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*identifies general policy category; is not represented by policy

410

STUDENT POLICIES GOALS

It is the desire of the River Ridge School Board of Education to provide an effective educational program for each student. The student's educational development is the central concern of the Board's policies and the administrative regulations.

Therefore, the Board expects the positive involvement of students and staff in the many learning opportunities making up the educational program. Administrators and teachers are expected to devote their time and effort to sound preparation and management of instruction and its many related learning activities. The Board expects a reasonable amount of commitment and effort on the part of all students, commensurate with their ability and skill development. The Board also desires every student to have an opportunity whereby he/she may achieve the maximum benefit from his/her school education.

APPROVED: July 1, 1995

411

EQUAL EDUCATIONAL OPPORTUNITY

The River Ridge School District is committed and dedicated to the task of providing the best education possible for every student in the district for as long as the student can benefit from attendance and the student's conduct is compatible with the welfare of the entire student body.

The right of the student to be admitted to school and to participate fully in curricular, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired. The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of race, color, creed, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established procedures.

Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in the school building. In addition, a student nondiscrimination statement shall be included on student and faculty handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1964
Section 504 of the Rehabilitation Act of 1973

CROSS REF.: 411-Rule, Discrimination Complaint Procedures

APPROVED: July 1, 1995

AMENDED: January 10, 2001, March 17, 2016

411-Rule

DISCRIMINATION COMPLAINT PROCEDURES

Any complaint regarding the interpretation or application of the district's student nondiscrimination policy shall be processed in accordance with the following grievance procedures:

1. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator will decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the complainant.
3. If the complainant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the complainant and the district administrator.

4. If the complainant is dissatisfied with the Board's decision, he/she may within 30 days appeal the decision in writing to the State Superintendent of Public Instruction.

5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional educational need shall be processed in accordance with established appeal procedures outlined in the district's special education handbook.

6. Discrimination complaints relating to programs specifically governed by federal laws or regulations shall be referred directly to the State Superintendent of Public Instruction.

7. Copies of these complaint procedures shall be included in staff and student handbooks.

MAINTENANCE OF COMPLAINT RECORDS

Records of all student discrimination 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 title or 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.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9, Wisconsin Administrative Code
Title IX, Education Amendments of 1972
Title VI, Civil Rights Act of 1973
Section 504 of the Rehabilitation Act of 1973

APPROVED: July 1, 1995

AMENDED: January 10, 2001, March 17, 2016

HOMELESS EDUCATION PROGRAM

It is the policy of the board to ensure that homeless children and youth are provided with equal access to its educational programs as provided to other children and youths who reside in the district. They shall be provided services comparable to services offered other children attending District schools, including transportation services, educational services for which the children/youths meet eligibility criteria (e.g., special education, Title I programming, gifted and talented programing), vocational and technical education programs and school nutrition programs. No homeless child or youth shall be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The term “homeless children and youths” means individuals who lack a fixed, regular, and adequate nighttime residence due to economic hardship. It includes children and youths who:

- a. Are temporarily sharing the housing of other persons due to loss of housing, economic hardship, or a similar reason
- b. Are living in motels, hotels, or camping grounds due to lack of alternative adequate accommodations
- c. Are living in emergency shelters
- d. Are abandoned in hospitals; or are awaiting foster care placement
- e. Have a nighttime residence that is public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, substandard housing, bus or train stations, or similar settings
- f. Runaway children or children who are abandoned
- g. Are living in cars, parks, public spaces, abandoned buildings, or similar settings

Migratory children and unaccompanied youth (youth not in physical custody of a parent or guardian) may be considered homeless if they meet the definition listed above.

The Local Educational Agency Liaison for homeless children and youths (RRSD’s Title I Coordinator) will ensure that:

- a. Homeless children and youths residing in the District are identified by school personnel and through coordination activities with other entities and agencies.
- b. Homeless children and youths enroll in, and have full and equal opportunity to succeed in school in the District.
- c. Homeless families, children and youths receive educational services for which they are eligible and referrals to other appropriate services.

- d. The parent/guardian of a homeless child and any unaccompanied homeless youth is informed of the educational and related opportunities available to them and are provided with meaningful opportunities to participate in the education of the child/youth.
- e. Public notice of the educational rights of homeless children and youths is disseminated where such children and youths receive services such as the schools and family shelters.
- f. Enrollment disputes are mediated in accordance with legal requirements.
- g. The parent/guardian of a homeless child and any unaccompanied homeless youth is fully informed of transportation services that may be available to them under the law and assist them in accessing such transportation services.

Legal References: McKinney-Vento Homeless Assistance Act
(Title X, Part C of the No Child Left Behind Act)
Wisconsin State Statute 118.75

Approved: November 11, 2009

412

FULLTIME STUDENT

Students in the River Ridge School District will be considered fulltime if they can be classified into at least one of the following categories:

1. An elementary or high school student who is scheduled in a district approved program for the full school day.
2. An exceptional educational need (EEN) student who has been assessed by the multi-disciplinary team and has been prescribed a program.
3. A student who is participating in an approved alternative educational program. Such students may include, but not be limited to, truants, children at risk, school age parents, students attending a VTAE in lieu of high school attendance and students who have withdrawn from regular school attendance and are participating in a program leading to a high school graduation or a high school equivalency diploma. Approved alternative educational programs shall meet any applicable state law requirements.

A kindergarten student enrolled in the regular program will be considered one-half time for membership count purposes.

LEGAL REF.: Chapter 115, Subch. V, VI Wisconsin Statutes
Sections 118.15
118.153
121.004(7)
121.02(1)
140

CROSS REF.: 321, School Day

APPROVED: July 1, 1995

420

SCHOOL ADMISSIONS

It shall be the responsibility of the parent or guardian of each child or a student of legal age entering the River Ridge School District to complete official registration forms prior to assignment by the district administrator to a grade or schedule of classes.

Students transferring from other school systems are required to provide a transcript of academic accomplishments at the previous school, or the address from which this data may be secured. Students entering the school district from private schools or home-based private educational programs shall be required to provide any available academic information and may be required to take appropriate academic tests to assist in making a placement.

Parents or guardians of students admitted to the district shall present immunization records as required by law.

The River Ridge School District shall not discriminate against any student in admission to any school, class, program or activity. The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Sections 115.28(8) Wisconsin Statutes
115.80
118.13
118.14
118.15
140.05(16)

PI 9.03(1), Wisconsin Administrative Code
CROSS REF.: 411-Rule, Discrimination Complaint Procedures

APPROVED: July 1, 1995
AMENDED: January 10, 2001

421

ADMISSION OF NONRESIDENT STUDENTS

Nonresident students will be accepted as tuition students subject only to the limits of the buildings, available staff, and class size. Such students will be admitted only at the beginning of the school year. Exceptions will require the recommendation of the principal and the approval of the district administrator.

The Board shall make a written agreement with the student's parent(s) or guardian for the payment of tuition.

A student whose parent(s)/guardian move from the district within the school year may be permitted to continue attending school as a tuition student until the end of the school year in which the move has occurred.

A student who is a resident of the district when he/she is classified as a senior and who is no longer a resident, shall be permitted to complete his/her senior year without payment of tuition, upon request of the student's parent or guardian.

A student whose parent(s)/guardian is a Wisconsin resident and plans to reside in the district may enroll as a tuition student. Tuition shall be refunded as long as residence is established within the time period specified by state law. Tuition must be paid by foreign students participating in a non-district-sponsored program.

The district reserves the right to terminate the enrollment of a tuition student and to refund a prorated amount of tuition, should a student be unable to meet established requirements.

This policy shall be administered by the principal under the supervision of the district administrator. Appeals to decisions made in regard to this policy may be made to the principal. Further appeals may be made to the district administrator and Board. The River Ridge School District Board of Education complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of

the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Sections 118.13 Wisconsin Statutes
121.75 - 121.84

PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Discrimination Complaint Procedures

APPROVED: July 1, 1995

AMENDED: January 10, 2001

421.1

TUITION WAIVER

Tuition waiver; special cases.

(1) (a) A school board may permit a pupil who is enrolled in a school under its jurisdiction and is a resident of the school district at the beginning of the school year to complete the school year at the school without payment of tuition, even though the pupil is no longer a resident of the school district.

(b) Upon request of a pupil's parent or guardian, a school board of a district operating high school grades shall permit a pupil who has gained 12th grade status in a high school under its jurisdiction and is a resident of the school district at the time of gaining such status to complete 12th grade at the high school without payment of tuition, even though the pupil is no longer a resident of the school district.

(c) A school board may permit a foreign exchange student to attend school in the school district without payment of tuition.

(2) The transportation requirement in s. 121.54 (2) shall not apply to transportation beyond the school district boundaries for pupils under this section.

(3) The school district of attendance shall continue to count pupils under sub. (1) in membership.

Section note: Chapters 29 and 78, Laws of 1977:

1986 Acts 29, 29 s, 3203 (431 td), 218:

1989 Act 31

SUBCHAPTER VI
SPECIAL TRANSFER AID

121.845 Definitions. In this subchapter:

- (1) "Attendance area" means the geographical area within a school district established by the school board thereof for the purpose of designating the elementary, middle, high or other school which pupils residing within the area normally would attend.
- (2) "Minority group pupil" means a pupil who is a Black American, a native American, a Spanish surnamed American or an Oriental American and who has reached the age of 4 on or before September 1 of the year he or she enters school.
- (3) "School" means an organized educational activity operated by the school board and approved by the department of public instruction.

Section note: 1985 Act 29

121.85 Special transfer program.

- (1) DEFINITION. In this section, "net school cost" is the sum of the net cost of the general fund and the net cost of the debt service fund for the previous school year, plus any aid received in the previous year under this section.

8-31 89

(2) APPLICABILITY OF SECTION. This section applies to transfers:

(a) Interdistrict.

1. By minority group pupils who reside in an attendance area in a school district where minority group pupils constitute 30% or more of the number of pupils enrolled in the school serving that attendance area and which the pupil would normally attend, from that district to a school in a school district where minority group pupils constitute less than 30% of the number of pupils enrolled in that school, as of May 1 of the prior year.
2. By nonminority group pupils who have reached the age of 4 on or before September 1 of the year they enter school and who reside in an attendance area in a school district where minority group pupils constitute less than 30% of the number of pupils enrolled in the school serving that attendance area and which the pupil would normally attend in the district from that district to a school in a school district where minority groups constitute 30% or more of the number of pupils enrolled in that school as of May 1 of the prior year.

(b) Intradistrict.

1. By minority group pupils who reside in an attendance area where minority group pupils constitute 30% or more of the number of pupils enrolled in the school serving that attendance area and which the pupil normally would attend, from that school to another school within the district where minority group pupils constitute less than 30% of the number of pupils enrolled in that school or to a school serving the entire district.
2. By nonminority group pupils who have reached the age of 4 on or before September 1 of the year they enter school and who reside in an attendance area where minority group pupils constitute less than 30% of the number of pupils enrolled in the school serving that attendance area and which the pupil normally would attend, from that school to another school within the district where minority group pupils constitute 30% or more of the number of pupils enrolled in that school or to a school serving the entire district.

(3) TRANSFER AGREEMENTS. In accordance with sub. (2) and with the approval of the parents or guardian of the pupil:

(a) Interdistrict. The school board of the district of residence and the school board of the district of attendance may enter into annual written agreements to permit a pupil to attend a public school outside the school district of residence.

(b) Intradistrict. The school board of the district may permit a pupil to attend a public school within the district which is outside the pupil's attendance area.

422

ENTRANCE AGE

No child may be admitted to 4-year-old kindergarten in the District unless the child is four years old on or before September 1 in the year he/she proposes to enter school. There shall be no early admission to 4-year-old kindergarten in the District. All children entering the 4-K program must also be potty trained (the exception being children entering our program with an Individual Education Plan in place).

No child may be admitted to 5-year-old kindergarten in the District unless the child is five years old on or before September 1 in the year he/she proposes to enter school. A child may be admitted to 5-year-old kindergarten under the legal age if he/she has satisfactorily completed a 4-year-old kindergarten program or has met the conditions and standards for early admission outlined in District procedures.

No child may be admitted to first grade in the District unless the child is six years old on or before September 1 of the year he/she proposes to enter school and has completed 5-year-old kindergarten. A child may be admitted to first grade under the legal age if he/she has completed a 5-year-old kindergarten program or its equivalent. A child may also be admitted to first grade under the legal age and/or without having completed 5-year-old kindergarten if he/she has met the conditions and standards for early admission or exemption from kindergarten outlined in District procedures.

If a child's request for admission to kindergarten or first grade is denied, the child's parent or guardian may appeal the decision in writing to the District Administrator. The District Administrator's decision is final.

LEGAL REF.: Sections 115.28(8) Wisconsin Statutes

115.80

118.14

CROSS REF.: 422-Rule, Guidelines for Early Admission

342.1, Special Education

APPROVED: July 1, 1995

AMENDED: December 14, 2011

GUIDELINES FOR EARLY ADMISSION

The River Ridge School District will permit early admissions to kindergarten and first grade in exceptional cases in accordance with the following procedures:

1. A personal interview shall be held to determine the parent(s)/ guardian's reasons for requesting entrance prior to the legal age.
2. An evaluation of the child's potential to benefit from early admission to kindergarten or first grade shall be required. The evaluation shall consider emotional stability, social and mental maturity and physical health. The individual evaluation shall be conducted by a certified school psychologist in conjunction with other appropriate student service workers. The evaluation shall be at no cost to the parent(s)/guardian.
3. Upon completion of the evaluation in step (2), a conference shall be held with the parent(s)/guardian to consider the appropriateness of early entrance into kindergarten or first grade.
4. The Board has the final authority for deciding whether or not the child is to be admitted to kindergarten or first grade in accordance with the following conditions:

Kindergarten

The child demonstrates the social, emotional, physical and mental maturity normally expected for successful participation in kindergarten.

First Grade

- a. The child was admitted to and successfully completed kindergarten;
- b. The child successfully completed a program for five-year-old children which the district deems equivalent to kindergarten; or
- c. The child demonstrates the social, emotional, physical and mental maturity normally expected for successful participation in first grade.

APPROVED: July 1, 1995

ADMISSION OF FOREIGN EXCHANGE STUDENTS

The Board of Education encourages participation with civic or community organizations that plan and execute exchange between foreign countries and the River Ridge School District. It is felt that the district will benefit from the students' presence in the class by adding dimensions of other cultures, by daily interactions between young people of different attitudes and viewpoints and the international students' special contribution in areas such as foreign language study, world literature and history classes, sports, music, theater, art and extracurricular activities.

A foreign exchange student shall become a part of the student body upon formal enrollment and shall be treated as any other student enjoying the privileges and responsibilities of attending school. The student shall be subject to the same transportation and other policies, rules of conduct and attendance requirements that apply to other students. A foreign exchange shall be allowed to participate in extracurricular activities and athletics available to them in the school. Eligibility requirements of the Wisconsin Interscholastic Athletic Association (WIAA), district athletic code and rules of the governing organization shall be followed.

A foreign exchange student must reside with a family that resides in the district. The local program representative or host family must provide the school with the following information concerning the student: (a) insurance (medical and accident insurance); (b) permission to participate in athletics; (c) physical examination form with required immunizations; and, (d) other information as requested.

A foreign exchange student shall be allowed to attend school tuition free. Special classroom fees, registration fees, lunch monies and special even fees or needs shall be the responsibility of the student, his/her parent/guardian or sponsor.

A foreign exchange student of senior standing may participate in the high school graduation ceremonies and receive a diploma if the high school graduation requirements are met or receive a certificate of attendance if the requirements are not met. A foreign exchange student not of senior standing shall receive a certificate of attendance upon completion of the year and shall not participate in graduation ceremonies.

The River Ridge School District will NOT exceed an enrollment of three (3) foreign exchange students in any one school-year.

Cross Ref.: Graduation Requirements

APPROVED: September 15, 2010

ADMISSION OF STUDENTS EXPELLED FROM OTHER DISTRICTS

Whenever a student seeks to enroll in the River Ridge School District, the District Administrator or building principal, prior to the student's admission or enrollment, shall inquire as to whether or not the student is currently under expulsion from another District. The District Administrator or Principal shall contact the student's prior school district to obtain the following information:

Whether or not the student is currently expelled from that school district.

Whether the student was expelled from a previously attended school district and, if so, whether the term of the student's expulsion is still in effect or has lapsed.

If the student is currently under expulsion from a previously attended school district, the District Administrator or Principal, as the designee of the School Board, shall also obtain the written findings and order of expulsion, a written explanation of the reasons for which the student was expelled and the length of the term of the expulsion.

Upon receipt of the foregoing information, the District Administrator will contact the School Board President who will, as soon as practicable, cause the issue of whether to enroll the student to be brought before the Board. No student who is under expulsion from another school district at the time he or she seeks to enroll in the River Ridge School District will be admitted to enroll in the School District unless the Board determines by majority vote to admit the student or the District is otherwise required by law to provide education services to the student.

The School Board shall have exclusive discretion to determine, on a case by case basis, whether or not to admit a student currently under expulsion from a previously attended school district except as otherwise may be required by law. In making its determination as to whether or not to permit the student to enroll, the Board may consider the written information submitted pertaining to the expulsion, the recommendations of the District Administrator, building principal or other staff, the advice of legal counsel or such other information it deems relevant. The Board shall make its decision as soon as practicable after a request for admission is made.

LEGAL REF: Wisconsin Statute section 120.13(1) (f)

APPROVED: February 12, 1997

PUBLIC SCHOOL OPEN ENROLLMENT

This policy shall be administered in accordance with the state public school open enrollment laws and the administrative rules established by the Department of Public Instruction (DPI).

DELEGATION OF AUTHORITY

Subject to the exception that the School Board, each January, shall act upon any annual space availability determinations for purposes of nonresident open enrollment into the District, the Board authorizes the District Administrator, or any administrative-level designee of the District Administrator, to make all other decisions and determinations that are necessary or permitted in connection with any open enrollment application or any open enrollment student under this policy and under any related Board-approved rule. However, this delegation of authority shall not be construed to prohibit the District Administrator from bringing any such decision or determination to the Board as he/she deems necessary or prudent.

NONRESIDENT OPEN ENROLLMENT STUDENTS

A nonresident student may apply for full-time enrollment in a public school in the District under the open enrollment program. Applications may be completed and submitted using DPI's online system or by completing the DPI's paper application form and submitting the paper application to the District Office. Upon receipt of any paper copy of a nonresident student's application to attend a school or program in the District, office staff shall affix a date stamp or a written and initialed date to the application and forward the application to the District Administrator or his/her designee for review and processing.

The District shall consider and apply the following criteria when deciding whether or not to accept (or, in some situations, revoke acceptance of) a nonresident student's application for full-time open enrollment:

1. Space Availability and Waiting Lists.

The District shall consider the availability of space in the schools, programs, classes or grades within the District. When determining space availability, consideration may be given to desired class size limits, desired student-teacher ratios, overall building capacity, future enrollment projections, the projected number of sections of particular grades or courses, desired program-size limitations, and known or projected limitations on available staffing and other resources. Based upon a review of the relevant considerations, the Board shall annually establish, at a Board meeting held in January, space limitations applicable to nonresident open enrollment.

