school day after an athletic contest. It is understandable that student athletes may be tired as a result of competition the prior evening. The primary reason for existence of a school is academic education, not athletics. Therefore, student athletes who are late to school in the morning, miss school entirely, or are tardy for classes repeatedly, will be required to have their parents contact the MS athletic director to show cause why he/she should be allowed to continue taking part in athletic competition.

### IV. Travel and Conduct on Trips

- A. Athletes must travel with their team using the mode of transportation approved by the school. An athlete who travels to a site with a school team must return with the team. The only exception to the rule is that if the athlete's parent/guardian is present at the site, he/she may request that the athlete return with the parent/guardian. The parent/guardian must personally present the coach with a written

note indicating that he/she will be taking his/her child home.

- B. Student athletes are responsible for cleaning up garbage and other debris that results from eating on school buses or other school provided transportation.
- C. It is expected that students will conduct themselves in an appropriate manner on school-sponsored trips. It is important that all of our students understand that they represent their school and community to the general public.

## **V. Athletic Policies**

- A. **Enforcement** – The RLMS Athletic Code will be enforced from the first day of practice or date of signing, for a period of 12 consecutive months.
- B. **Suspension** – A student athlete who has an out of school suspension will be suspended from any activity for the same duration of time as the suspension from school and a minimum of one game/activity/match/etc. The student athlete will not be allowed to practice while serving school suspension. A student athlete who has an in school suspension will not be allowed to participate in a game/activity that day but should attend practice.
- C. **Academic or Code Violation Sanctions** – Any student athlete who is under academic suspension or suspension from a code violation will not be allowed to travel with the team to away games until the suspension has been served.  
Any student athlete who is under academic or code violation suspension will not be allowed to wear the uniform for games during their suspension period but may be with the team at a home game dressed in proper attire.
- D. **Communicating the Code to Parents and Athletes** – It is the responsibility of each athlete and parent to review the athletic code and sign it before participation is granted. If there are any questions regarding the athletic code, contact the MS athletic director. Athletes and their parents must sign the athletic code each year.
- E. **Equipment** – Any school equipment that is issued must be returned or paid for before a student may participate in his/her next sport or receive awards in the current sport.
- F. **Injury** – All injuries incurred during an athletic practice or contest must be reported to the coach immediately. Parents must inform the school of any injury sustained during the sport season whether the injury occurs while the student is participating in the school sport or outside of school activity. If a student is evaluated by a health care provider and there are restrictions to the student's physical activity, the parent must provide written documentation of the injury from the health care provider. When the health care provider determines the student may return to unrestricted activity, the parent/guardian must provide a medical release from the health care provider to return to unrestricted athletic participation.
- G. **Discipline** – Recognition is given that discipline is an essential part of the learning process; therefore, each coach may establish rules in addition to those to ensure an atmosphere conducive to the sport. Any additional rules may not preclude any code of conduct rules. These rules must be submitted to the MS athletic director in writing and approved by the principal and athletic director prior to their introduction to the team at large. In order to be enforceable, the additional rules must be given to each participant in writing.

## **VI. Code Violations**

- A. Purchase, possession, or use of alcoholic beverages, tobacco, illegal drugs or look-alike drugs.
- B. Insubordination, illegal acts or conduct contrary to the principles and standards of the Rice Lake Area Schools (conduct not becoming of an athlete).
- C. Violation of Wisconsin Statutes, County and Municipal Ordinances (includes illegal gambling or presence [without a parent] in an establishment that sells alcohol)

## **VII. Reporting and Administration for Code Violations**

- A. Athletic code violations may be observed or reported by administration, faculty, parents, students, or community members. When appropriate, as determined by the MS athletic director, the anonymity of the informant will be maintained.
- B. The athlete and his/her parent(s)/guardian(s) will be notified of the alleged violation within two days of receipt of the report by the MS athletic director. The MS athletic director shall interview the athlete and/or his/her parents(s)/guardian(s) not later than two days after the preceding notice.
- C. Upon conclusion of the interview and after such other and further investigation and inquiry as the MS athletic director deems appropriate, the MS athletic director shall issue his/her decision whether the athlete violated a code provision. The athletic director shall determine and impose the appropriate consequence if a violation is found to have occurred. The MS athletic director shall be the sole finder of fact.

## **VIII. Consequences**

Participation in interscholastic athletics is considered a privilege and not a right. Failure to abide by the established rules will result in withdrawal of the privilege to participate. Violations of the code of conduct will be dealt within the procedures that follow:

**Honesty Consequence Reduction** – Athletes who admit to violations voluntarily when questioned for the first time during the first interview will receive a lesser consequence compared to those who do not cooperate or attempt to deceive school officials during the first interview. Additionally, athletes who report their violations to the MS athletic director of their own violation, could, at the discretion of the MS athletic director, have their suspension reduced by another contest. The honesty consequence reduction is available on the first offense only.