At a minimum, any annual determination of space availability shall involve at least a declaration of the District-wide number of nonresident open enrollment applications that the District intends to accept in conjunction with the subsequent regular application period, broken down (1) by grade (although two or more grades may be combined and treated as a single grade); and (2) by any established special education program or service that has identifiable space limitations. However, in any year in which the Board establishes a space limitation in any grade/program/service, the Board's determination of space availability may also indicate, at the Board's discretion in light of its assessment of the relevant factors, that no space limitations are needed in certain other grades/programs/services.

If the Board has taken action in January to limit the number of spaces that will be available in any grade(s), program(s), or service(s) for applications that are submitted during the regular application period (i.e., for enrollment in the following school year), then the District's

consideration of nonresident alternative applications for open enrollment shall be limited as provided under DPI's administrative rules.

2. The Method of Random Selection Used to Determine which Applications Will Be Approved When There Are More Applications than Available Spaces.

If the District receives more student applications during the regular application period for full-time enrollment than there are spaces available, the District shall determine which students to accept on a random basis, subject to the following exceptions and preferences:

a. The District grants a guarantee of approval under the space availability criteria to the following applicants during the regular application period:

(1) Students who are currently enrolled in and attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program).

(2) The siblings of any student who is currently attending school in the District (excluding part-time attendance by a student who is enrolled in another public school district, a private school, a tribal school or home-based private educational program).

b. As individual applications are selected and considered within the random selection process, the District grants preferential consideration to certain sibling-applicants as required by DPI rule. Specifically, if the District determines during the random selection process that there is space available to accept the individual student whose application is under immediate consideration, then the District shall give immediate consideration to the application(s) of any remaining sibling-applicants in the same family who applied for open enrollment at the same time. The application of any sibling who is entitled to preferential consideration under this paragraph shall be denied if there is no remaining space in such sibling's grade and/or in any special education program or service that may be required for the sibling.

The district administrator or his/her designee will receive the request, meet with principals and/or attendance officers and communicate with the requestor.

Waiting Lists for Acceptance of Open Enrollment Applications into the District.

a. The District does not create or administer waiting lists for applications received during the regular application period that are initially denied due to space limitations.

b. The District does not administer waiting lists for current-year open enrollment applications submitted by nonresident students under the alternative application procedure.

c. The District does not create or administer waiting lists for the assignment of accepted open enrollment applicants to specific schools/programs for which the applicant has expressed a preference.

3. Students with Disabilities.

If the special education or related services required for a student with a disability are not available in the District or if there is no space available in the relevant program/service(s), then the application shall be denied. In any instance where an application is submitted by a student with a disability but there is no current IEP available for the student, the District will use the procedures defined in DPI's administrative rules to determine whether the District has the appropriate special education program or space.

If a nonresident student receives his/her initial individualized education program (IEP) while attending the District under open enrollment, or if a nonresident student's IEP changes after the student begins attending school in the District, or if the District has approved an application for a student without an IEP and it is subsequently determined that the student is a child with a disability for whom there is either a record of a previous special education evaluation or a prior IEP based upon such evaluation, then the student may be returned to his/her resident district if the District determines either that the special education or related services required for the student are not available in the District or that there is no space available.

4. Students Referred for a Special Education Evaluation.

An open enrollment application shall be denied if the nonresident student has been referred or identified as having a possible disability but has not yet been evaluated by an IEP team in the resident district. To the extent permitted by DPI, and assuming other acceptance criteria are and continue to be met, such a student's parent or guardian may request that the District reconsider a denial under this criteria if the IEP (or a finding of no disability) is forwarded to and reviewed by the District prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists and if the District concludes that such reconsideration would not be prejudicial to any other applicant.

5. Discipline-Related Criteria.

a. The term of an applicant's expulsion overlaps with the proposed period of open enrollment. Consistent with state law authority, the District *may* deny the application and prohibit the enrollment of any student whose term of expulsion (for any lawful reason and regardless of when the expulsion occurs) from any public school, independent charter school in Wisconsin, or out-of-state public school overlaps with the proposed period of open enrollment.

b. The term of an applicant's recent expulsion from school does not overlap with the proposed period of open enrollment. The District may deny an application for full-time open enrollment in the District if a review of the student's disciplinary records indicates that the student-applicant has been expelled by any Wisconsin school district at any time during the current school year or preceding two school years for conduct falling in any of the four specific categories listed in the open enrollment statutes.

c. Disciplinary matters that are pending or that become pending while the application is under consideration. Subject to the limited exception defined in paragraph 4-e, below, if any disciplinary proceeding involving alleged conduct falling in any of the four specific categories

listed in the open enrollment statutes is pending at the time the District notifies the student of his/her application status, the District shall deny the application.

d. Applicants must continue to meet discipline-related approval criteria after initial acceptance. The District shall revoke the prior acceptance of an open enrollment application if the District determines that student is, in fact, subject to a current expulsion order that would have disqualified the student's application under paragraph 4-a, above. In addition, subject to the limited exception defined in paragraph 4-e, below, the District shall revoke the prior acceptance of an open enrollment application if, at any time prior to the beginning of the school year in which the student will first attend school in the District, the District determines that the student either has been expelled or become subject to a pending disciplinary proceeding, as described in either paragraph 4-b or paragraph 4-c of this policy, above.

e. Limited Exception. In situations where a student's application was denied (including as a result of the revocation of an initial acceptance) due to a pending disciplinary matter, the District, upon the written request of the student's parent or guardian, will reconsider the status of the student's application if both of the following conditions are satisfied: (1) prior to the close of the period during which the District would normally continue to process and accept applications from any waiting lists, the District is able to determine that the prior pending disciplinary matter has been concluded in favor of the student; and (2) the District concludes that considering possible acceptance of the application would not be prejudicial to any other applicant.

6. Truancy-Related Criteria.

a. An open enrollment application may be denied if the student was habitually truant during any semester of attendance at a District school in the current or previous school year and the student had a further instance of truancy in that same semester after the District notified the student's parent or guardian of the habitual truancy.

b. Pursuant to the District's applicable truancy and attendance policies, if the District determines that a nonresident student attending school in the District under the open enrollment program is habitually truant from school during either semester in a given school year, the District may prohibit the student from continuing to attend school in the District as an open enrollment student in the succeeding semester or school year. Under no circumstances shall any student have their open enrollment terminated under this paragraph unless the District has clear documentation that (1) the parent or guardian or student knew or should have known that the student's open enrollment could be terminated for habitual truancy; and (2) the student had at least one notice and opportunity to correct the truant behavior before being found to be habitually truant or before terminating the open enrollment. The District's relevant truancy and attendance policies are *431 Compulsory Student Attendance*; *431-Rule, Student Attendance Procedure*; *431-Exhibit (1), Early Non-Habitual Truant Letter*; *431-Exhibit (2) Letter for Student Beginning a Truancy Pattern*; *431-Exhibit (3), Attendance Report*; *431-Exhibit (4), Middle Stage Truant Letter*; *431-Exhibit (5), Notification of Habitual Truancy*; *431-Exhibit (6), Social Problem Report*; *431-Exhibit (7), Juvenile Court Referral Form*; and *432 Attendance Policy*.

7. “Best Interests” Determinations under the Alternative Open Enrollment Application Criteria and Procedures.

If a parent or guardian applies for open enrollment under the alternative open enrollment application criteria and procedures and relies on the “best interests of the student” criteria, the District shall review the information and rationale provided by the parent(s) or guardian and make a determination as to whether the District agrees with the parent(s) or guardian that attending school in the District pursuant to the application is in the student’s best interests. If the District determines that attendance would not be in the student’s best interests, the application shall be denied on that basis.

A full-time open enrollment application can also be denied if the nonresident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the resident district does not have a 4-year-old kindergarten program as offered by the District, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

Assignment of Accepted Applicants to a School/Program.

The District shall assign nonresident students accepted for full-time open enrollment to a school or program. Any preferences identified by the applicant cannot be guaranteed. In making such assignments, the District may give preference in attendance at a particular school or program to residents of the District. Any admission requirements and pre-requisites for attendance in any specialized school or program that apply to resident students also apply to nonresident students. In addition, any nonresident open enrollment student must meet the in-person/physical attendance requirements established by law.

Requests for Early Admission to Kindergarten.

The District may grant a parent’s or guardian’s request to evaluate a nonresident open enrollment applicant for possible early admission to 4-year-old kindergarten.

The District may grant a parent’s or guardian’s request to evaluate a nonresident open enrollment applicant for early admission to 5-year-old kindergarten.

The parent or guardian may make a request for an evaluation for early admission by contacting the Principal, District Administrator or Director of Student Services as soon as possible after submitting an open enrollment application. For applications submitted during the regular application period, the request may be granted if the District determines that the evaluation can reasonably be completed no later than the third Friday in May

Reapplication.

Once a nonresident is accepted as an open-enrollment student in the district, the student may be required to reapply one time at the beginning of middle school, junior high or high school.

Transportation.

Student transportation and the costs thereof shall be the responsibility of the nonresident student’s parent(s) or guardian, subject to the following exceptions:

1. Low income parents and guardians may apply to the DPI for reimbursement of costs of transportation in accordance with DPI's procedures.
2. The District shall provide transportation for a nonresident open enrollment student with a disability who is attending school in the District if it is required in the student's IEP or otherwise required by law.
3. Upon request of the student's parent or guardian, the District shall provide transportation to nonresident full-time open enrollment students without charging any fee if there is room available on a bus on a regular route and the student is picked up or dropped off at a bus stop on the established route, except that if the bus stop on the established route is located within the boundaries of the student's resident school district, the resident school district must also approve the transportation arrangement.

Rights and Privileges.

To the extent required by state law, nonresident open enrollment students attending school in the District shall have all of the rights and privileges of similarly-situated resident students and shall be subject to the same rules and regulations as resident students. An open enrollment student's eligibility to participate in interscholastic athletic activities is subject to the rules and regulations of the Wisconsin Interscholastic Athletic Association (WIAA).

Resident Open Enrollment Students

Resident students may apply for full-time open enrollment in another public school district in accordance with state law. An application may be denied if the resident student is ineligible for open enrollment under state law (e.g., the student does not meet the age requirements for school attendance or for early admission, the District does not have the same program offered by the nonresident district, etc.) or the application is determined to be invalid (e.g., the application is incomplete, untimely, or in excess of the number of allowable applications).

For any applications submitted requesting enrollment prior to the 2016-17 school year, the District may deny a resident student from attending school in another public school district, or from continuing to attend school in another public school district, if the costs of the special education and related services required in the student's IEP would place an undue financial burden on the District, taking into account the District's total economic circumstances. However, if a student with a disability has submitted an alternative application based upon a determination that the student has been a victim of a violent criminal offense, as further defined and addressed under state law, then the District may not deny the application based upon a finding of an undue financial burden.

If the student has applied for open enrollment under the alternative open enrollment application criteria and procedures authorized by law, the District shall deny the student's open enrollment if the District determines that none of the criteria relied on by the student to submit the application apply to the student. However, prior to denying an alternative application on the basis that the parent or guardian did not provide enough information to allow the District to assess whether the student has been the victim of repeated bullying or whether open enrollment would be in the best interests of the student, the District shall offer the parent or guardian an opportunity to provide additional information.

Transportation. The parent(s) or guardian of a resident open enrollment student shall be responsible for student transportation, except as otherwise provided by law. Requests from other school districts to provide optional transportation to resident open enrollment students to/from locations within the boundaries of the District shall be denied.

Appeals of Open Enrollment Decisions

The student's parent(s) or guardian may appeal a District decision regarding full-time open enrollment to the DPI by following the deadlines and other procedures established by the DPI, except as otherwise specifically provided under state law or under DPI rules.

Approved: December 10, 1997

Revised: January 21, 2015, January 13, 2016

425

HOME-BASED EDUCATION TRANSFERS

Home-Based Program Transfers

Any student who has been in attendance in a home-based educational program for a period less than a school year will, if the student returns to the district during the same school year in which he or she withdrew, be placed at the grade level he/she was enrolled in prior to withdrawing. Students who have been enrolled in home-based education, wishing to enter or re-enter the River Ridge School System during a school year in which they have not attended the River Ridge Schools shall be required to provide documentation of curriculum and instructional hours as mentioned in the statutes.

Placement Examination

To assist in determining grade level placement of students who have been enrolled in home-based educational program, placement examinations may be used. The examination to be used shall be determined by the faculty teaching at the appropriate grade levels. The exam shall be composed of questions that test the student's knowledge of language arts (English), mathematics, and reading in grades one through five with science and social studies being incorporated into the test at all grade levels. A standardized test shall be used for these purposes.

Placement Factors

Placement recommendation(s) shall be made at a grade level all as determined by school officials using the following factors:

- Child's chronological age
- Achievements of the 50th percentile or above on appropriate Achievements tests
- The number of years in home-based instruction
- Curriculum of home-based instruction and/or
- Social maturity

The placement recommendations shall be reviewed by parents and school officials.

Placement Official

The grade placement examination shall be administered by the principal or his/her designee of the school to which the student would normally be assigned.

High School Placement

If the placement is made to the sophomore year (10th grade) level or higher, five and one-half (5 1/2) credits should be allowed toward high school graduation for each of the high school years below the grade level of placement. Courses taken while in a home-based educational program shall be recorded on the student's permanent record card. Home based instruction will not be used for class standings. In the event the home-based student has attended a recognized and accredited public or private high school for single or multiple semesters of years, the credits earned at such school(s) may be accepted as recorded by said school.

Evaluation Period

Each student placed in the River Ridge School System from a home-based educational program shall have a forty-five (45) school day evaluation period for the purpose of evaluating the student's placement during which time the student shall be expected to demonstrate appropriate social and educational interaction with his/her peers. The principal may make a placement revision within fifteen (15) school days of the end of the evaluation period.

Appeals

In the event there is an appeal on behalf of the student regarding the placement of the child, a written appeal may be made to the River Ridge School Board within ten (10) days of the placement decision. The decision of the School Board shall be final.

High School Scholarships and Awards

Diplomas, awards, and scholarships are not available to students from home-based schools who have not attended River Ridge High School for a minimum of four (4) full semesters, one of which must be the final or 8th semester.

Loan of Materials

Instructional materials may or may not be loaned to home-based students at the discretion of the administration.

Tests

Home-based students may, upon written request, participate in the school's competency test program and system wide achievement testing. A \$20.00 fee is to be charged for each test administered. Testing is to occur at school at the same time as the student's peer group is tested. It is the parent's responsibility to request test dates and sites from the school Principal.

Policy Distribution

When the River Ridge schools are notified of a home-based program for a resident student a copy of this is to be mailed to the student's home for their information.

Home-Based Education – as set forth in States Statutes 118.15 (4) and 118.165 (1)

APPROVED: April 8, 1998

Revised: May 13, 1998

431

COMPULSORY STUDENT ATTENDANCE

In accordance with Grant County ordinances and state law, all children between six and 18 years of age must attend school fulltime until the end of the term, quarter or semester in which they become 18 years of age, unless they have a legal excuse, fall under one of the exceptions outlined in the state statutes, or have graduated from high school.

Any student who has reached the age of 16 may be excused from school attendance by the Board provided:

- a. the student has requested permission to withdraw;
- b. the school has received written approval of the student's parent or guardian;
- c. the student and his/her parent or guardian agree, in writing, that the student will pursue further education in accordance with state law requirements;
- d. the written agreement is approved by the Board and administration; and
- e. the student complies with the written agreement. If the agreement is suspended due to noncompliance, the student will be expected to resume attendance at-school on a regular basis in accordance with state law and Board policy or be subject to forfeiture for truancy in accordance with established county ordinances.

Procedures shall be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures shall be in accordance with Grant County ordinances and state law, and shall be approved by the Board. The River Ridge School District shall not deny student credit in a course or subject solely because of a student's unexcused absences.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents and the community at large.

LEGAL REF.: Sections 118.15 Wisconsin Statutes

118.153

118.16

118.162

118.165

Chapter 27, Grant County Ordinances

CROSS REF.: 431-Rule, Student Attendance Procedures

431-Exhibit (1), Letter (Early Non-Habitual Truant)

431-Exhibit (2), Letter (Student Beginning a Truancy Pattern)

431-Exhibit (3), Attendance Report

431-Exhibit (4), Letter (Middle Stage Truant)

431-Exhibit (5), Notification of Habitual Truancy

431-Exhibit (6), Social Problem Report

431-Exhibit (7), Juvenile Court Referral Form

342.2, Children At-Risk Program

APPROVED: July 1, 1995

STUDENT ATTENDANCE PROCEDURES

I. School Attendance Officer

A. The principal will serve as the school attendance officer for each school in the district and deal with all matters relating to school attendance and truancy.

B. The school attendance officer shall determine daily which students enrolled in the school are absent from school and whether that absence is excused in accordance with Board policy and established procedures.

C. Annually, on or before June 15, the school attendance officer shall determine how many students enrolled in each school in the district were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator who shall notify the State Superintendent of Public Instruction of the determination.

D. The school attendance officer, or designee, shall notify the parent or guardian of a child who has been truant of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph must be given before the end of the second school day after receiving a report of an unexcused absence and may be made by personal service, mail or telephone call on which a written record is kept.

"Truancy" means any absence of part or all of one or more school days during which the school attendance officer or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

E. The school attendance officer shall notify the parent or guardian of a student who is a habitual truant in accordance with procedures outlined in Section VI - Procedure Toward Legal Referral. "Habitual truant" means a student who is absent from school without an acceptable excuse for either of the following:

1. Part or all of five or more days out of 10 consecutive days on which school is held during a school semester.
2. Part or all of 10 or more days on which school is held during a school semester.

F. The district administrator, in cooperation with each school attendance officer, will visit any place of employment in the school district to ascertain whether any minors are employed there contrary to state law. The district administrator will provide the State Superintendent of Public Instruction with information regarding the attendance of any child between the ages of six and 18 years who is a resident of the school district or who claims or is claimed to be in attendance at a private school or home-based private educational program located in the district.

G. The school attendance officer may contact home-based private educational programs to attempt to discover whether such programs meet the program criteria established by law. All such contacts shall be documented.

H. The school attendance officer shall furnish student attendance information to the county welfare agency as requested for implementation of Wisconsin's Learnfare Program. Student attendance information shall only be released if appropriate "release of confidentiality" forms have been filed with the district in accordance with provisions of state law and the district's student records policy.

II. Student Absences and Excuses

A. The responsibility for regular school attendance of a student rests upon the student's parent(s) or guardian.

B. All excused absences require parent/guardian/legal custodian written verification which is to be submitted to the school attendance officer, or designee, in advance of the absence or prior to readmittance to school.

The school attendance officer is empowered to approve a legal excuse to any student for the following reasons:

1. Evidence that the student is not in proper physical or mental condition to attend school or an educational program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.

2. An illness in the immediate family which requires the absence of the student because of family responsibilities.

3. Medical, dental, chiropractic, optometric or other valid professional appointments. Parents or guardians are encouraged to make their appointments during non-school hours.

4. A death in the immediate family or funerals for close relatives.

5. Religious holidays.

6. Family trips that can be taken only during the normal school term may be excused by the school attendance officer depending upon the record the student has established and the nature of the trip. The intent of this statement is to provide opportunity for students to accompany their parent(s)/guardian on a vacation which cannot be scheduled when school is not in session. A parent/ guardian shall be required to notify the school attendance officer, or designee, prior to leaving on vacation of the pending absence for the purpose of reviewing the student's attendance record and overall performance record. Student vacations or trips without parent/guardian accompaniment are not excused absences.

a. Students may be excused for either the opening day of duck or turkey hunting season, or the third day of deer hunting season. In order to be excused for hunting, a note from the parent/guardian must be submitted no later than one day before the event and must be accompanied by a valid hunting license.

7. A court appearance or other legal procedure which requires the attendance of the student.

8. A quarantine as imposed by a public health officer.

9. Attendance at special events of educational value as approved by the school attendance officer, or designee.

10. Approved school activities during class time.

11. Special circumstances that show good cause which are approved in advance by the school attendance officer, or designee.

a. "Needed days" can be taken only when prior permission has been granted by the school attendance officer. A parent/guardian shall be required to submit a written request for the needed day (5) to the school attendance officer to give him/her an opportunity to review the student's attendance record and overall performance record. Students must use "needed days" to work for their family. "Needed days" may not be used on days when quarter or semester tests are given.

C. All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.

2. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.

3. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absences).

4. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

III. Unexcused Absences

Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above shall be considered unexcused. A student who is absent from school for no particular reason or is truant will also be considered unexcused. The school will not recognize any class

Skip Day

Students have the obligation to understand, retain for future reference and use all materials presented during their unexcused absence. Students with unexcused absences are not afforded make-up privileges for work or tests missed, and a zero shall be averaged in with other grades for the quarter.

IV. Tardiness

A pattern of tardiness on the part of any student will be brought to the attention of the student's parent(s) or guardian. If it appears that the student is negligent, appropriate disciplinary action will be taken.

a. All students arriving after the start of the first period must sign in at the office and receive a pass for admittance to class. Each teacher will deal with student tardiness according to the procedure they have developed for their classroom. The teacher will decide if the student receives a detention for tardiness. Students failing to sign in will receive a detention. The office will not issue tardy slips.

V. Responsibilities for Attendance

A. Parent(s) /Guardian Responsibility

1. When a student is absent, his/her parent(s) or guardian shall contact the school during the day by the time established at each school. Failure to contact the school may result in a telephone call to the home or work place of the parent or guardian.
2. Parents or guardians are required to provide a written explanation of absences at the time the student returns to school, or in the case of anticipated absences, prior to the absence. Anticipated absences shall receive prior approval of the school attendance officer, or designee.

B. Student Responsibility

1. Students are required to attend all of their scheduled classes, study halls and lunch periods, unless they have obtained parental permission and a pass approved by the student attendance officer, or designee.
2. A student who has been absent, or is anticipating being absent, shall be expected to provide a written explanation of the absence signed by his/her parent(s) or guardian.
3. Students should always check in and out at the school building office when they leave and return to school. Any student leaving the school grounds during the school day must sign out in the office, have permission from the parent/guardian and be excused by the principal, district administrator or office staff. Students failing to do so will receive a detention.

C. Teacher Responsibility

1. Teachers are required to emphasize the importance and necessity of good attendance. Classroom procedures and grading requirements will be developed which reflect the importance of daily assignments, classroom discussion and examinations in grading students.
2. Teachers are required by law to take daily attendance (period by period) in their classes and maintain a record of absences.

D. Principal Responsibility

1. Principals shall request from each teacher, the procedures used for grading students. All grading systems throughout the school district should reflect the importance of daily assignments and classroom discussion in grading students.
2. Principals shall maintain office records for all excused and unexcused absences that occur their school building.

E. District Administrator Responsibility

1. The district administrator shall present student withdrawal requests to the Board for approval. High school equivalency or high school graduation program proposals shall be presented along with such requests.

F. School District Responsibility

1. The school district has a responsibility to stress, on a routine basis, the importance of in regular school attendance to students, parents, employers and the community.
2. The school district shall promote activities within the school that enhance attendance. This will be done by:
 - a. Displaying the attendance policy, state compulsory attendance law and county ordinances within each classroom.
 - b. Recognizing students for good attendance.
 - c. Reviewing the truancy plan and procedures during faculty inservice and student assemblies or homerooms at the beginning of the year.
3. The school district shall promote activities that increase the community awareness of school attendance issues and regulations. This will be done by:
 - a. Annually publishing the district's attendance policy and state attendance law in the local newspaper prior to the start of the school year.

b. Providing speaking opportunities for local service club programs and public service radio programming.

c. Encouraging employers to establish work schedules which reduce interference with school attendance and scheduled detentions.

4. The school district shall promote home-school cooperation in the implementation of the district's attendance policy and procedures. This will be done by:

a. Providing information relative to the attendance policy and procedures, along with the rationale, to parents and students each year.

VI. Procedure Toward Legal Referral

A legal referral may be initiated if a poor attendance pattern has continued and if the school attendance officer has completed the following:

A. Met with the student's parent(s) or guardian to discuss the student's truancy, or has attempted to meet with the student's parent or guardian and has been refused. (After the second unexcused absence within a 10-day period, or after the fifth unexcused absence during a school semester, a letter should be sent to the student's parent or guardian by certified mail. See 431 - Exhibit (1).)

1. The school attendance officer should be specific when scheduling a meeting with the student's parent or guardian. For example, a specific date, time and place should be identified in the letter.

2. Flexibility should be allowed in changing the meeting time if the student's parent or guardian is unable to attend at the specified time due to work or another commitment. This should be done early in the process so that another meeting time can be set without circumventing and lengthening the process.

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. (After the third unexcused absence within a 10-day period, or after the eighth unexcused absence during a school semester, a letter should be sent to the student's parent or guardian by certified mail. See 431 - Exhibits (2) and (3).)

1. The school attendance officer should specifically review the compulsory school attendance and truancy laws regarding curriculum modification options.

2. Educational counseling may be done by regular counselors, principals, teachers, etc. A multidisciplinary team (M-Team) evaluation is not required unless there is a suspected exceptional educational need (EEN).

3. The educational placement of the student should be reviewed in the school year of the problem. A review conducted outside the school year (August to May) should not be used.

4. Data previously acquired during the school year may be used to determine educational counseling in situations involving EEN students. It is not necessary to restaff an EEN student or rewrite his/her individual education plan (IEP). The IEP should be reviewed and adjusted if necessary. It is suggested that the school psychologist be the person who reviews the educational placement of EEN students, even though it is not mandatory. The reviewer must talk to the student, parent or guardian and the teacher if they will agree. If they do not, the refusal should be documented.

C. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals. (After the fourth unexcused absence within a 10-day period, or after the ninth unexcused absence during a school semester, a letter should be sent to the student's parent or guardian by certified mail. See 431 - Exhibits (2) and (4).)

1. If there is a suspected EEN, a referral should be made to the M-Team.
2. The evaluation must include a review of the records; communication with the student, the student's teacher(s) and the student's parent(s) or guardian; and, observation if appropriate.
3. Learning problems should be looked at carefully for classic EEN, or lack thereof, as well as other types of contributing problems (e.g., physical).

D. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, has taken appropriate action or made appropriate referrals. (After the fifth unexcused absence within a 10-day period, or after the tenth unexcused absence during a school semester, a letter should be sent to the student's parent or guardian by certified mail which identifies the student as a habitual truant. See 431 – Exhibits (2) and (5).

1. A "Social Problem Report" may be completed (See 431 - Exhibit (6)); or
2. Assistance from Grant County Social Services may be requested.
3. Parents/guardians will be notified of excessive excused absences.

VII. Legal Referral

A. Specific documentation and the completion of the required referral form is mandatory before any legal action can be taken (See 431 – Exhibit (7)). This form should be submitted to the juvenile intake officer. The statute does not stipulate quantitative data, however, the more evidence presented in court, phone calls, letters, referrals and meetings should be documented. This is a critical part of the truancy procedures as it is necessary to establish that the student in question is "habitually truant".

B. The juvenile intake officer will have forty (40) days to review a truancy case. The juvenile intake officer acknowledges that expedience shall be of primary interest and will limit his/her

time deadlines to five (5) working days from the time the referral is made, provided proper documentation accompanies the referral.

C. The case will be submitted to the district attorney who will have twenty (20) days to act. The district attorney acknowledges that expedience shall be of primary interest and will limit his/her time deadlines to ten (10) working days from the time the action is filed (or determination of non-filed) and services rendered. It shall not take more than three (3) weeks for the student to appear in court, if appropriate.

VIII. Return of a Truant Student to School

A. When a truant student returns or is returned to school, school personnel should immediately welcome him/her back. All truants, whether occasional or habitual, need attention. The degree of attention may vary, however, depending upon the age of the student and the pattern of truancy.

B. Additional responses to be made by school personnel regarding truant students returning to school may include, but are not necessarily limited to, the following:

- assessment of factors contributing to truancy;
- discussion of alternative educational options and limitations; -- referral considerations;
- development of a plan for consequences to truancy;
- counseling guided re-entry to classes/programs;
- tailor-made options for programming students at Southwest Technical College;
- high school exploratory classes at Southwest Technical College; -- structured work experience programs;
- discussion of student's commitment and responsibility to assist in returning to regular programming;
- follow-up on obligations of students and parents/guardians regarding attendance (commitment to joint cooperation);
- promotion of staff awareness of the problem(s) the student is encountering;
- and review of requirements necessary for students 17 years of age or older to earn a general equivalency diploma.

IX. Student Withdrawal from School

A. A student who has reached the age of 16 may be excused from school attendance under the following conditions:

1. the student has requested permission to withdraw and has the written approval of his/her parent or guardian; and
2. the student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation. Program or curriculum modifications include the following:

- a. Attendance at a vocational, technical and adult education school in lieu of high school or on a part-time basis;
- b. Modifications within the student's current academic program;
- c. A school work training or work study program;
- d. Enrollment in any alternative public school or program located in the school district;
- e. Enrollment in any nonsectarian private school or program located in the school district which complies with federal nondiscrimination requirements (Title VI of Civil Rights Act);
- f. Home-bound study, including nonsectarian correspondence courses or other courses of study approved by the Board or nonsectarian tutoring provided by the school district; or
- g. Enrollment in any public educational program outside the school district.

B. A student who is 17 years of age or over may be excused from school attendance under the following conditions:

1. the student has requested permission to withdraw and has the written approval of his/her parent or guardian; and
2. the student and his/her parent or guardian agree, in writing, that the student will participate in a program or curriculum modification leading to the student's high school graduation or leading to a high school equivalency diploma. Program or curriculum modifications include those identified above.

C. Withdrawal Procedures

1. Prior to withdrawal from school, the student attendance officer will discuss the program or curriculum modification options with the student and his/her parent or guardian.
2. The student attendance officer will inform the district administrator, in writing, of the withdrawal request and of the program or curriculum modification(s) leading to high school graduation or a high school equivalency diploma tentatively agreed upon by the student and his/her parent or guardian.
3. The district administrator will present the request and high school equivalency or high school graduation program proposal to the Board for approval.
4. A written agreement must be signed by the student, his/her parent or guardian, the Board and a representative of the high school equivalency program or program leading to the student's high school graduation. This agreement must be signed prior to the student's admission to such program.

5. At least once each semester, the school attendance officer will review compliance with each student's agreement. If it is determined that a student is not complying with the agreement, the student and his/her parent or guardian and the high school equivalency program or program leading to high school graduation will be notified that the agreement may be modified or suspended in thirty (30) days.

6. If the agreement is suspended, the student will be expected to attend school on a regular basis in accordance with state law, Board policy and established procedures. Failure to attend school will result in forfeiture for truancy in accordance with established county ordinances.

LEGAL REF.: Sections 118.15 Wisconsin Statutes

118.153

118.16

118.162

118.165

Chapter 27, Grant County Ordinances

CROSS REF.: 342.3, Children At Risk Program

347, Student Records

APPROVED: July 1, 1995

LETTER

(Early Non-Habitual Truant)

Dear _____,

According to attendance procedures adopted by the River Ridge School Board, a student's parent/guardian must be notified when the student has been absent from school without an acceptable excuse. (Name of student) has been absent without an acceptable excuse (twice during the past 10-day period/five times during the semester).

Students must attend school fulltime until the age of 18 unless they are legally excused. Attached is a copy of the legal reasons for an excused absence accepted by the River Ridge School District. Irregular school attendance hampers the learning process and makes our school program less effective.

If your child has serious health problems of which we should be aware, please contact me.

We would like to meet with you to discuss your child's truancy at (time) on (date) in my office. If this is not convenient, please contact me.

Thank you for your consideration in this matter.

Sincerely,

(Signature of School Attendance Officer)

APPROVED: July 1, 1995

LETTER

(For Student Not Yet Established as a Habitual
Truant but Beginning a Truancy Pattern)

Dear _____,

As the attendance officer at (Name of School), I am writing this letter to formally notify you -- as per state law -- that a perceived absentee problem exists for your son/ daughter,

_____.

Our records suggest that a truancy pattern, habitual in nature, may be evident. Although there have been explanations provided for (many/most/all) of those days, I am concerned. If in fact a medical difficulty persists that has necessitated this number of absences, then I must request that a medical excuse be provided by a physician. If "other" circumstances exist, I need to be informed of them. Attached is a copy of an attendance report that outlines absences.

The State's Compulsory Attendance Law is as follows:

118.15 Compulsory school attendance. (1) (a) Except as provided under paras. (b) to (d) and sub. (4), unless the child is excused under sub. (3) or has graduated from high school, any person having under control a child who is between the ages of 6 and 18 years shall cause the child to attend school regularly during the 158 full period and hours, religious holidays excepted, that the public or private school in which the child should be enrolled is in session until the end of the school term, quarter or semester of the school year in which the child becomes 18 years of age.

Please also understand that under s.118.16 (5), a penalty (penalties) may be imposed by the courts on the parent or guardian of a habitual truant if he/she fails to cause the child to attend school regularly as required under s.118.15 (1) (a):

118.16 (5) (a) Except as provided under par. (b) or if a person has been found guilty of a misdemeanor under s.947.16, whoever violates this section may be fined not more than \$500.00 or imprisoned not more than 30 days or both after evidence has been provided by the school attendance officer that the activities under s.118.16 (5) have been completed. In a prosecution under this paragraph, if the defendant proves that he or she is unable to comply with the law because of the disobedience of the child, the action shall be dismissed and the child shall be referred to the court assigned to exercise jurisdiction under chapter 48.

I have arranged for you to meet with _____ to discuss your son's/daughter's truancy problem on (date) at (time and location). If you are unable to meet at this time, please contact me at: (telephone number). We will make every reasonable attempt to reschedule the meeting at a time that is convenient for you if necessary.

As a parent or guardian, you may request program or curricular modifications. It may also be necessary to determine if potential eligibility exists for enrollment in a "Special Education" or an "At Risk" program. This can be discussed at the conference.

The success of your child in school is directly related to his/her attendance and the working relationship between the home and the school. Please help us to resolve this difficulty and to continue working toward providing your son/daughter with the quality education that the River Ridge School District has to offer.

If I can in any way provide assistance, please call me at _____.

Thank you for your cooperation in this important matter.

Sincerely,

(Signature of School Attendance Officer)

APPROVED: July 1, 1995

ATTENDANCE REPORT

CONTACTS CONCERNING (Student's Name) ATTENDANCE AT (School's Name) DURING THE SEMESTER

Date of Absence = (Student's Name) was absent all day. School attendance officer contacted (Parent/Guardian). He/she indicated that (Student's Name) had left for school before 8:00 a.m. today and did not now know (Student's Name) whereabouts. Advised (Parent/Guardian) of (Student's Name) skipping out of class yesterday and (Parent/Guardian) agreed to talk to (Student's Name).

Date = (Student's Name) returned to school. School attendance officer questioned him/her on yesterday's absence and student stated he/she was ill and had stopped at friend's parent's home and slept all day. (Student's Name) received 8 hours of detention to be served 1 hour after school for the next 8 days. Truancy letter sent to parent/guardian in accordance with established attendance procedures. (Identify which letter was sent.)

Date of Absence = (Student's Name) absent from school again. Mother stated the student left home before 8:00 a.m. and did not know where (Student's Name)-was at. Truancy letter sent to parent/guardian in accordance with established attendance procedures. (Identify which letter was sent.)

Date = (Student's Name) in school and school attendance officer had meeting with him/her. Stated that he/she was tired and spent day with friend. Student received 8 additional detention hours.

Date of Absences = (Student's Name) has missed three straight days without excuse. Attempted to reach parent/guardian but no answer. Truancy letter sent to parent/guardian in accordance with established attendance procedures. (Identify which letter was sent). Attendance officer made a home visit and was refused admittance. Called Juvenile Court Intake for a written warning and sent copy of the truancy letter to him/her.

Date = Contacted by parent/guardian. Student refusing to talk to guidance counselor about educational needs and will not see psychologist. Formal written request made to Grant County Department of Social Services for assistance in evaluating the student's social problems.

Date of Absences = Student absent all days. Habitual truancy letter sent to parent/guardian.

Date = Referral made to Juvenile Court Intake for formal action. (Sent required materials/reports).

APPROVED: July 1, 1995

LETTER

(Middle Stage Truant)

Dear _____ ,

This letter is to inform you that _____ has been absent from my (class/subject) without an acceptable excuse times (this semester/within the past 10 days). Please see the attached attendance report.

According to section 118.15 of the Wisconsin Statutes and Board policy, students shall be in fulltime attendance until they become 18 years of age unless they have been legally excused. Failure to regularly attend classes negates the ability of the students to meet course requirements adequately, to attain a satisfactory level of exposure to the subject matter, and to participate adequately in the learning environment.

Parents/guardians share a responsibility with the school in teaching young people habits of dependability through regular and punctual attendance. Such habits have pertinent carry-over to daily life and adult employment.

Please be aware that a penalty (penalties) may be imposed by the courts on the parent or guardian of a habitual truant if he/she fails to cause a student to attend school regularly as required by law. A student is considered a "habitual truant" under the law if he/she-is absent from school without an acceptable excuse for either one of the following: (1) part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester, or (2) part or all of 10 days on which school is held during a school semester.

We have evaluated your son/daughter to see if learning problems have been a cause of truancy and wish to discuss this evaluation with you. We will meet in _____'s office at (time) on (date). If this time/date is inconvenient, please call my office to reschedule.

Sincerely,

(Signature of Teacher or School Attendance Officer)

APPROVED: July 1, 1995

NOTIFICATION OF HABITUAL TRUANCY

As of this date, the River Ridge School District considers (Name of student) to be a habitual truant as defined by state law. This notice will help you to understand your responsibilities and alternatives under state law. (Please see the attached attendance report.)