- **First Offense** – Suspension from 1 game, AODA class taken (if drug or alcohol offense must be completed).
- **Second Offense** – Suspension from ½ of the season. If the violation is for a second drug or alcohol offense, the athlete will get a juvenile referral.
- **Third Offense** – Suspension from interscholastic athletics for **12 consecutive months** from the date of the offense. The athlete will meet with the administration to determine appropriate procedures for re-admittance to the athletic program.
- **Fourth Offense** – Suspension from interscholastic athletics for the remainder of his/her MS career. The HS athletic director will be made aware of any MS athlete that makes a fourth offense.
- **Increased consequence for serious violations** – If a student commits an act in violation of the athletic code which would be classified under Wisconsin state law or federal law as a felony or Class A misdemeanor, or which in the sole discretion of the MS athletic director is so serious that additional (increased) consequences including, but not limited to additional and increased suspension periods. These consequences are solely within the discretion of the MS athletic director.
  - **Suspensions** will be rounded to the nearest whole number of contests. Any suspension not completed in one sport will carry over to the next sport. An athlete must complete a sport in order to satisfy the requirement of a suspension.
  - **Consequences** for violations that occur while an athlete is already serving a suspension will result in the additional suspension being imposed after the current suspension is completed.

## **IX. Appeal Procedure**

If the athlete and/or the athlete's parent(s)/guardian(s) are not in agreement with the disciplinary action

taken, the following procedure may be commenced. Written notice of an appeal must be submitted to the MS athletic director within 72 hours of the MS athletic director's decision. Written notice of an appeal to any subsequent level must also be submitted to the MS athletic director within 72 hours of the decision at any level of appeal. The hearing for each level of appeal will be held within seven days of the MS athletic director's receipt of the written notice of appeal. The athlete and/or parent/guardian should present a legitimate basis for appeal, not simply to appeal for appeal's sake. The order of appeal after the MS Athletic Director is: MS principal, then District Administrator, then Rice Lake School Board.

## **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 late January and Level 2 held in early February.

### **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 5, 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.

### **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 who are in 7<sup>th</sup> and 8<sup>th</sup> grade at the beginning of the school year and are enrolled in 7<sup>th</sup> or 8<sup>th</sup> grade choirs are eligible to audition for these groups. There is a maximum of 24 members for each group. Rehearsals are twice a week at 7:15a.m. The "Dudes of Rock" practice on Monday and Friday mornings and "The Show Stoppers" practice on Tuesday and 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. Matusewicz 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.

### **Drama Club- Grades 5, 6, 7, and 8**

Rice Lake Middle School offers a drama club opportunity to each grade level. The drama club sessions include performance skill workshops, theater etiquette, small group plays, full group productions, and partnerships with the local theater community. Drama Club is open to all students who wish to participate in a theater experience while at the middle school.

### **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 p.m. until 4:30 p.m.

### **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 from 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 flagpole and then runners run through town. Practices start immediately after school and last until approximately 4:45 p.m. 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 and runs until the early part of October. Typically each grade level will have one weekend tournament scheduled at St. Joes. 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: Grades 5, 6, 7 and 8**

The girl's swimming program begins its season in early November. Basic swimming techniques are needed in order to be on the swim team and a student must be able to swim the length of the pool. The swim coach will develop additional techniques for swimmers that are best suited for certain events. There are 2-4 swim meets during the course of the season which ends about a week after Christmas vacation.

### **Girls Basketball: Grades 7 and 8**

The girl's basketball program begins its season immediately after the winter 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.

### **Wrestling: Grades 5, 6, 7 and 8**

This program begins in mid-February and runs through March. Practices are held at the middle school following the school day until 5:00 p.m. Invitational style meets are held during which an athlete will be set up with 2-3 matches. A pair of gym shoes or wrestling shoes are needed, preferably different from 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.

### **Boys Swimming: Grades 5, 6, 7 and 8**

The boys swimming program begins its season in mid-January. Basic swimming techniques are needed in order to be on the swim team and a student must be able to swim the length of the pool. The swim coach will develop additional techniques for swimmers that are best suited for certain events. There are 2-4 swim meets during the course of the season which ends at the beginning of February.

### **Archery: Grades 5, 6, 7 and 8**

Starting after Christmas break, students that have participated in summer school archery, or the late fall introductory courses, can sign up to compete on the archery team. There are several archery tournaments available to attend, either as a team member, or as an individual.