1. Wisconsin law requires that any person having under his/her control a child between the ages of 6 and 18 shall require the child to attend school regularly during the full period and hours that school is in session until the end of the school term, quarter or semester of the school year in which the student becomes 18 years of age. The only exceptions to this law apply to those students who have a legal excuse; students ages 16 or over who receive authorization to pursue high school graduation or a high school equivalency diploma in accordance with section 118.15(1)(c), Wisconsin Statutes; or students who have graduated from high school.

A student is considered a "habitual truant" if he/she is absent from school without an acceptable excuse for either one of the following: (1) part or all of 5 or more days out of 10 consecutive days on which school is held during a school semester, or (2) part or all of 10 days on which school is held during a school semester.

Under state law, the following penalties may be imposed on parents or guardians for contribution to truancy: fines of up to \$500.00, imprisonment of not more than 30 days, or both. (Section 118.16 (5) (a), Wisconsin Statutes.)

2. You or your child (with written approval of parent or guardian) may request the School Board to provide program or curriculum modifications.

As the parent or guardian of (Name of student), you are hereby requested to meet with (Name/Title) on (date) at (time) at (address). If there is any reason you are unable to attend this meeting, please notify (name) by phone, (telephone number), or mail (mailing address), prior to the scheduled meeting.

If (Name of student) truancy problem cannot be resolved this meeting, this matter will be forwarded to Grant County Social Services and Grant County Law Enforcement.

We look forward to meeting with you so that we can work together to resolve the habitual truancy of (Name of student)

Date: _____
APPROVED: July 1, 1995 (Signature of School Attendance Officer)

SOCIAL PROBLEM REPORT

Provide relevant pertinent information relating to the following areas which may contribute to school absences:

- (1) Clothing (available laundry facilities, appropriate clothing for climate/weather conditions, etc.):
- (2) Housing/Shelter (adequate for needs of family):
- (3) Food (availability, eating patterns of child, etc.):
- (4) Personal Hygiene (adequate water supply and personal care articles shampoo, toothpaste, etc. - for bathing purposes):
- (5) Transportation (accessibility):
- (6) Social Reasons (introverted, no friends, "Picked-on" by peers, etc.):
- (7) Family Problem(s)/Difficulty(ies) (alcoholism, going through divorce, death, etc.):
- (8) Other Special Needs/Problems (parent/guardian unavailable or not responsible for seeing that child gets ready for school, handicaps, etc.):
- (9) Any other identified problem areas:
- (10) What reasons does the child give for missing school?
- (11) What reasons does the parent/guardian give for child's missing school?

APPROVED: July 1, 1995

COURT REFERRAL JUVENILE
(Truancy Referral)

1. Parental Contact or Refusal (Include documentation of place and times of contact; attendance reports; set of truancy letters sent to the student's parent/guardian)

2 How did the school provide an opportunity for educational counseling to alter the child's curricula? (Include documentation concerning curriculum modifications or any educational program changes that have been attempted and/or failed).

3 Has the student been evaluated for special learning needs? If yes, what options have been examined to meet the child's learning needs? Include documentation concerning the evaluation and actions taken or attempted; previous reports and updates; copies of most current report cards or teacher progress reports)

4 Has the school determined the student has social problems? If yes, explain. Has the student been referred to an alternative agency (e.g., Social Services)? (Include documentation such as social problems report and summary of action taken or referrals made)

5. What options have been explored through the meeting that has taken place with Social Services, school, intake, child and parents to alleviate the truancy problem? (Include documentation)

Signature_____

Title_____

TO BE COMPLETED BY INTAKE WORKER

APPROVED: July 1, 1995

ATTENDANCE POLICY

The principals of each school are designated as the district truant officers. River Ridge Public School staff and the parent bare mutual responsibility for the accountability of minor children during the official school day. Parents of minor students of compulsory attendance age/grade level (age 6-17, or grade 1-12) have a legal obligation to send their children to school.

The Board of Education adopts the Grant County Truancy Plan as the foundation for dealing with truancy in the River Ridge School District.

According to State Statute 118.15 (3) (c), “any child excused in writing by his or her parent or guardian before the absence” is excused from school attendance. A child may not be excused for more than ten (10) days in a school year under this paragraph.” The board shall entitle this type of excused absence as a “Parent/Guardian Pre-excused Absence,” and considers partial or full days to constitute a “day” under this paragraph. After the first ten (10) parental excused absences per year, a physician’s (or other licensed person under 118.15(3)(a)) note will be required for further absences to be excused or the absence will be considered unexcused.

Wisconsin Statute 118.6 (1) (a) has provided a legal definition of “habitual truant” as “pupil who is absent from school without an acceptable excuse for part or all of five (5) or more days on which school is held during a school semester.” Subsequent Grant County Ordinance 22 directs school boards and their agents to identify habitual truants and initiate legal procedures prescribed in the statute and the ordinance.

Excused Absence

1. Student illness or injury. Illness must be verified by a written parental statement when the student returns to school and by telephone to the school office the morning of an absence, no later than 8:15 a.m. Illness in excess of three (3) days consecutively (partial or full days) each semester shall require written verification from a health care provider.
2. Evidence that the child is not in proper physical or mental condition to attend school or an education program. The district may request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the child. Such excuse shall be made in writing, shall state the period of time for which it is valid and shall not exceed 30 days.
3. Medical, dental, chiropractic, optometry or other valid professional appointments that are approved. Parents or guardians are requested to make their appointments during non-school hours.
4. A death in the immediate family or funerals for close relatives.
5. Religious holidays or religious instruction.
6. A child may be excused in writing by his or her parent or guardian before the absence. A child may not be excused more than ten (10) days in a year under this section.

7. For the purpose of serving as an election official if the criteria under s. 118.15(3)(d), Wis. Stats., are met.
8. One (1) day excused absence for seniors for campus visits or working with military recruiters outside of school will be exempt from this policy.
9. The board shall consider all in-school suspensions to be excused absences.
10. Students who reach their eighteenth (18th) year no longer have a legal obligation to attend school but continue to have an ethical obligation to obey school rules on attendance procedures.

All students with excused absences will be given the opportunity to make up work missed in accordance with the following guidelines:

1. It is the student's responsibility to contact the teacher(s) to make arrangements for making up work missed during an absence from school.
2. Students who miss classes for reasons that are determined to be excused will be given the opportunity, whenever possible, to make up work missed when they return to school.
3. Teachers will be asked to grant the number of days absent plus one for make-up time. This provision applies to all work assigned during absence(s).
4. Examinations missed during an excused absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.
5. It is recommended "Parent/Guardian Pre-excused Absence" days be pre-planned as to allow for make-up work to be completed prior to the absence. Regardless of the timeliness of the pre-excused absence, students will be required to make up the missed course work in a timely fashion determined by the individual teachers.

Unexcused Absence

An unexcused absence occurs when a pupil is voluntarily absent with or without the consent of his or her parent or guardian for reasons not recognized by Wisconsin Statutes and/or school board policy.

Children who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above under "Excused Absence" shall be considered unexcused. In such cases, the student may or may not be permitted to make up class work missed. The student, on his/her return to school, will be expected to submit a written statement signed by his/her parent or guardian explaining the reason for the absence. On the basis of this statement, the principal or designee will determine whether credit for the makeup work will be granted.

A student who is absent from school for no particular reason or is truant will also be considered unexcused. Credit will not be given for class work missed during an absence. However, students have the obligation to understand and retain for future reference and use all materials presented during their unexcused absence.

School administration may require a student to make up time missed from school if the time missed is unexcused. This includes but is not limited to: truancy and tardiness, but does not include school-imposed suspensions.

Notwithstanding the foregoing, no student may be denied credit in a course or subject solely because of the pupil's unexcused absences or suspensions from school. Pupils may be permitted to take examinations missed during absences, other than suspensions, if the examinations are taken within five (5) school days of the day of the absence. Students shall be permitted to take any quarterly, semester or grading period examinations and complete any course work missed during a period of suspension provided that the student takes such examinations or completes such course work within five (5) school days of the day of the absence. The make-up periods may be extended with the agreement of administration and the teacher.

Tardiness

“Tardiness” is defined as being less than 30 minutes late for school. A pattern of tardiness on the part of any child will be brought to the attention of the child’s parents or guardian. If it appears that the child is negligent, appropriate disciplinary action will be taken.

Truancy and Habitual Truancy

“Truancy” means any absence of part or all of one or more days from school during which the school attendance officer, principal or teacher has not been notified of the legal cause of such absence by the parent or guardian of the absent pupil, and also means intermittent attendance carried on for the purpose of defeating the intent of s. 118.15, Wis. Stats..

“Habitual truant” means a pupil who is absent from school without an acceptable excuse under board policy and s. 118.15 for part or all of 5 or more days on which school is held during a school semester.

“Part of a day” means thirty (30) minutes or more of a day on which school is held but less than the full day on which school is held.

The period during which a pupil is absent from school due to a suspension or expulsion under s. 120.13, Wis. Stats, is neither an absence without an acceptable nor an absence without legal cause.

In the event a child is determined to be truant or habitually truant, the following procedure will be followed:

Procedure

- (1) The school attendance officer:
 - (a) Shall notify the parent or guardian of a child who has been truant with an Appendix A letter of the child's truancy and direct the parent or guardian to return the child to school no later than the next day on which school is in session or to provide an excuse. The notice under this paragraph shall be given before the end of the 2nd school day after receiving a report of an unexcused absence. The notice may

be made by personal contact, mail or telephone call of which a written record is kept, except that notice by personal contact or telephone call shall be attempted before notice by mail may be given.

- (b) Shall send a referral along with attendance record to law enforcement for truancy ordinance violation if the student has a second unexcused absence after the Appendix A letter has been sent.
- (b) Shall notify the parent or guardian of a child who is a habitual truant (5 unexcused absences), by registered or certified mail, when the child initially becomes a habitual truant. The notice shall include all of the following:
 - 1. A statement of the parent's or guardian's responsibility, under s. 118.15(1)(a) and (am), Wis. Stats., to cause the child to attend school regularly.
 - 2. A statement that the parent, guardian or child may request program or curriculum modifications for the child under s. 118.15(1)(d) , Wis. Stats., and that the child may be eligible for enrollment in a program for children at risk under s. 118.153(3) , Wis. Stats.
 - 3. A request that the parent or guardian meet with appropriate school personnel to discuss the child's truancy. The notice shall include the name of the school personnel with whom the parent or guardian should meet, a date, time and place for the meeting and the name, address and telephone number of a person to contact to arrange a different date, time or place. The date for the meeting shall be within 5 school days after the date that the notice is sent, except that with the consent of the child's parent or guardian the date for the meeting may be extended for an additional 5 school days.
 - 4. A statement of the penalties, under s. 118.15(5), Wis. Stats., that may be imposed on the parent or guardian if he or she fails to cause the child to attend school regularly as required under s. 118.15(1)(a) and (am), Wis. Stats.
- (c) After the notice required under par. (b) has been given, shall notify the parent or guardian of a habitual truant of the habitual truant's unexcused absences as provided in the plan under s. 118.162(4)(a), Wis. Stats. After the notice required under par. (b) has been given, par. (a) does not apply.
- (2) Except as provided in sub. (3), before any proceeding may be brought against a child under s. 938.13(6), Wis. Stats., for habitual truancy or under s. 938.125(2) or 938.17(2), Wis. Stats., for a violation of an ordinance enacted under s. 118.163(2), Wis. Stats., or against the child's parent or guardian under s. 118.15, Wis. Stats., for failure to cause the child to attend school regularly, the school attendance officer shall provide evidence that appropriate school personnel in the school or school district in which the child is enrolled have, within the school year during which the truancy occurred, done all of the following:
 - (a) Met with the child's parent or guardian to discuss the child's truancy or attempted to meet with the child's parent or guardian and received no response or were refused.
 - (b) Provided an opportunity for educational counseling to the child to determine whether a change in the child's curriculum would resolve the child's truancy and have considered curriculum modifications under s. 118.15(1)(d), Wis. Stats.
 - (c) Evaluated the child to determine whether learning problems may be a cause of the child's truancy and, if so, have taken steps to overcome the learning problems, except that the child need not be evaluated if tests administered to the child within the previous year indicate that the child is performing at his or her grade level.
 - (d) Conducted an evaluation to determine whether social problems may be a cause of the child's truancy and, if so, have taken appropriate action or made appropriate referrals.

- (3) Subsection (2)(a) does not apply if a meeting under sub. (1)(b) 3. is not held within 10 school days after the date that the notice under sub. (2)(b) is sent. Subsection (2)(b), (c) and (d) does not apply if the school attendance officer provides evidence that appropriate school personnel were unable to carry out the activity due to the child's absences from school.

(4) If the school attendance officer receives evidence that activities under sub. (2) have been completed or were not required to be completed as provided in sub. (3), the school attendance officer may file information on any child who continues to be truant with the court assigned to exercise jurisdiction under chs. 48 and 938 in accordance with s. 938.24, Wis. Stats. Filing information on a child under this subdivision does not preclude concurrent prosecution of the child's parent or guardian under s. 118.15 (5), Wis. Stats.

(5) A parent or guardian who disputes a determination that an absence is unexcused may, within ten (10) school days of the date of verbal notification of an unexcused absence under s. (1)(a) or the date of mailing of a notice of habitual truancy under s. (1)(b) above, file a written explanation with the administration providing the reason or reasons why the parent or guardian disputes the determination that an absence was unexcused together with any supporting documentation the parent or guardian wishes the administration to consider. Administration shall respond in writing to the parent or guardian within five (5) school days of receipt of the explanation advising the parent or guardian as to whether the absence has been changed to an excused absence or remains unexcused. The administration shall explain the reason for its decision.

Open Enrolled Students and Habitual Truancy

If the Board or the administration determines that a pupil open enrolled in the school district is habitually truant from the district during either semester in any current school year, the school board may prohibit the pupil from attending school in the district in the succeeding semester or school year. A student is habitually truant if he or she is absent from school without an acceptable excuse under this policy and s. 118.15, Wis. Stats., for part or all of 5 or more days on which school is held during a school semester.

Before the school board or administration may prohibit a student's attendance in a succeeding semester or school year due to the student's habitual truancy, the board or administration shall do all of the following:

- (1) Provide the following notifications to the parent and the pupil when the pupil enrolls in the nonresident school district:
 - (a) The school board's truancy and attendance policy.
 - (b) The open enrollment consequences of habitual truancy.
 - (c) A clear explanation of what constitutes truancy, including what constitutes "part of a school day."
 - (d) A description of the notifications, including the manner of delivery, a parent will receive when a pupil is absent, is truant, or is habitually truant. Each notification shall inform the parent that the pupil's open enrollment may be terminated if the pupil is habitually truant.
 - (e) How and where the parent can view the pupil's attendance record.
- (2) Ensure that each notification provided under s. 118.16(2), Wis. Stats., shall notify the parent or pupil of the consequences of habitual truancy on open enrollment.
- (3) Provide the parent and pupil with a list of all unexcused absences and trancies that resulted in the board's or administration's proposed action to prohibit the pupil's attendance in a succeeding semester or school year.
- (4) Allow the parent or pupil to explain why they believe there was any error in marking an absence as truancy, using the process described in the board's policy under s. (5) of the Truancy and Habitual Truancy section of this policy.

(5) Ensure that each student shall be provided with a copy of the policy and a copy of this policy shall be available in each school in the district. Copies of this policy will available upon request.

Legal Ref: Wisconsin Statute sections 118.15, 118.16, 118.51
Chapter PI 36, Wisconsin Administrative Code

Approved: August 12, 1998
Revised: September 21, 2011
Revised: January 21 2015

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STUDENT RIGHTS AND RESPONSIBILITIES

Every individual has certain rights and responsibilities in respect to other individuals. A student's exercise of rights and privileges in the school setting should be protected at all times. No right, however, is absolute. The freedom to exercise one's rights ceases when that exercise unduly infringes upon the rights of others.

The River Ridge School District wishes to protect not only the right of the individual, but to protect the entire student body. This requires the exercise of good faith by students, parents and school district personnel as well as basic respect for the worth of each individual and his/her ability to contribute to society.

Each student in the River Ridge School District has the right to:

- an education.
- be free from assault or intimidation.
- utilize school facilities and programs according to established school regulations and procedures.
- hold property free from theft or damage.
- expect courteous behavior from other students and school personnel.
- determine his/her own dress so long as it is not distracting, wholly inappropriate, indecent, or unsafe.
- solicit contributions or collect funds, with the permission of the school principal or district administrator.
- display, offer to sell, or sell any item with the permission of the school principal or the district administrator.

- form, hold and express opinions and beliefs, so long as the expression does not disrupt the normal operation of the school.

-present his/her version of an alleged violation of the school rules before any judgment is made and not be prejudged.

- appeal an application of discipline for violation of school rules through the established grievance procedure.

- view his/her student progress records. Behavioral records may be viewed in accordance with Board policy and state law.

- participate in extracurricular activities as long as he/she meets the requirements of the extracurricular activities code.

LEGAL REF.: Article I, Wisconsin Constitution
Sections 118.13 Wisconsin Statutes
120.13(1)

CROSS REF.: 411-Rule, Discrimination Complaint Procedures
347, Student Records
370, Extracurricular Activities and Programs
373, Student Fundraising Activities
375, Interscholastic Athletics
411, Student Due Process Rights
443.1, Student Dress Code

APPROVED: July 1, 1995

441

STUDENT DUE PROCESS RIGHTS

Student grievances may be presented in writing in the following order:

1. The appropriate teacher, advisor or coach;
2. The principal;
3. The extracurricular council; (applies only to students participating in extracurricular activities)
4. The district administrator;
5. The Board.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

APPROVED: July 1, 1995

442

STUDENT GOVERNMENT (Student Council)

There will be a Student Council in the River Ridge School District for grades 9-12 to serve the following purposes:

1. Create better communications among staff and students and community through school spirit;
2. Serve as an avenue to clarify existing high school policy and its application and to initiate changes in such policy; and
3. Promote civic responsibility within the school body.

The Student Council will be composed of eight members. Four members, one from each grade, will be elected and four members, one from each grade, will be appointed by a consensus of the class advisors. In order to participate, students must have a grade point average of 2.0 or better during the previous semester.

LEGAL REF.: Section 120.13 (1) Wisconsin Statutes

APPROVED: July 1, 1995

443

STUDENT CONDUCT

All student behavior should be based on respect and consideration for the rights of others. Students have responsibility to know and follow the rules and regulations of the school.

Students shall conduct themselves in keeping with their level of maturity, acting with due regard for the supervisory authority vested by the Board in all district employees, for the educational purposes underlying all school activities, and for the widely shared use of school property.

The district administrator, or designee, is responsible for developing and administering reasonable rules and regulations for students. Such rules and regulations shall not conflict with Board policies, statutory or case law. Established rules and regulations shall be included annually in the student handbook.

All employees of the district shall share responsibility for supervising the behavior of students and for seeing that students meet the standards of conduct established by the district administrator, or designee.

The River Ridge School District shall not discriminate in standards and rules of behavior, including student harassment, on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Sections 118.13 Wisconsin Statutes

120.13(1)

PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Discrimination Complaint Procedures

443.1, Student Dress Code

443.2, Student Conduct on School Buses

443.3, Student Use of Tobacco

443.4, Student Alcohol and Drug Abuse

443.5, Student Use of Weapons

445, Student Discipline

731.1, Vandalism

APPROVED: July 1, 1995

443-Rule

STUDENT CONDUCT RULES

Students in the River Ridge School District are expected to behave in accordance with all established Board policies and rules governing student conduct and discipline.

1. Students are not allowed to throw snowballs on the school grounds nor may they bring snow in any form into the building or on the school bus.

First offense: Verbal/written reprimand

Repeated offenses: One detention period

2. Students may not possess and/or use any fireworks on school property.

First offense:

a. Notification of local authorities

b. Three day suspension

c. Suspension from attendance at school activities, except graduation activities, for 15 school days. Students participating in extracurricular activities may not play in competition or practice for 15 school days.

Repeated offenses:

a. Notification of local authorities

b. Three day suspension

c. Referral to the Board with recommendation for expulsion

d. Suspension from attendance at school activities, except graduation activities, for a period of one calendar year. Students participating in extracurricular activities may not play in competition or practice for one calendar year.

3. Students may not possess and/or use any device that can be used to squirt water (squirt guns, water balloons, etc.) in the school building.

First offense: One detention period

Repeated offenses: Five detention periods

4. Students may not be in the teacher's lounge without express invitation or administrative permission. No student is to be in any area of the school without supervision.

5. Students may not gain illegal entry into the building, lockers, or equipment room.

Discipline: Loss of all use privileges for the duration of the school year. Serious offenses will be referred to the proper authorities.

6. Fighting is not allowed. Students involved in fighting will receive three detention periods.

Fighting of a serious nature will be disciplined as follows:

a. First offense: One day suspension

b. Second offense: Two day suspension

c. Third offense: Three day suspension

d. The student shall be recommended for expulsion for severe or repetitious offenses.

e. The legal authorities shall be notified if the case warrants.

7. Students may not use foul language or exhibit disruptive behavior.

- a. First offense: Student is removed from class and sent to the office for the remainder of the period; one detention period
- b. Second offense: Student is removed from class and two detention periods
- c. Repeat offenses: Student is removed from class and sent to the office for the remainder of the period; three detention periods and consideration of suspension

8. No student or group of students may restrict another person's freedom to properly utilize school facilities.

Discipline: One detention period

9. No gambling, including card playing during school hours, is permitted in school, on school grounds, or at any school sponsored activity.

Discipline: Three day suspension

10. Snowmobiles and trail bikes are not allowed to be driven on school grounds.

11. Students are expected to show respect for all school personnel at all times.

First offense: Three detention periods

Repeated offenses: Five detention periods; three day suspension for any violation that so warrants

12. Student behavior in study halls and classrooms is governed by the following rules:

- a. No talking shall be allowed except by express permission of the teacher.
- b. Students must have a pass before they may sign out of study hall.
- c. All students are to come to study hall or class prepared with study hall material.
- d. Students are not to mark up the tables and should keep hands, feet, and materials to themselves.
- e. Students will follow the seating plan of the teacher.
- f. Students are permitted to go to the rest rooms only between classes. In an emergency situation a student may be permitted by the classroom teacher to go to the rest room.
- g. Passes to lockers may be granted in emergency situations. No more than one person may be out of the room at one time, after all teacher issued passes have been honored.
- h. Tardiness to study hall shall be treated the same as tardiness to class.

- i. No student may sign out the final 15 minutes of any hour.
- j. No student is to forge a pass or add names to a legitimate pass. Discipline: revocation of pass privileges for the remainder of the year.
- k. No student shall go the office from a class or study hall without a pass or some type of authorization.

13. Students using the library must follow the established rules:

- a. All students signing into the library must have needed writing materials with them.
- b. No passes out of the library during the hour will be honored except for extreme emergencies.
- c. Talking is allowed only with the approval of the librarian.
- d. Reason for signing in at the library must be to use library resources.
- e. Students shall return library books when due and conduct themselves in a manner befitting the library.

Discipline: Violation of any of the above rules will result in the revocation of library privileges for a period of time to be determined by the librarian.

14. Students using the gymnasium must follow the established rules:

- a. No student is to use the gym unsupervised.
- b. No student is to be in the gym until physical education classes have departed unless asked to assist by the teacher.
- c. No student is to play ball on the gym floor with shoes that mark the floor.
- d. No student shall be in equipment or locker rooms unsupervised.
- e. Students are required to wear physical education clothing during physical education classes.
- f. When the activity warrants, showers are a mandatory part of physical education class.
- g. Students using the gym are to conduct themselves in a proper manner. Fighting, excessive use of equipment, kicking basketballs, playing unauthorized games, playing keep away, etc., will not be tolerated.

Discipline: Possible loss of gym privileges

APPROVED: July 1, 1995

STUDENT CONDUCT CODE
(CLASS REMOVAL PROCEDURES)

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

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

But equally important, the District owes its students, as a group, the opportunity to attend school as free as reasonably possible from unnecessary and unwarranted distraction and disruption, particularly by those relatively few students who, for whatever reason, are unwilling, unready, or unable to avail themselves of the opportunity for an education. Such behavior, while not necessarily so serious or pervasive to warrant suspension or expulsion, can be nearly as destructive to the educational environment. Such behavior warrants, at a minimum, that the student be removed temporarily from the class or activity ("short term removal" or "temporary removal"). Such removal serves the multiple purposes of eliminating (or minimizing) the disruption, of reinforcing the District's strong commitment to an appropriate educational environment, and of allowing a "cooling off" period for disciplinary or other reasons short of suspension or expulsion.

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

Beginning August 1, 1999, a teacher employed by the District may temporarily remove a pupil from the teacher's class if the pupil violates the terms of this Code of Student Conduct (the "Code"). In addition, long term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures including but not limited to detentions, suspension, or expulsion for the conduct for which the student was removed.

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

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

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

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

a) Behavior that would be grounds for suspension or expulsion under the District's policies

The District Policies regarding behavior that may result in suspension and expulsion are set forth in Policies 445 and 445.3. It should be noted that decisions regarding suspension are made by building administrators, and recommendations for expulsion are made by the District's central administration. Thus, a teacher's decision to remove a student from class for behavior that violates the District's policies regarding suspension and expulsion may, but does not necessarily, mean that the student will also be suspended or expelled.

(b) Behavior that violates the behavioral rules and expectations in the Student Handbook

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

c) Behavior which is disruptive, dangerous or unruly

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

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

Inappropriate verbal conduct intended or likely to upset, distract, or annoy others such as name calling, teasing, or baiting.

Behavior that may constitute sexual or other harassment.

Repeated or extreme inappropriate verbal conduct likely to disrupt the educational environment, particularly when others are talking (e.g. lecture by teacher, response by other student, presentation by visitor) or during quiet (study) time.

Throwing any object, particularly one likely to cause harm or damage such as books, pencils, scissors, etc.

Inciting other students to act inappropriately or to disobey the teacher or school or class rules, including without limitation, inciting others to walk out.

Destroying the property of the school or another student.

Loud, obnoxious, or outrageous behavior.

(d) Behavior which interferes with the ability of the teacher to teach effectively

Students are required to cooperate with the teacher by listening attentively, obeying all instructions promptly and responding appropriately when called upon. A student's non-compliance may, in turn, distract others either by setting a bad example or by diverting the class from the lesson to the student's inappropriate behavior. By way of example and without limitation, a student may be removed for behavior which constitutes:

Open defiance of the teacher, manifest in words, gestures, or other overt behavior

Open disrespect of the teacher, manifest in words, gestures, or other overt behavior

Other behavior likely or intended to sabotage or undermine the instruction

e) Behavior which is inconsistent with class decorum and the ability of others to learn

2. WHO MAY REMOVE A STUDENT FROM CLASS?

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

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

For the purposes of this code, a "class" is any class, meeting or activity, which students attend, or in which they participate while in school under the control or direction of the District. This definition of "class" includes, without limitation, regular classes, special classes, resource room sessions, labs, library- time, counseling groups, assemblies, study halls, lunch, or recess. "Class" also includes regularly scheduled District-sponsored extracurricular activities, either during or outside of school hours. Such activities include, by example and without limitation, District sponsored field trips, after-school clubs, and sporting activities.

A "teacher" is any certified instructor, counselor, nurse or administrator in the employ of the District whose employment by the District requires him or her to hold such certificate or permit.

A "teacher of that class" means the regularly assigned teacher of the class or any teacher assigned to teach, monitor, assist in, or oversee the class. This definition includes, without limitation, any licensed or certified assigned substitute teacher, proctor, monitor, or group leader. Where there is more than one teacher in a class, any teacher may remove a student from that class upon informing the other teacher(s) of his/her intent to do so. It is advisable, though not absolutely required, that all teachers of a class assent to the removal of the student.

A "building administrator" means a principal of a school or other individual duly designated by the building administrator or District Administrator.

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

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

- a) Instruct the student to go to the main office for the period of removal. In such case, the teacher should send a note with the student.
- b) Obtain coverage for the class and escort the student to the main office.
- c) Seek assistance from the main office or other available staff. When assistance arrives, the teacher or the other adult should accompany the student to the main office.

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

Within twenty-four (24) hours or one business day of the removal, whichever is longer, the teacher shall submit to the building principal or designee a short and concise written explanation

of the basis for the removal. Such information may be submitted on a form provided by the building administrator or designee.

As soon as practicable, but in any event within twenty-four (24) hours of the removal, the building administrator shall inform the student's parents that the student was removed from class. Such notice may be by telephone. The parents of the student shall be sent written notice of the removal postmarked within two business days of the removal. Such written notice shall specify the class from which the student was removed, the duration of the removal, and the basis for the removal as stated by the teacher. The building administrator or designee shall keep written logs or records regarding unsuccessful attempts to contact the parents in accordance with this provision.

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

Prior to the initiation of the 1999-2000 school year, each building administrator shall designate a room or other suitable place where students shall remain during any period of removal from the classroom (the "short-term removal area").

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

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

Removal is a serious matter, and should not be taken lightly either by the teacher or the student. In most cases, a student shall remain in the short-term removal area for at least the duration of the class or activity from which she or he was removed, or for at least forty-five (45) minutes, whichever is longer. Prior to allowing the student to resume his/her normal schedule, the building principal or designee shall speak to the student to determine whether the student is, or appears to be, ready and able to return to class without a recurrence of the behavior for which the student was removed.

WHAT ARE THE PROCEDURES FOR LONG-TERM REMOVAL?

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

long-term removal should not ordinarily be considered on the basis of a single incident. Unlike short-term removal, the ultimate decision regarding long-term removal rests with the building administrator.

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

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

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

- a) Place the student in an alternative education program as defined by law;
- b) Place the student in another class in the school, or in another appropriate place in the school;
- c) Place the student in another instructional setting; or
- d) Return the student to, or retain the student in, the class from which he or she was removed or proposed to be removed.

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

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

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

It is expected that administrators and teachers will meet prior to the implementation of this Code to arrive at a consensus regarding how its provisions should be interpreted and applied. However, this Code and the procedures regarding removal are intended primarily as tools to assist teachers to maintain an appropriate educational environment in their classes. Therefore, different teachers

may have somewhat different views and practices regarding removal of students from their classes, either long- or short-term.

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

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

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

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

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

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

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

Prior to the 1999-2000 school year, a copy of this Code shall be sent to each parent in the District. In addition, this Code shall be provided to, and discussed with, students of the District early in the 1999-2000 school year.

STUDENT HANDBOOK

The Student Handbook, at each level, will further define the Code of Student Conduct Policy.

APPROVED: April 14, 1999

STUDENT DRESS CODE

Students are encouraged to dress appropriately for school. The limits that are imposed have to do with cleanliness and with clothing considered distracting, wholly inappropriate, or unsafe for the classroom. Within limits, dress and appearance are a matter of individual taste and responsibility. Generally, dress appropriate when leaving home is appropriate at school. No student is allowed to change clothing at school except for a school-sponsored activity.

Penalties for violation of the dress code may include individual counseling, sending the student home to change before returning to school, and parent conference, as necessary.

LEGAL REF.: Section 120.13(1) Wisconsin Statutes

APPROVED: July 1, 1995

STUDENT CONDUCT ON SCHOOL BUSES

Bus riders shall conform to the same standards of conduct and cleanliness that are expected of them at school. Riders are expected to obey the bus driver promptly. Bus rider rules shall be distributed annually.

When a student fails to conduct him/herself properly on the school bus, such misconduct shall be brought to the attention of the principal and the student's parent/guardian. Where continuing or serious problems exist, the student's bus riding privileges may be suspended. In such cases, the parent/guardian becomes responsible for the student's transportation.

Students and parents or guardians will be made aware that they have the right to due process procedures in appealing the discipline of students with regard to misconduct on school buses.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
121.52(2)

CROSS REF.: 443.2-Exhibit, Bus Rider Rules Acknowledgement
441, Student Due Process Rights
445.3, Student Suspensions/Expulsions
751.3, Extracurricular Transportation

APPROVED: July 1, 1995

BUS RIDER RULES ACKNOWLEDGEMENT

My child and I have read and understand the bus rider rules and regulations.

Student Name _____

Date _____

Parent/Guardian Signature _____

APPROVED: July 1, 1995

USE OF VIDEO CAMERAS ON SCHOOL BUSES

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

Parents shall be notified once a year via student handbooks and the annual "Back to School" newspaper publication that video cameras are being used on the buses, and a sign shall be placed at the front of each bus indicating that video cameras are present.

The bus company shall determine the rotation of the video camera and will maintain a log with dates, bus numbers and bus drivers. Bus drivers do not need to be informed on which bus the video camera is operating. Individual drivers, administrators and parents/guardians may request that the video camera be on a specific bus on designated dates (to be decided by River Ridge Administration).

Only the bus company manager, bus drivers, administrators of the district and school board members shall be authorized to view the videotape for the purpose of documenting a problem and determining which students may be involved. Disciplinary action may be taken with students based on a video documentation. The isolated segment of the videotape that documents the incident may be viewed by the identified student and his/her parent/guardian. The bus company designee or school administrators shall view the videotape with the student and parent/guardian and document the date and names of all individuals viewing the videotape.

The videotape shall not be available for viewing by the public in general, the media or other individuals. The school administration may authorize other individuals such as a guidance counselor, school psychologist or social worker to view segments of a specific videotape if such individuals are working with the student on the videotape because of a behavioral, emotional or learning problem and viewing the videotape is beneficial to their role in assisting the student. A log shall be kept of the date and names of the individuals viewing the videotape.

If there are no reported bus problems pertaining to the date a videotape was recorded, the bus company may erase or reuse the videotape after ten school days. If there was a bus problem recorded on videotape, that tape will be kept until approved by River Ridge Administration to reuse.

APPROVED: March 10, 1999

TOBACCO POSSESSION OR USE BY STUDENTS

Use or possession of tobacco products on school property or at school activities is prohibited.

Students who violate this policy shall be subject to disciplinary action.

LEGAL REF.: Sections 101.123 Wisconsin Statutes
120.13(1)

APPROVED: July 1, 1995

STUDENT ALCOHOL AND CONTROLLED SUBSTANCES ABUSE

The School Board is committed to providing an optimal school environment for student learning and positive youth development. Alcohol and controlled substances use and abuse seriously interferes with that school environment and jeopardizes the health and wellbeing of students.

With this in mind, the following conduct shall be prohibited by students at all times at school, on school premises, on school buses and while engaged in activities under school district jurisdiction and/or supervision:

- use or possession of alcohol, drug paraphernalia or controlled substances (Prescription medications will be exceptions to this policy when used by the student for whom they were prescribed and in the amount prescribed, and in accordance with the District's medication administration policy.);
- being under the influence of alcohol or controlled substances;
- sale, delivery or intent to sell or deliver alcohol, drug paraphernalia or controlled substances;
- sale, distribution or intent to sell or distribute look-alike alcohol or look-alike drugs (substances that are represented as a drug or alcohol regardless of the true nature of the substance);
- sale or distribution of prescription medication or nonprescription drug products;
- the misuse of prescription medication or nonprescription drug products;
- inappropriate use of hazardous inhalants (for example, huffing) and the possession of paraphernalia associated with the inappropriate use of hazardous inhalants.

A student may be required to submit to a breath test to determine the presence of alcohol if a designated school official or law enforcement officer has reasonable suspicion that the student is under the influence of alcohol in violation of this policy. Such test shall be administered by a law enforcement officer or trained school official and shall meet state law requirements. A student may be subject to school disciplinary action for refusing to submit to such a test, and a refusal may give rise to an adverse inference in school disciplinary proceedings. The District shall refer a student to appropriate alcohol and drug intervention services whenever the District has determined that (1) the student has been under the influence of alcohol in violation of this policy; or (2) a student has refused to submit to a required breath test as provided in this paragraph.

Students who violate this policy shall be subject to appropriate disciplinary action, up to and including student suspension and/or expulsion, and referral to law enforcement authorities.

A copy of this policy and related disciplinary procedures shall be made available to students and their parents/guardians annually through the student handbook and/or through other means deemed appropriate by the building principal.

Legal References:

Wisconsin Statutes

| | |
|------------------------------------|---|
| Section 118.126 | [privileged communication related to student alcohol/controlled substances use] |
| Section 118.257 | [liability exemption for referral to law enforcement officials and removal from school premises/activities for alcohol and other controlled substances] |
| Section 118.45 | [tests for alcohol; policy required] |
| Section 120.13(1) | [school board power to adopt student conduct rules and discipline students] |
| Section 125.09(2) | [possession of alcohol on school grounds prohibited] |
| Section 939.22(15) | [definition of hazardous inhalant] |
| Chapter 961 | [controlled substances laws] |

Cross References:

Adoption Date: April 6, 2016

STUDENT USE OF WEAPONS

Guns, ammunition, knives and other similar items are not allowed on school property, unless prior permission has been obtained from the teacher and principal.

If a student receives approval to bring such an item to school, it must be checked with the bus driver while riding the school bus. Upon arrival at school, the item must be checked into the office until needed and returned to the office when the need has been fulfilled.

LEGAL REF.: Sections 948.60 - 948.61 Wisconsin Statutes
APPROVED: July 1, 1995

STUDENT USE OF "BEEPERS" AND LASER POINTERS

Student use or possession of electronic paging or two-way communication devices ("beepers") and laser pointers are prohibited on school premises owned or rented by or under the control of the district unless authorized by the district administrator or designee. These devices are not to be used at any school-sponsored event either at home or away.

Laser pointers may only be used for instructional purposes by teachers or lecturers and shall not be loaned or checked out by students for their private use.

Students violating this policy shall be disciplined in accordance with established procedures.