### **Tennis: Grades 5, 6, 7 and 8**

Middle School students will be introduced to a life-long sport. They will learn the various fundamentals of tennis: groundstrokes, approach shots, volleys, overheads, serves, scoring, etc. Students will also be exposed to building upon life-long skills such as teamwork, accountability, mental toughness and grit.

### **Track: Grades 6, 7 and 8**

Track and Field begins in the first week of April 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 suits 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.

### **Golf: Grades 7 and 8**

Golf begins mid-April and continues into May. Athletes will learn the fundamentals and etiquette of golf by practicing at Turtleback on the driving range, putting green, and the course. The season will conclude with an intersquad meet.

## **BOARD POLICIES – STUDENT RELATED**

All Board policies are available on the district's website at [www.ricelake.k12.wi.us](http://www.ricelake.k12.wi.us) or in all school offices.

**STUDENT ATTENDANCE-POLICY 430** Students are allowed 10 days total a year (5 a semester) per statute including ill, excused, unexcused and pre-excused.

## **STUDENT ATTENDANCE PROCEDURES-RULE 430**

### **EXCUSED ABSENCES**

A telephone call prior to **8:10 a.m. (234-8156, ext. 5728)** 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. 5728.** 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 District Administrator or their 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 or 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 total limit for 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 coursework 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.

## **TARDY TO CLASS**

Preparedness and punctuality are essential success skills identified by potential employers and staff at RLMS. Students are given three minute passing periods to prepare for their next class. Students should be in the classroom before the door is shut to begin class. In the event that students are not on time, they will be marked tardy in Skyward. Students identified as struggling with punctuality by daily attendance reports will be subject to consequences which may include lunch detention, after school detention, executive functioning coaching, and modeling of timeliness by an adult. Every effort will be made to problem solve with the student to eliminate future tardy issues.

## **GRADE ADVANCEMENT AND RETENTION**

Per WI State Statute 118.33(6)(a) 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. State administered exams
- B. Student Academic Performance Criteria
- C. Teacher Recommendation Criteria based on academic performance
- D. Other Academic Criteria specified by the Board of Education

The Rice Lake Area School District has established procedures for implementing this policy ([Rule 344.41](#)) ([Exhibit 344.41](#)).

## **SPECIAL EDUCATION SCREENING/REFERRAL PROCEDURES [POLICY 342.1](#)**

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 Education and Pupil Services of the Rice Lake Area School District, at 30 Phipps Ave, 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 reasonable cause to believe that such needs exist. Specific state criteria will be adhered to in determining eligibility for specific handicapping conditions. Referrals of suspected students with a disability shall be referred to the Director of Special Education and Pupil 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 Education and Pupil Services. The Director of Special Education and Pupil Services shall approve the evaluation process and may request additional information.

Procedural safeguards for evaluation include the following: The notice of intent to evaluate shall be sent to the parents 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 conditions; cognitive intellectual disability (formerly cognitive disability), physically handicapped, hearing impaired, visually handicapped, speech and language disabled, emotional-behavioral disability, traumatic brain injury, other health impairment (ED), and autism.

## **STUDENT CODE OF CONDUCT AND DISCIPLINE [POLICY 442](#) [RULE 442](#)**

The District shall maintain a Student Code of Conduct that has been approved by the Board of Education and can be found in the student handbook. **NOTE: Each student will receive a copy of the Rice Lake Area Schools “[CODE OF CONDUCT AND DISCIPLINE](#)” prior to the start of the school year. This code will be discussed with the students early in the school year.**

## **STUDENT DRESS [Policy 442.1](#)**

The Board of Education believes that a student dress code is an important part of creating a school environment that is safe, conducive to learning and free from disruption.

## **LOCKER SEARCH [POLICY 444](#)**

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

## **STUDENT INTERVIEWS/QUESTIONING BY OUTSIDE AGENCY PERSONNEL [POLICY 445](#) [RULE 445](#)**

The Board of Education encourages school administrators and District staff to work in close cooperation with law enforcement, social services and other outside agency personnel for the safety and well-being of students and staff.

## **STUDENT NONDISCRIMINATION AND EQUAL EDUCATIONAL OPPORTUNITIES [POLICY 411](#)**

It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and Chapter PI 9 of the Wisconsin Administrative Code, that no person may be denied admission to any school 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 on the basis of the protected classes of race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, sex, or physical, mental, emotional, or learning disability.

This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Section 118.13 of Wisconsin Statutes, Ch. PI 9 of the Wisconsin Administrative Code.