This policy will be published in student handbooks and distributed annually.

LEGAL REF.: Section 118.258 Wisconsin Statutes
Section 120.13 Wisconsin Statutes
APPROVED: April 14, 1999

SEXUAL HARRASMENT

See Policy 512

BULLYING, CYBERBULLYING, HAZING, AND/OR HARASSMENT

The River Ridge School District is committed to providing a safe, positive learning environment for all students, according to board policy. The expectation is that everyone will treat each other with respect and consideration. Actions, such as bullying, cyberbullying, hazing and harassment create an atmosphere of fear and intimidation, detract from the safe environment necessary for student learning, and may lead to more serious violence. Therefore all types of bullying, hazing and harassment are prohibited. Cyberbullying is also prohibited and treated the same as all other types of bullying.

Bullying, cyberbullying, hazing and/or harassment of any student are expressly prohibited in the following settings and/or circumstances:

- During any educational program or activity conducted by or sponsored in whole or in part by the school or school district.
- While being transported on a district provided bus or any other district vehicle.
- Accessed, created, expressed or communicated using any district owned computer, digital technology or system network.
- Sent or passed on through any type of non-district owned technology or personal electronic device while on school grounds, at any school-related or sponsored activity, or on district provided transportation.
- Any type of threat indicated to be carried out in a school setting. This includes threats made outside of school hours that communicate intent to be carried out during any school-related or school-sponsored program or activity, or on district provided transportation.

APPROVED: September 15, 2010

CELL PHONE

Student use of cell phones is permitted before and after the instructional day. The instructional day is defined as the correct period of time that all students are required to be in school. The following applies to student use of cell phones while at school, or while on premises owned or rented by, or under the control of the River Ridge School District.

- The use of cell phones during the instructional day is prohibited.
- All cell phones, even when stored, shall be kept off during the instructional day.
- All students shall keep their cell phones in a locked hall locker or in their back packs at all times.

- The use of cell phones during off campus school activities under the direction and supervision of school staff is subject to the discretion of the teacher or other staff member in charge of that activity.

All violations of this policy are to be reported directly to the principal, and are subject to disciplinary action based upon the severity of the offense.

DISCIPLINARY PROCEDURES FOR USE OR POSSESSION OF ELECTRONIC SIGNALING DEVICES

Any students found using or possessing cell phones, including those with enhanced messaging features on his or her person during the school day, except for medical purposes or approved by the principal for student use, shall be disciplined according to the following procedures:

1. The student's parent(s)/guardian will be notified and on the first offense the device will be confiscated and will be returned to the student at the end of the day.
2. Depending on the severity of the infractions, all subsequent offenses, the principal/designee will confiscate the device until a parent/guardian can pick it up and the student will be subject to up to five (5) days in-school suspension.
3. Students may be subject to higher level disciplinary procedures if the infraction is severe.

Approved: January 19, 2009

MARRIED STUDENTS AND SCHOOL AGE PARENTS

Students shall have an equal opportunity to participate in student activities and programs without regard to pregnancy, marital or parental status.

In accordance with state law, the Board shall make available to any school-age parent in the district program modifications and services that will enable the student to continue his/her education. School-age parent includes any person under the age of 21 who is not a high school graduate and is a parent, an expectant parent or a person who has been pregnant within the immediately preceding 120 days.

The Board and/or school employees shall not, in any manner, compel a pregnant student to withdraw from her regular education program.

LEGAL REF.: Sections 115.915 Wisconsin Statutes
 118.13
 118.15(4m)
 118.153

CROSS REF.: 342.3, Programs for Children at Risk
 411, Equal Educational Opportunities

APPROVED: July 1, 1995

STUDENT INTERVIEWS WITH OUTSIDE AGENCY PERSONNEL

The School Board 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.

Law enforcement and other outside agency personnel may interview students at school during the school day at the request of or with authorization from the building principal or designee. Every effort should be made to schedule and conduct student interviews with outside agency personnel in a way that minimizes disruption of the student's normal school day, minimizes disruption of the normal functioning of the school, and minimizes the extent to which students may be distracted from their school work and classes.

Parent or guardian notification of student interviews with outside agency personnel is not required but is encouraged. School personnel shall not notify parents or guardians of a student

interview conducted for child abuse or neglect investigation purposes without approval of the outside agency personnel conducting the interview.

The building principal or designee may be present during a student interview with outside agency personnel, unless the student or his/her parent or guardian requests otherwise. Outside agency personnel conducting child abuse or neglect investigations may, in the exercise of professional judgment and in accordance with department standards, exclude school personnel from the interview.

It is the responsibility of the building principal or designee to ensure fair and consistent implementation of this policy.

Legal References:

Wisconsin Statutes

[Section 48.981\(3\)\(c\)](#) [child abuse/neglect investigations; authority to interview child without parent permission]

[Section 118.125\(2\)](#) [confidentiality of student records; allows record sharing with law enforcement and other agency officials under certain circumstances, including student health and safety]

[Section 118.257\(2\)](#) [liability exemption for student referral to law enforcement officials for alcohol and other controlled substances]

[Section 946.40](#) [refusing to aid officer]

[Section 946.41](#) [resisting or obstructing officer]

Adoption Date: June 16, 2016

STUDENT SEARCH ACTIVITIES

SEARCHES

The River Ridge School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. It also recognizes that students have basic constitutional rights. School officials must balance the individual's expectation of privacy and personal security against the school district's need to maintain an orderly environment in which learning can take place.

Lockers and vehicles parked on school property may be searched. A student's person and personal belongings carried by students (not placed in a locker) will not be searched unless reasonable suspicion exists (alerting of a trained dog may constitute reasonable suspicion) that a school policy, rule, or law has been violated. Searches may be conducted before school, during school, after school, and/or during school sponsored activities.

Students found in violation of this policy may be referred to law enforcement as well as action by the River Ridge School Board, which may include suspension and/or expulsion if controlled substances or look-a-likes are discovered.

LOCKER SEARCHES

A student has no reasonable expectation of privacy when using a school locker if the school has a written policy retaining ownership and control of school lockers and when notice of this policy is provided to students. Therefore, it is the policy of the River Ridge School Board that:

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

A student's privilege of using a school locker is conditioned upon the student's consent to a search. The notice of this policy is included in the student handbook.

STUDENT SEARCHES

A student search will be carried out in a reasonable manner based upon a reasonable suspicion that a search will reveal evidence of a violation of either the law or school rules.

The school official or designee who is conducting a student search may request a student to empty pockets, purses, backpacks or other articles used to carry personal effects, to remove hats, shoes and/or roll socks down. The school official may also request a student to remove outer garments, such as sweatshirts, sweaters, jackets or vests if worn over blouses, shirts or t-shirts. No school official has the right to request the removal of any other clothing or to conduct a strip search of a student.

School officials, employees or agents of the School Board are specifically prohibited by sections 118.32 and 948.5 of the state statutes from conducting a strip search of any student.

The school official conducting the search will notify the student's parent/guardian of the reason for such a search. The official conducting the search will maintain a record of the search detailing the action taken, the reasons for the action, information relied upon, person or locker searched, list of items found, list of items seized, the results of the action, date and time parent/guardian was contacted, signature of the person conducting the search, and signature of the witness.

School officials will make a good faith effort to notify a student's parent/guardian when law enforcement officials conduct a search of a student or the student's property unless such action would interfere with a police investigation.

Items seized during a search by school officials will be safeguarded until determination has been made by the appropriate authorities for the disposition of said items.

VEHICLE SEARCH

The River Ridge School District reserves the right to search vehicles parked on school property. A student's privilege of parking on school property is conditioned upon the student's consent to search. The notice of this policy is outlined in the student handbook.

BAG/LUGGAGE SEARCH

A school employee or designee may need to search student bag(s)/luggage during a school-sponsored trip. Such a search will be carried out in a reasonable manner based upon a reasonable suspicion that the search will reveal evidence of a violation of either the law or school rules. A student's participation in the school-sponsored trip is conditioned upon the student's consent to a search.

CANINE SEARCH

Searches by dogs specially trained to detect the odor of controlled substances will be used to search the building, grounds, and parking lot at the discretion of administration. The searches will be scheduled by school officials on a random basis. The searches will be used when a reasonable suspicion exists that controlled substances may be located in the building; that controlled substances may be located in vehicles parked in/on school property. Also, canine searches will be conducted as a preventive measure when viewed as a benefit to the ongoing drug prevention effort and for school management/discipline reasons.

The use of these trained dogs for instructional purposes will be scheduled through the building principal/designee.

Approved: April 14, 1999 , Reviewed and renumbered September 13, 2016

447

STUDENT DISCIPLINE

Students shall be informed of student conduct rules and regulations and shall be expected to adhere to them. Students who become problems in regard to cooperation, who are antagonistic to the development of habits of self-control, who commit acts which interfere with the welfare of the school program or who pose a clear and present danger to members of the school community shall be disciplined in accordance with established Board policies and procedures. Guidelines shall be developed which emphasize the positive and consistent implementation of school discipline.

The administration shall take such action as is necessary and permitted by law to insure the discipline and orderly conduct of the school. Disciplinary action as established may be suspended for just cause at the discretion of the district administrator or in his/her absence, of the building designee. Action may be taken with respect to any offense which interferes with the

orderly conduct of the school or which impairs the usefulness and well-being of the school regardless of the existence or nonexistence of a specific rule covering the offense.

Disciplinary measures shall be used which take into account the dignity of the student, the seriousness of the infraction and the need for positive motivation of the student. The ultimate goal is to develop an understanding of self-discipline and its necessity in society. School staff shall ensure that proper conduct and behavior is maintained by students in the classrooms, on school premises, on school buses and during school-sponsored activities. When an individual staff member is unable to adequately handle a behavior situation alone, he/she should contact the administration.

Corporal punishment may not be used by a member of the school district staff. Teacher-parent and teacher-administrator communication is essential in assisting the student in coping with their expanding environment. Parents or guardians of a student whose conduct repeatedly violates school rules will be contacted and requested to meet with school personnel to discuss the problem(s).

The River Ridge School District shall not discriminate in standards or rules of behavior or disciplinary measures, including suspensions and expulsions, on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Sections 118.13 Wisconsin Statutes

118.31

120.13(1)

PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 443-Rule, Student Conduct Rules

411-Rule, Discrimination Complaint Procedures

447.1, Corporal Punishment

447.2, Student Detentions

447.3, Student Suspensions/Expulsions

522, Staff Ethics

APPROVED: July 1, 1995

CORPORAL PUNISHMENT

Corporal punishment shall not be used in the River Ridge School District. School officials may, however, use:

1. reasonable and necessary force to quell a disturbance or prevent an act that threatens physical injury to any person;
2. reasonable and necessary force to obtain possession of a weapon or other dangerous object within, a student's control;
3. reasonable and necessary force for the purpose of self-defense or the defense of others, or for the protection of property in accordance with state statutes;
4. reasonable and necessary force to remove a disruptive student from school premises, a motor vehicle or school sponsored activity;
5. reasonable and necessary force to prevent a student from inflicting harm on him/herself;
6. reasonable and necessary force to protect the safety of others;
7. incidental, minor or reasonable physical contact designed to maintain order and control.

LEGAL REF.: Sections 118.31 Wisconsin Statutes
939.48

CROSS REF.: 447, Student Discipline

APPROVED: July 1, 1995

STUDENT SUSPENSIONS/EXPULSIONS

Suspension

A student may be suspended from school for a violation of reasonable school rules; for conduct while either at or not at school or under or not under the supervision of a school authority which endangers the health, safety or property of others at school or under the supervision of a school authority; or, for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives. The district administrator and building principal shall be authorized to suspend a student for a period not to exceed five school days as provided by law. A student may be suspended for up to ten school days when an expulsion hearing is pending.

Prior to any suspension, the student shall be advised of the reason for the proposed suspension. The student's parent or guardian shall be given prompt notice of the suspension in accordance with state law and established procedures.

Suspended students shall be allowed to make up any quarterly, semester or grading period examinations missed during the suspension period.

Expulsion

The Board may expel a student from school for repeated refusal or neglect to obey school rules or regulations; for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives; or, for engaging in conduct while at or not at school or while under or not under the supervision of a school authority which endangers the property, health or safety of others at school or under the supervision of a school authority, and is satisfied that the interest of the school demands the student's expulsion. All student expulsions, including those involving students with disabilities, shall follow all statutory procedures and requirements.

LEGAL REF.: Section 120.13 (1) Wisconsin Statutes

APPROVED: July 1, 1995 REVISED October 26, 2016

451

STUDENT INSURANCE PROGRAM

The River Ridge School District shall provide an insurance program for students in grades kindergarten through 12, as a supplement to the individual's own health insurance. This insurance plan shall be at no cost to the students.

Students are covered by school district insurance while on school grounds during school hours, while at school-related activities, and while on the bus.

All student injuries must be reported to the administrator's office as soon as possible for insurance purposes.

LEGAL REF.: Section 120.13 (2) Wisconsin Statutes

APPROVED: July 1, 1995

STUDENT AID PROGRAMS

School children who claim that the financial condition of their families are such that they cannot afford to pay for the required materials and supplies may request financial assistance from the school district.

Before any financial assistance is given to such children, the parent or guardian of the child(ren) shall submit a statement of need to the district administrator for evaluation. If the student's family is on welfare, or is receiving aid from any of the welfare organizations, this fact should be noted on the statement. Requests for financial assistance shall be filed in the administrative office. The parent or guardian of the child(ren) shall be advised of any action taken by the administrative office.

The administrative office shall report the names of indigent children to the authority administering general relief for the county.

LEGAL REF.: Sections 118.17 Wisconsin Statutes
120.12(11)

APPROVED: July 1, 1995

EMERGENCY NURSING SERVICES

Emergency nursing services will be provided by the River Ridge School District and will be available during the school day and at all school-sponsored activities in accordance with state law. The district will contract with the Grant County Nursing Service to supervise the emergency nursing services, and arrangements shall be made with a physician to serve as medical advisor.

Written procedures for handling medication and emergencies, including parental notification procedures, shall be developed.

A designated health area will be available in each school which is equipped with the supplies necessary to provide emergency care in accordance with standards set by the Department of Public Instruction and the Department of Health and Social Services. Records shall be kept of all accidents requiring medical services.

Emergency nursing services shall be reviewed annually by the person designated in the district's emergency nursing services plan.

LEGAL REF.: Sections 118.07 Wisconsin Statutes

118.29
121.02(1)(g)
PI 8.01 (2) (g), Wisconsin Administrative Code

CROSS REF.: 453-Rule, Emergency Care Procedures
453-Exhibit, Emergency Treatment Consent Card
453.4, Administering Medication to Students

APPROVED: July 1, 1995

453-Rule

EMERGENCY CARE PROCEDURES

A. Emergency Treatment Consent

1. Each student enrolled in the River Ridge School District is asked to have a completed emergency treatment consent card on file. This card is attached to the student's schedule card and is easily accessible to all certified personnel.
2. In the event that the parent(s)/guardian has not completed an emergency treatment consent card and is impossible to reach the parent(s)/guardian, a student requiring medical treatment will be transported to Farrell Clinic in Prairie du Chien, Wisconsin for treatment.

B. Procedures for Illness or Injury

In the event of student illness or injury while under school supervision, the person in charge is to inform his/her immediate supervisor as to the nature and extent of the illness/injury. The supervisor will make a judgment as to what course of action to pursue.

1. Should the illness/injury be of a minor nature, treatment will be made by school personnel.
2. Should there be any question as to the extent of the illness/injury, the supervisor will immediately notify the parent(s)/guardian for instructions unless the situation requires immediate assistance from the rescue squad.
3. Should the ill or injured person need medical attention not available on the school premises, parent(s)/guardian will be asked to make arrangements to transport their son/daughter to medical facilities.
4. In the event that the parent cannot arrange for transportation, or cannot be reached, the supervisor will:
 - a. transport the ill or injured student to the doctor whose name is listed on the student's emergency treatment consent card, and

b. if necessary, wait with the student and return him/her to school or home.

5. If the ill or injured student cannot be moved, the West Grant Rescue Squad shall be called, provided that the parent(s)/guardian has been notified. If the student is judged to be in critical condition, the West Grant Rescue Squad will be called first and then the parents will be informed.

C. Students Under Medical Care

A list of students who are under a doctor's care and require regular medication shall be furnished to school staff. This will enable the staff to effectively cope with any seizure or attack which may occur because of an ongoing illness.

APPROVED: July 1, 1995

EMERGENCY TREATMENT CONSENT CARD

Student's Name _____

Address _____ Phone _____

Father's Name _____

Work Address _____ Work Phone _____

Mother's Name _____

Work Address _____ Work Phone _____

If parents cannot be reached contact:

Name _____

Address _____ Phone _____

Physician _____

Dentist _____

Hospital Preference _____

In case of emergency, may student be taken to doctor?

Yes _____ No _____

Parent Signature _____

APPROVED: July 1, 1995

STUDENT PHYSICAL EXAMINATIONS

Any student participating in a school-sponsored interscholastic athletic activity shall be required to have a physical examination every other year in accordance with Wisconsin Interscholastic Athletics Association (WIAA) regulations. No student may practice or participate until a physical exam or renewal card is on file in the high school office.

Student physical examination records shall be maintained in accordance with state law and the Board's policy on student records.

Health Screening

The district shall conduct student health screening programs according to the recommendations of and with the assistance of the Grant County Public Health Nursing Service.

LEGAL REF.: Sections 118.125 Wisconsin Statutes
118.25(3)
146.81 - 146.83

CROSS REF.: 347, Student Records

APPROVED: July 1, 1995

COMMUNICABLE DISEASES

The River Ridge School District shall cooperate with state and local public health agencies in establishing and maintaining appropriate health standards for the school environment, promoting the good health of students and staff, and educating students and staff in disease prevention methods and sound health practices. Federal, state and local laws and regulations regarding communicable disease reporting and control shall be followed.

In an effort to maintain a safe and healthful school environment, the district will provide educational opportunities to students and staff regarding measures that can be taken to reduce the risk of contracting or transmitting communicable diseases at school and in school

The River Ridge School District recognizes that an individual's health status is personal and private. Therefore, the district will handle information regarding students and staff with suspected or confirmed communicable diseases confidentially in accordance with state and federal laws and Board policies.

Students and staff may be excluded from school and/or school-related activities if they are suspected of or diagnosed as having a communicable disease that poses a significant health risk to others or that renders them unable to adequately perform their jobs or pursue their studies. Students and staff excluded from school pursuant to this policy may appeal their exclusion in accordance with established procedures.

LEGAL REF.: Sections 103.15 Wisconsin Statutes

118.01 (2) (d) 2c

118.125

118.13

118.195

121.02 (1) (i)

143.12

146.025

146.81 - 146.83

HSS 145, Wisconsin Administrative Code

CROSS REF.: 453.2-Rule, Communicable Disease Control Guidelines

112-Rule, Complaint Procedures (Discrimination)

347, Student Records

411-Rule, Discrimination Complaint Procedures (Student Nondiscrimination)

524, Personnel Records

APPROVED: July 1, 1995

453.2-Rule

COMMUNICABLE DISEASE CONTROL GUIDELINES

A. Educational and Preventive Measures

1. The district will ensure that all immunizations and physical examinations required of students and staff have been obtained.
2. The district administrator shall be responsible for the appropriate maintenance of a health services room in the school building. A communicable disease wall chart, as defined by the Department of Health and Social Services, will be posted in each of the district schools. Information regarding the suppression and control of communicable diseases will also be available for review by interested students and staff.
3. Information regarding suppression and control of communicable diseases will be included as a regular part of the curriculum for students.

4. Information regarding suppression and control of communicable diseases will be included in orientation sessions for new staff and will be used periodically in inservice training programs for existing staff.

5. Standard procedures as set forth in the current edition of Control of Communicable Diseases in Man to prevent the spread of communicable diseases transmitted by air (such as tuberculosis, chicken pox, measles, mumps, and rubella); by exchange of body fluids (such as hepatitis A and B, rotavirus, cytomegalovirus, acquired immune deficiency syndrome (AIDS) and salmonella); or by other means (such as pediculosis, scabies, and body lice) will be followed by all staff in the performance of their duties.

6. First aid kits and other supplies and equipment appropriate to reducing the risk of transmission of communicable diseases in the school environment will be provided in each school building.

B. Confidentiality/Reporting

1. The district administrator shall function as the district's liaison with students, staff, parents, physicians, public health officials and the community at large concerning communicable disease issues in the school.

2. Any person who knows or suspects that a student has a communicable disease shall report the facts to the district administrator.

3. The principal will confer with the Grant County Public Health Nurse serving the school and, to the extent circumstances warrant and permit, with the subject of the report and, in the case of a minor student, with the student's parent(s) or guardian.

4. If required by public health laws and regulations, the district administrator will make a communicable disease report to the local public health department.

5. The district will maintain the confidentiality of the student and staff health records, and will not disclose any such records except to the extent required or permitted by law and essential to the safe conduct of the district's operations.

C. Exclusion From School

1. Students

a. Students who are suspected of having a communicable disease that could be detrimental to the health of self or others in the school environment may be sent home for diagnosis and treatment. Students who are diagnosed as having a communicable disease that renders them unable to pursue their studies or poses a significant risk of transmission to others in the school environment shall be excused from school attendance until their presence no longer poses a threat to the health of themselves or others.

b. The determination as to whether and under what circumstances a student may be sent home for diagnosis and treatment or excused from school attendance shall be made by the district administrator, in consultation with the Grant County Public Health Nurse serving the school.

c. If the disease in question appears to require a lengthy period of exclusion or pose a serious health threat to the student or others (tuberculosis, hepatitis B, and HIV infection, for example), the district administrator should refer the determination to the district's health care team unless referral to a multidisciplinary team (M-team) is warranted.

(1) The health care team will consist of the district administrator, the Grant County Public Health Nurse serving the school, and--to the extent the cooperation of such individuals can be obtained--the student and/or the student's parent or guardian and the student's physician. The team will confer, as necessary, with the district's medical consultant, legal counsel and with state and local public health agencies.

(2) The health care team will convene at the request of the district administrator to determine whether and under what circumstances a student may be sent home for diagnosis and treatment or school attendance. The health care team may also receive referrals for the purpose of formulating recommendations regarding educational program modification short of exclusion that could permit the student to attend school without posing a significant threat to the health of self or others.

(3) The health status of a student temporarily removed from the usual school setting to protect the health of self or others will be re-evaluated by the health care team at regular intervals.

(4) The health care team may provide information to the district administrator and Board to the extent permitted by state and federal confidentiality requirements

d. For students with previously identified exceptional educational need (EEN) or whose communicable disease may give rise to an EEN, the district administrator, in consultation with the district's director of special education, may refer this determination to the M-Team. The normal membership of the M-Team making any such determination should be supplemented to the extent possible with the following individuals: the student's physician, the student's parent or guardian, the Grant County Public Health Nurse serving the school, and the district administrator.

e. Before making a determination that a student should be sent home for diagnosis and treatment or excused from school attendance, the district administrator, health care team, or M- Team reviewing the case shall, to the extent circumstances warrant and permit, inform the student and the student's parent or guardian of the reasons for the contemplated action and shall consider any information the student and/or the student's parent or guardian may choose to offer regarding the student's condition. If a student is sent home or excused from school attendance pursuant to this procedure, the district administrator shall immediately notify the student's parent or guardian of the action and the reasons for such action. A follow-up letter will be sent to the parent or guardian explaining the reason for such action.

f. Alternative educational opportunities will be arranged for students who must be excused from school attendance for a significant period of time.

g. The district administrator, in consultation with the Grant County Public Health Nurse serving the school, shall determine when a student who has been excused from school attendance may be readmitted. As a condition of continued or renewed attendance, the district may require a statement from a student's physician that the student is in suitable condition to attend school.

h. Appeals

(1) A parent or guardian of a minor student or an adult student who disputes the determination or action of the district administrator, health care team, or M-Team concerning exclusion of a student from school may appeal such determination or action by filing a complaint with the district administrator.

(2) The complaint must be made in writing and must contain: (a) a statement of the facts, (b) a statement of the relief requested, and (c) any necessary medical information. The complaint should be signed by the complainant and submitted within five days following the disputed determination or action.

(3) The district administrator shall confer with the complainant within five consecutive school days of receipt of the complaint to verify the nature of the complaint and to explain the procedure that will be followed to resolve the complaint.

(4) Complaints involving the identification, evaluation, educational placement, or provision of a free appropriate public educational need will be resolved through the procedures contained in the district's special education handbook.

(5) Complaints involving student discrimination on the basis of handicap or physical, mental, emotional, or learning disability will be resolved through the district's established student discrimination complaint procedures.

(6) Other complaints will be resolved by the district administrator. The district administrator will confer with the parties involved and will render a written decision within ten consecutive days of his/her receipt of the complaint. A complainant who remains unsatisfied with the district administrator's decision may appeal to the Board. This appeal must be made in writing, signed by the complainant, and submitted to the Board President within five consecutive days of the district administrator's decision and must state the reasons for disagreement with that decision. The Board will afford the complainant a hearing, upon request, and will render a written decision within ten consecutive days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.

(7) Except to the extent prohibited by law, a student may be excluded from school during the pendency of any appeal hereunder.

2. Staff

a. If there is reasonable cause to believe that a staff member has a communicable disease that could be detrimental to the health of self or others in the school environment, the district reserves the right to require a medical examination of the staff member at district expense and a physician's statement indicating whether the staff member is in suitable condition to continue working. This shall be done in consultation with the Grant County Public Health Nurse serving the school and in accordance with current Board policies and collective bargaining agreements

b. Staff who are diagnosed as having a communicable disease that poses a significant risk of transmission to others in the school environment or that renders them unable adequately to perform their duties shall be excused from work.

c. The determination as to whether and under what circumstances a staff member's communicable disease poses a significant health risk to others in the school environment or makes adequate performance impossible shall be made by the district administrator (or designee), in consultation with the Grant County Public Health Nurse serving the school and, where appropriate, with other health care

d. Before making a determination that a staff member should be excused from work, the district administrator shall inform the staff member of the reasons for the contemplated action and shall consider any information the staff member may choose to offer regarding his/her condition. The district administrator shall also consider whether a reasonable accommodation could eliminate the health risk to the staff member or others and/or permit adequate performance.

e. The district administrator shall provide written notice to any staff member excused from work pursuant to this procedure. Staff so excused may utilize any applicable alternative employment opportunities provided under existing Board policies and/or collective bargaining agreement provisions -- which may include sick leave, unpaid leave of absence, or reassignment -- but are not guaranteed continued or renewed employment except to the extent provided under such policies or provisions.

f. Appeals

(1) Staff excused from work pursuant to this procedure and subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the grievance procedure set forth in the collective bargaining agreement.

(2) Staff excused from work pursuant to this procedure and not subject to a collective bargaining agreement may appeal the district administrator's determination or action according to the following procedure:

(a) A complaint must be made in writing, signed by the complainant, and submitted within five consecutive school days of the disputed determination or action. The complaint must contain: (1) a statement of the facts, (2) a statement of the relief requested, and (3) any necessary medical information.

(b) Other complaints will be resolved by the district administrator. The district administrator will confer with the parties involved and will render a written decision within five consecutive school days of his/her receipt of the complaint. A complainant who remains unsatisfied with the district administrator's decision may appeal to the Board. This appeal must be made in writing, signed by the complainant, and submitted to the Board President within ten consecutive school days of the district administrator's decision and state the reasons for disagreement with the decision. The Board will afford the complainant a hearing, upon request, and will render a written decision within ten consecutive days of receipt of the appeal or (if a hearing is held) conclusion of the hearing.

(c) Except to the extent prohibited by law, Board policies or collective bargaining agreement provisions, a staff member may be excluded from work during the pendency of any appeal hereunder.

D. HIV Infection/AIDS

1. General

a. In addition to maintaining normal confidentiality regarding student and staff health records, the district will not disclose the results of a test for the presence of an antibody to HIV except as expressly authorized by the test subject or by law.

b. Except as authorized by the affected staff member or the student and/or the student's parent or guardian, knowledge that a student or staff member is HIV-infected will be kept confidential.

c. Health records of students and staff concerning HIV infections will be kept separate from the remainder of the affected individual's records and will be disclosed only to the extent required or permitted by law.

2. Students

a. As a general rule, students suspected of or diagnosed as being HIV-infected will be allowed to attend school in their regular classroom setting and should be considered eligible for all rights, privileges, and services provided by law and district policy.

b. Decisions regarding the type of educational setting appropriate for suspected or diagnosed HIV-infected students will be made on an individual basis and will be based, wherever possible, on an objective assessment by the health care team or M-team. The assessment shall consider the behavior, neurological development, and physical condition of each affected student and the student's expected type of interaction with others in that setting.

c. If it is determined that an HIV-infected student poses a risk to the health of students or staff--for example, if the student lacks toilet training, has open sores that cannot be covered, or demonstrates behavior such as biting that could result in direct inoculation of potentially infected body fluids into the bloodstream of another--the student may be placed in a more restricted setting. If homebound instruction is necessary, the

homebound tutor will be advised regarding the standard procedures to be followed to prevent transmission communicable diseases through exchange of body fluids

d. HIV-infected students may be immunodeficient and their health may, therefore, be threatened when other communicable diseases are present in the school environment. For each student known to be HIV-infected, the Grant County Public Health Nurse serving the school will notify the student and/or the student's parent or guardian when such communicable diseases occur in the school. Upon the recommendation of the Grant County Public Health Nurse serving the school, students who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from school attendance by the district administrator until such time as the risk has abated.

3. Staff

a. The district will not solicit or require a test for the presence of an antibody to HIV as a condition of employment and will not affect the terms, conditions, or privileges of employment of any staff member because the staff member obtained such a test.

b. HIV-infected staff may be immunodeficient and their health may, therefore, be threatened when other communicable diseases are present in the school environment. The Grant County Public Health Nurse serving the school will notify each staff member known to be HIV-infected when such communicable diseases occur in the school. Upon recommendation of the nurse, staff who may be exposed to a significant health risk because of their own immunodeficiencies may be excused from the performance of their regular duties by the district administrator, upon request, until such time as the risk has abated. During this period, at the discretion of the district, staff so excused may be reassigned to other duties to the extent permitted by Board policies and/or collective bargaining agreement provisions. Staff not reassigned may utilize any applicable alternative employment opportunities provided under Board policies and/or collective bargaining agreement provisions.

APPROVED: July 1, 1995

453.21

LYME DISEASE

Lyme disease is an illness which, if not diagnosed and treated promptly, can cause serious problems involving the heart, joints, eyes, and nervous system. This bacterial disease is transmitted to people and animals by the bite of the deer (bear) tick although it has been shown that other insects carry the Lyme disease bacteria. Instructions for treating Lyme disease are available from the Wisconsin Department of Natural Resources (DNR) and the Department of Health and Social Services (DHSS).

The staff of the River Ridge School District shall make an effort to inform parents of the danger of the disease and alert them when activities/field trips are taken which could increase the possibility of contact with the deer tick.

CROSS REF.: 453.21-Rule, Guidelines for Disseminating Information about Lyme Disease
453.21-Exhibit, Letter Informing Parents about Lyme Disease

APPROVED: July 1, 1995

453.21-Rule

PROCEDURES FOR DISSEMINATING INFORMATION ABOUT LYME DISEASE

1. The district administrator shall inform parents each fall and spring of the need to inspect children on a routine basis for the presence of ticks which could lead to Lyme disease.
2. Prior to any field trip or outside activity where the likelihood of contact with ticks is increased, the teacher shall inform parents of the potential contact.
3. Prior to and upon return from any outside activity or field trip which will or has placed students in potentially greater contact with ticks, the classroom teacher shall instruct students as to what to look for and what to do if a tick is found.
 - a. If a tick is found moving on the student's body, it should be removed.
 - b. If a tick is found to be embedded, the parents should be contacted. Specific first aid procedures are located in the health room.
4. Parents shall be informed if a tick has been found on any student during the school day and/or upon return from an outdoor field trip.
5. The district administrator shall keep staff updated on the danger of Lyme disease and the potential danger to students.
6. The district administrator will keep a supply of the most recent Lyme disease bulletin provided by the DNR and DHSS.

APPROVED: July 1, 1995

453.21-Exhibit

LETTER INFORMING PARENTS ABOUT LYME DISEASE

Dear Parent/Guardian:

Lyme disease is an illness which, if not diagnosed and treated properly, can cause serious health problems. This disease is transmitted to humans and animals through the bite of a deer tick.

The purpose of this letter is to alert you to the potential hazard and to seek your cooperation. From time to time during the school year your child will be working on school activities outside the school building and/or taking a field trip to areas where tall grass and trees may be prevalent.

On days when students will be going on field trips where there is potential for deer tick bites you are requested to do the following:

1. Remind child about the danger of tick bites and how to handle a tick should one be found on them.
2. Prepare child for the out of school activity/field trip:
 - a. Have child wear light colored clothes.
 - b. Have child's pants tucked into boots or socks.
 - c. Have child wear long sleeved shirts, buttoned at the cuff and collar.
 - d. Have child wear a hat.
 - e. Apply tick/insect repellent to child's pants, socks and shoes.
3. Check child for ticks upon return from a field trip.

With your help we may be able to avoid potential problems related to Lyme disease.

APPROVED: July 1, 1995

453.3

STUDENT IMMUNIZATIONS

All students admitted to the River Ridge School District must present immunization records as required by law.

A student may be waived from the immunization requirement when the student, if an adult, or the student's parent, guardian or legal custodian submits a written statement objecting to the immunization for reasons of health, religion or personal conviction.

It shall be the responsibility of the district administrator, in cooperation with the Grant County Nursing Service, to see that the district is in compliance with the requirements of state law.

LEGAL REF.: Sections 118.125 Wisconsin Statutes

140.05(16)

146.81 - 146.83

CROSS REF.: 347, Student Records

APPROVED: July 1, 1995

453.4

ADMINISTERING MEDICATION TO STUDENTS

Medications should be administered to school children at home rather than at school whenever possible. School personnel, authorized in writing by the principal, may administer medications to students under established conditions.

Before any prescription medication may be administered to a student, school personnel must receive written parental consent and written instructions from the child's physician, dentist or podiatrist. Written parental consent and instructions must be obtained before administering any nonprescription medications to students.

All written instructions and consent forms shall be filed in the school office. The principal, or designee, shall be responsible for reviewing the written medication instructions periodically, maintaining complete and accurate records, and storing all prescription and non-prescription medications in a safe and secure place.

School personnel authorized to administer medications to students shall be provided appropriate instruction and shall not be required to administer any medication to a student by any means other than ingestion. Specific medication administration procedures shall be developed.

LEGAL REF.: Sections 118.125 Wisconsin Statutes

118.29

121.02(1)(g)

146.81 - 146.83

PI 8.01 (2) (g), Wisconsin Administrative Code

CROSS REF.: 453.4-Rule, Guidelines for Administering Medication to Students

453.4-Exhibit, Request for Administering Medication at School

APPROVED: July 1, 1995

453.4-Rule

GUIDELINES FOR ADMINISTERING MEDICATION TO STUDENTS

The following procedures will be used to administer medication to students:

a. A student's parent(s) or guardian should contact the principal if his/her child requires medication while in attendance at school. The principal shall designate, in writing, the persons

authorized to administer the medication. Such persons will be given appropriate instruction regarding the administration of medication.

b. Once a student has been identified as requiring the administration of medication, the school designee shall make a parental contact to identify the type, dosage and purpose of the medication.

c. Prescription medication shall not be administered without written statements from:

(1) The parent(s) or guardian, who shall request and authorize the designated school personnel to give medication in the dosage prescribed by the physician and to authorize the school to contact the physician directly.

(2) The physician, who shall provide guidelines to designated school personnel regarding the administration of prescribed medication and identify specific conditions and circumstances under which contact should be made with the physician concerning the condition or reactions the student to the prescribed medication.

d. All medications shall be properly labeled and stored safely in the school office.

e. Records of students receiving medication shall be maintained by the principal, or designee. The written statements required above shall be reviewed periodically by the administration.

f. Designated school personnel will administer nonprescription medications only with written parental consent and instructions.

g. Medication will be taken by the student at a designated time supervised by authorized personnel.

h. Limited quantities of the medication should be kept at school.

i. Parents must notify school when the dosage or time is changed. If medication is resumed, a new order must be received.

j. Newly written orders for medication from the physician must be renewed annually for students on long-term medication.

LEGAL REF.: Sections 118.29 Wisconsin Statutes

121.02 (1) (g)

APPROVED: July 1, 1995

REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL

To be completed by physician:

Name of student _____

Name of medicine _____

Amount to be given _____

Time of day to be given _____

Number of days to be given _____

Short term _____ Long term _____

Date

Physician's Signature

To be completed by parent/guardian:

I hereby give my permission to the school to give the medication to my child according to the directions stated above.

I further agree to hold the school and personnel giving medication harmless in any and all claims arising from the administration of this medication at school.

I agree to notify the school in writing when any change in the above orders is necessary.

Date

Parent/guardian Signature

Date

Designated person's Signature

NOTE: The medicine is to be furnished by the parent/guardian and is to be the original prescription bottle labeled with the name of the medicine, the amount to be given, time of day to be given and the expected duration of treatment. The physician's name must be on the label.

APPROVED: July 1, 1995

HEAD LICE

The RRSD Board recognizes that head lice infestations (pediculosis) do not pose a health hazard, are not a sign of uncleanliness, and are not responsible for the spread of any disease. The district is committed to maximizing students' academic performance and physical well-being in a healthy and safe environment.

A head lice policy following the evidence-based recommendation of state and national health organizations will reduce both embarrassment for students and anxiety for parents and school staff. Policy based on current research will prevent unnecessary absences and the potential negative effects on academic performance.