The Rice Lake Area School District strongly encourages, but does not require, the informal resolution of complaints and concerns regarding the implementation and monitoring of the laws, regulations, and local policies that facilitate the provision of equal educational opportunities and that prohibit discrimination. To pursue informal means of resolving a complaint, a person may contact either the appropriate building principal, or the Director of Special Education and Pupil Services at the following office location: Laurie Johnson, Director of Special Education and Pupil Services Rice Lake Area School District 30 Phipps Avenue, Rice Lake, WI 54868 (715) 234-9007, [johnsonl@ricelake.k12.wi.us](mailto:johnsonl@ricelake.k12.wi.us)

## **TITLE IX NONDISCRIMINATION**

Title IX Sexual Harassment [policy 114](#)

Notice of School district Policies on Sex Discrimination, the district's title IX Coordinator(s), and Procedures for Reporting for Filing a Complaint of Sex Discrimination [Rule \(1\) 114](#)

Initial District Screening of Reports of Complaints of Title IX Sexual Harassment [Rule \(2\) 114](#)

District Response to Alleged Sexual Harassment under Title IX [Rule \(3\) 114](#)

**The staff member holding the following position serves as the District's designated *Student Nondiscrimination Coordinator*, with a primary focus on student matters and other non-employment-related matters:**

**Laurie Johnson**  
Director of Special Education and Pupil Services  
30 Phipps Ave  
Rice Lake, WI 54868  
715-234-9007  
[johnsonl@ricelake.k12.wi.us](mailto:johnsonl@ricelake.k12.wi.us)

**The staff member holding the following position serves as the District's designated *Equal Employment Opportunities Coordinator*, with a primary focus on employment-related matters:**

**Mark Beise**  
High School Assistant Principal  
30 S. Wisconsin Avenue  
Rice Lake, WI 54868  
715-234-9007  
[beisem@ricelake.k12.wi.us](mailto:beisem@ricelake.k12.wi.us)

## **BULLYING AND HARASSMENT BY STUDENTS [POLICY 411.3](#)**

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

## **REPORTING BULLYING/HARASSMENT BY STUDENTS: PROCEDURES FOR STUDENTS, PARENTS, AND OTHER NON-EMPLOYEES [RULE 411.3](#)**

Any student who (1) is the target of any bullying or harassment; (2) who observes/witnesses any incident involving bullying or harassment; or (3) obtains knowledge of possible bullying or harassment that the student finds credible or upsetting, is strongly encouraged to report the incident(s) to District staff using any of the procedures identified in this rule. Parents and guardians and others with relevant knowledge/information/concerns related to incidents involving students are similarly encouraged to report such concerns/incidents to the District. [Bullying or Harassment Report Form](#).

## **BOARD GUIDELINES FOR THE DISTRICT'S PROCEDURES, SERVICES, AND COMMUNICATIONS RELATED TO BULLYING AND HARASSMENT BY STUDENTS IN THE SCHOOLS [RULE \(4\) 411.3](#)**

The Board of Education believes that bullying and harassment are complex school and community issues that have harmful consequences, first and foremost, for those individuals who are the victims of the behavior; but bullying and harassment also have negative consequences for those who engage in the behavior, for the overall school environment, and for the broader community. Accordingly, the Board of Education directs the administration to ensure that the District's schools are taking active steps, directed toward both students and staff, surrounding bullying and harassment awareness, prevention, and intervention/response.

## **ASBESTOS MANAGEMENT PLAN NOTIFICATION**

In compliance with the United States Environmental Protection Agency (EPA) and the Asbestos Hazard Emergency Response Act (AHERA), this is notice that the Rice Lake School District has an Asbestos Management Plan at the school district office. The plan is

available for inspection by the public, parents, and district employees. The district performs six month periodic surveillance of asbestos and full re-inspections every three years. Questions concerning the Asbestos Management Plan or the Surveillance Reports can be directed to the Director of Finance and Operations.

#### **STUDENT DIRECTORY DATA [Policy 347.1](#)**

In accordance with the District's designation and written notice of student directory data, the District may disclose a student's directory data to any person unless the student's parent or guardian (or adult student, if applicable) has notified the District, in writing, that any or all of the student's directory data shall not be disclosed. If an appropriate party exercises a valid opt out under this policy, then the District shall not disclose the directory data covered by the opt-out decision unless (1) an appropriate party provides advance written consent for the disclosure; or (2) the District determines that there is a separate and otherwise applicable exception to the confidentiality of the records that permits or requires such disclosure.

#### **ACCESS TO PUBLIC RECORDS [Policy 823](#) [EXHIBIT 823](#)**

#### **ANNUAL STUDENT RECORDS NOTICE [Policy 347](#) [Rule 347](#) [Exhibit\(1\) 347](#)**

#### **RESPONSIBLE USE OF INFORMATION TECHNOLOGY RESOURCES BY STUDENTS [Policy 363](#) [Rule 363](#)**