Head lice can be a nuisance but they have not been shown to spread disease. Personal hygiene or cleanliness in the home or school has nothing to do with getting head lice. Data does not support school exclusion for active head lice or for nits. Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.

If a child is identified with active head lice during school:

- Parents/guardians will be notified by school personnel the same day.
- The child may remain at school until his/her normal dismissal time or, parent/guardian may opt to pick child up prior to normal dismissal time.
- School health room staff will provide treatment protocols for pediculosis to the parent(s)/guardian(s) of the affected child.
- Affected students will return to their regular school schedule upon verification by school health room staff that effective treatment for live lice is underway.
- School staff shall maintain the privacy of students at all times.

The school board supports the education of staff, students, and parents/guardians on the management and prevention of head lice. (See "Head Lice Prevention & Control.")

APPROVED: March 17, 2016; replaces policy adopted November 8, 1995

REVISED:

References:

1. Clinical Report, American Academy of Pediatrics PEDIATRICS May, 2015
<http://pediatrics.aappublications.org/content/pediatrics/early/2015/04/21/peds.2015-0746.full.pdf>
2. Centers for Disease Control and Prevention (CDC, 2010)
<http://www.cdc.gov/parasites/lice/head/>

Head Lice Prevention & Control

Head lice are spread most commonly by direct head-to-head (hair-to-hair) contact. However, much less frequently they are spread by sharing clothing or belongings onto which lice have crawled or nits attached to shed hairs may have fallen.

The risk of getting infested by a louse that has fallen onto a carpet or furniture is very small.

Head lice survive less than 1-2 days if they fall off a person and cannot feed; nits cannot hatch and usually die within a week if they are not kept at the same temperature as that found close to the scalp.

The following are steps that can be taken to help prevent and control the spread of head lice:

- Avoid head-to-head (hair-to-hair) contact during play and other activities at home, school, and elsewhere (sports activities, playground, slumber parties, camp).
- Do not share clothing such as hats, scarves, coats, sports uniforms, hair ribbons, or barrettes.
- Do not share combs, brushes, or towels. Disinfect combs and brushes used by an infested person by soaking them in hot water (at least 130°F) for 5-10 minutes.
- Do not lie on beds, couches, pillows, carpets, or stuffed animals that have recently been in contact with an infested person.
- Machine wash and dry clothing, bed linens, and other items that an infested person wore or used during the 2 days before treatment using the hot water (130°F) laundry cycle and the high heat drying cycle. Clothing and items that are not washable can be dry-cleaned OR sealed in a plastic bag and stored for 2 weeks.
- Vacuum the floor and furniture, particularly where the infested person sat or lay. However, spending much time and money on housecleaning activities is not necessary to avoid reinfestation by lice or nits that may have fallen off the head or crawled onto furniture or clothing.
- Do not use fumigant sprays or fogs; they are not necessary to control head lice and can be toxic if inhaled or absorbed through the skin.

APPROVED: March 17, 2016

CHECKLIST FOR PARENTS TO COMPLETE BEFORE CHILD IS RETURNED TO
SCHOOL

Remove all clothing and shampoo per package directions with a louse control shampoo. You may wish to rinse the head with a water and vinegar solution (one part water to one part vinegar), as this will help to loosen the attachment of the nit to the hair shaft. Towel dry hair.

While hair is still wet, use a fine tooth comb to remove the nits still attached to the hair shafts. Nit removal is very tedious. It may take one or more sessions of combing. Start at the base of the hair shaft and comb to the end. At times the nit must be picked off the hair by pinching your fingernails on the hair shaft and running them to the end of the shaft. Nits removed from the hair must be destroyed.

Instruct child not to share clothing, combs, hats, and scarves with other children at school, church, shopping centers, etc.

Students returning to school will shampoo, bathe, put on clean clothes and be checked at the nurse's office for re-admittance. Trained personnel are available each day in the health room of the high school office between 8:00 – 9:00 a.m. or call 994-3761 for an appointment. Hair must be shampooed again with anti-lice shampoo in five (5) days to kill newly hatched lice.

APPROVED: March 11, 1998

CARDIO-PULMONARY RESUSCITATION

Appropriately trained staff members whose responsibilities include the provision of life-sustaining emergency care shall take all reasonable steps to provide such care to any student on school grounds in need of life-sustaining emergency care, and shall attempt to contact an ambulance/rescue squad in accordance with regular school policies to secure the speedy transportation of the student to hospital facilities.

It is the policy of River Ridge School District not to comply with directives from parents or others that life-sustaining emergency care should not be provided to any particular student in need of such care while under the control and supervision of the school.

River Ridge shall consider requests for alternative forms of life-sustaining emergency care, but those requests must be supported by written medical substantiation by the child's doctor. Determinations shall be made on such requests by a team of persons at the school who are knowledgeable about the child. This team may seek additional outside information when necessary to make that decision. Any determination made on such a request must be based on the likelihood that the chosen form of life-sustaining emergency care shall maintain the child's life until an ambulance arrives or the student is otherwise transported to the care of medical personnel.

For purposes of this policy, "life-sustaining emergency care" means any procedure or intervention applied by appropriately trained school staff that may prevent a student from dying who without such procedure or intervention faces a risk of imminent death. Examples of life-sustaining emergency care may include: efforts to stop bleeding, unblocking airways, mouth to mouth resuscitation, and cardio-pulmonary resuscitation.

APPROVED: March 11, 1998

REPORTING CHILD ABUSE/NEGLECT

Any teacher, counselor, administrator, or nurse having reasonable cause to suspect that a child seen in the course of professional duties has been abused or neglected or having reason to believe that a child has been threatened with an injury and that abuse will occur, shall immediately contact the appropriate county agency and inform the agency of the facts and circumstances which led to the filing of the report. The district administrator, or designee, shall also be contacted.

No district employee shall be disciplined for making a child abuse/neglect report. In addition, state law guarantees immunity from any civil or criminal liability that may result from making a report on child abuse or neglect and provides for the protection of the identity of any individual who makes such a report.

Failure to report suspected cases of child abuse and neglect is punishable by a fine and/or jail sentence.

LEGAL REF.: Sections 48.981 Wisconsin Statutes
940.203
940.225
944.30

APPROVED: July 1, 1995

SUPERVISION OF STUDENTS

When students are in school, engaging in school-sponsored activities, or traveling to and from school on school buses, they are responsible to the school and the school is responsible for them.

The Board expects all students to be under assigned adult supervision when they are in school, on school grounds, traveling under school auspices, or engaging in school sponsored activities. School personnel assigned this supervision are expected to act as reasonably prudent adults in providing for the safety of the students in their charge.

In keeping with this expected prudence, no teacher or other staff member shall leave his/her assigned group unsupervised unless reasonable and prudent arrangements are made.

LEGAL REF.: Section 120.12 (2) Wisconsin Statutes

APPROVED: July 1, 1995

STUDENT MOTOR VEHICLE USE

Students driving to and from school may use designated parking areas in accordance with the following:

1. Students driving on a regular basis must have written permission from the parent or guardian on file in the office.
2. Students driving on an occasional basis must sign in at the office each day they drive.

Violation of this policy and the implementing guidelines may result in loss of parking privileges.

CROSS REF.: 455.2-Exhibit(1), Permission for Student Motor Vehicle Use
455.2-Exhibit(2), First Vehicle Violation Warning
455.2-Exhibit(3), Second Vehicle Violation Warning

APPROVED: July 1,1995

PERMISSION FOR STUDENT MOTOR VEHICLE USE

My child, _____, has my permission to drive to school.
Student's name

License Number of Vehicle(s)

Signature of Parent or Guardian

APPROVED: July 1, 1995

FIRST VEHICLE VIOLATION WARNING

Student _____,

On _____, you violated section IV, article of the River Ridge
Date

School District Student Code of Rights and Responsibilities.

This is your first violation, thus, there will be no discipline at this time. If a second violation occurs during this school year, the loss of the privilege of parking on school grounds shall be determined by the administration.

District Administrator/Principal

APPROVED: July 1, 1995

SECOND VEHICLE VIOLATION WARNING

Student _____,

On _____, you violated section IV, article of the River Ridge
Date

School District Student Code of Rights and Responsibilities.

This is your second violation this school year, thus, you have lost the privilege of parking on
school grounds from _____ to _____.
Date Date

If a third violation occurs this school year, it may result in revocation of your parking privilege
for the remainder of this school year.

District Administrator/Principal

APPROVED: July 1, 1995

RIVER RIDGE SCHOOL DISTRICT WELLNESS POLICY
STUDENT NUTRITION AND PHYSICAL ACTIVITY

The River Ridge School District promotes healthy schools by supporting wellness, good nutrition and regular physical activity as part of the total learning environment. Through the support and promotion of good nutrition and physical activity, schools contribute to the basic health status of children. Improved health optimizes student performance potential and ensures that all children are included.

- A. Provide a comprehensive learning environment for developing and practicing lifelong wellness behaviors.** The entire school environment, not just the classroom, shall be aligned with healthy school goals to positively influence a student's and staff understanding and habits as they relate to good nutrition and regular physical activity.
- B. Support and promote proper dietary habits contributing to students' health status and academic performance.** All foods available on school grounds and at school-sponsored activities provided by the River Ridge School District during the instructional day will meet or exceed the District Nutrition Standards. Emphasis should be placed on foods that are nutrient dense per calorie. Foods should be served with consideration toward variety, appeal, taste, safety and packaging to ensure high quality meals.
- C. Increase the amount of time students are engaged in physical activity.** A quality physical education program is an essential component for all students to learn about and participate in physical activity. Physical activity should be included in a school's daily education program from grades pre-K through 12. Physical activity should include but are not limited to: regular instructional physical education, co-curricular activities and recess.
- D. The River Ridge School District is committed to improving academic performance for all children.** Educators, administrators, parents, health practitioners and communities must acknowledge the critical role student health plays in academic stamina and performance. The school environment must be adapted to ensure the students' basic nourishment and activity needs are met.
- E. The River Ridge School District highly values the health and well-being of every staff member.** The district will support activities and policies that encourage personal efforts by staff to maintain a healthy lifestyle. The district will promote opportunities for education in health and wellness for staff.

Research demonstrating the positive relationship between good nutrition, physical activity and the capacity of students to develop and learn should be highlighted to ensure widespread understanding of the benefits to healthy school environments. The diversity of the student populations (e.g., economic, religious, minority, cultural and medical) should be considered at all times to ensure that all student needs are being met.

RIVER RIDGE SCHOOL DISTRICT PROCEDURES TO ACHIEVE THESE GOALS:
STUDENT NUTRITION PROCEDURES & FOOD SERVICE NUTRITIONAL GUIDELINES
for GRADES PRE-K – 12

Breakfast/Lunch Program:

The National School Lunch Program and SBP follow the nutrition standards as required by the Healthy, Hunger-Free Kids Act of 2010, which amends existing regulations to establish nutrition standards for all food sold in schools. Other than food sold as a part of the lunch and breakfast program the Smart Snack Initiative regulates food sold at school during the school day. The goal is to improve the health and well-being of our children and create a learning environment to develop healthy eating habits. It is encouraged that the lunchroom climate be a place where students have adequate space to eat and time for meals.

All “*accountable*” breakfast and lunch meals are required to:

- Have at least one half cup of fruit or vegetables.
- All foods are required to be whole grain rich.

All a la carte items sold in the lunchroom will meet the Smarts Snack Rule. USDA regulations require:

- All foods or beverage other than food sold for the lunch and breakfast programs, that are sold on school campus must comply with federal nutrition standards.
- Be a whole grain rich product.
- Have the first ingredient a fruit or vegetable, dairy product, or protein food.
- Contain 10% of the daily value of nutrients (calcium, potassium, vitamin D, or dietary fiber).
- Calorie limits snack items:< 200 calories, Entree item:<480 calories
- Sodium limits Snack item< 230 mg, Entree:<480mg. Fat limits
- Total fats: <35% of calories. Saturated fat: <10% of calories. Trans fat: zero grams.
- Sugar limits: < 35% of weight from total sugars in food.
- Schools may sell Plain water, unflavored 1% milk, Unflavored or flavored fat free milk, 100% fruit or vegetable juice.

Fundraisers:

- Food items that meet nutrition requirements are not limited.
- The standards do not apply during non-school hours, on weekends and at off campus events.
- The standards provide an exemption for fundraisers:
 - Limits the number of in school food based fundraisers to two per year per group or club.
 - Each fundraiser must complete a standard form to be filed with the building principal.
 - The fundraiser must follow River Ridge School District Standards.
 - From midnight of the school day until 30 minutes past the end of the school day fundraisers are required to meet the Smart snack Rule.
- Fundraisers outside of school are encouraged, but not required to follow the Smart Snack guidelines.
- Fundraising activities will be monitored and tracked for compliance by the administration in each building.

Guidelines for food and beverages offered to students at school functions:

- Celebrations and parties:
 - The district will provide a list of healthy party ideas to parents and teachers, including non-food celebration ideas.
- Classroom snacks brought by parents:
 - The district will provide to parents a list of foods and beverages that meet Smart Snacks nutrition standards.
- Rewards and incentives:
 - The district will provide teachers and other relevant school staff a list of alternative ways to reward children. Foods and beverages will not be used as a reward or withheld as punishment for any reason, such as performance or behavior.

PHYSICAL EDUCATION AND ACTIVITY OPPORTUNITIES

The goal is to help children integrate physical activity into their daily lives from an early age and not just in physical education class. By incorporating lifestyle activity into children's physical education classes, children will learn methods of remaining active throughout the day in and out of school. In addition, children will be taught the positive, healthy impacts of active behaviors. Quality physical education programs teach children a variety of skills and knowledge. Sport and health-related fitness curriculum models are available to children and give them experience being active. Movement concepts and skill themes help students gain a wider range of skills. Physical education classes will include skills for sports and fitness enabling them to attain and maintain health enhancing levels of physical fitness.

Physical Education (P.E.) K-12

All students in grades K-12, including students with disabilities, special health-care needs, and in alternative educational settings, will receive physical education to comply with DPI requirements. All physical education will be taught by a certified professional as specified by DPI regulations. Student involvement in other activities involving physical activity (e.g., interscholastic or intramural sports) will not be substituted for meeting the physical education requirement without administrator approval. Students will spend at least 50 percent of physical education class time participating in moderate to vigorous physical activity.

Physical Activity Opportunities Before, During and After School

All elementary, middle, and high schools may offer extracurricular physical activity programs, such as physical activity clubs or intramural programs. All high schools, and middle schools as appropriate, will offer interscholastic sports programs. Schools will offer a range of activities that meet the needs, interests, and abilities of all students, including boys, girls, students with disabilities, and students with special health-care needs.

Schools should discourage extended periods (i.e., periods of two or more hours) of inactivity.

When activities, such as mandatory school-wide testing, make it necessary for students to remain inactive for long periods of time, school should give students periodic breaks during which they are encouraged to stand and be moderately active.

Teachers will limit the practice of withholding physical activity opportunities during the school day.

Integrating Physical Activity into the Classroom Setting

For students to receive the nationally-recommended amount of daily physical activity (i.e., at least 60 minutes per day) and for students to fully embrace regular physical activity as a personal behavior, students need opportunities for physical activity beyond physical education class.

Toward that end:

- Classroom health education will complement physical education by reinforcing the knowledge and self-management skills needed to maintain a physically-active lifestyle and to reduce time spent in sedentary activities, such as screen time or electronic devices;

- Encourage opportunities for physical activity that may be incorporated in the other subject lessons; and
- Classroom teachers will provide short physical activity breaks between lessons or classes, as appropriate.

Daily Recess

All elementary school students will have at least 20 minutes a day of supervised recess, preferably outdoors, during which schools should encourage moderate to vigorous physical activity through the provision of space and equipment.

Monitoring and Policy Review

The superintendent or designee will ensure compliance with established district-wide nutrition and physical activity wellness policies. A school wellness committee will be convened by the superintendent or designee. The wellness committee will a) establish district wellness goals related to nutrition and physical activity, b) annually evaluate the district's progress in relationship to district goals and DPI benchmarks, and c) prepare an annual progress report to be shared with the school board and public. In each school, the principal or designee will ensure compliance with those policies in his/her school. School food service staff, at the school or district level, will ensure compliance with nutrition policies within school food service area.

Approved October 14, 2015

460

STUDENT SCHOLARSHIPS AND AWARDS

Students in the River Ridge School District shall be informed annually of any available scholarships and awards.

Literature concerning available scholarships and awards shall be included in the student handbook and posted in the counselor's office.

Criteria for school district awards and scholarships shall be developed consistent with school district goals and objectives.

The River Ridge School District shall not discriminate in the acceptance and administration of gifts, bequests, scholarships and other aids, benefits or services to students from private agencies, organizations or persons. The River Ridge School District Board of Education Complies with all Federal laws and regulations prohibiting discrimination and with all requirements of the U.S. Department of Education. It is the policy of the River Ridge School District Board of Education that no person on the basis of citizenship, race, color, creed, political affiliation, religion or religious affiliation, national origin or ancestry, age, sex or sexual orientation, marital or parental status, pregnancy, physical, mental, emotional, or learning disability, arrest or conviction record, use or non-use of lawful products off the employer's premises during non-working hours, membership in the National Guard, State defense force or any other United States or Wisconsin

reserve component of the military forces or any other reason prohibited by state or federal law shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any educational program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

LEGAL REF.: Section 118.13 Wisconsin Statutes
PI 9.03(1), Wisconsin Administrative Code

CROSS REF.: 411-Rule, Discrimination Complaint Procedures
461, Academic Awards

APPROVED: July 1, 1995
AMENDED: January 10, 2001

460.1

ACADEMIC HONORS

The following means have been established to honor those students who achieve academic excellence in the River Ridge School District:

Honor Rolls

Students having a grade point average between 3.00 and shall be placed on honors. Those having a grade point average exceeding 3.49 shall be placed on high honors.

Academic Letters

Academic letters shall be awarded to senior high school students to recognize outstanding academic achievement.

Specific criteria and procedures for awarding academic letters shall be developed by the administration.

Valedictorian

Each year, the senior student achieving the highest grade point average based on established academic letter criteria, shall be named as valedictorian. In case two or more students share the highest grade point average, there shall be co-valedictorians.

CROSS REF.: 461-Rule, Academic Honors Criteria

APPROVED: July 1, 1995

ACADEMIC HONORS CRITERIA

A. Academic Letter Criteria

1. Grade point averages for purposes of awarding academic letters will be figured at the end of the third quarter only. Students will need to pursue the following number of courses from the established academic course list (See item C below) to qualify for the academic letter:

Grade 9 - 3 credits
 Grade 10 - 4 credits
 Grade 11 - 3.5 credits
 Grade 12 - 3 credits

2. The 4 point scale will be as follows:

| | | |
|----------|---------|----------|
| | A = 4.0 | A- = 3.7 |
| B+ = 3.3 | B = 3.0 | B- = 2.7 |
| C+ = 2.3 | C = 2.0 | C- = 1.7 |
| D+ = 1.3 | D = 1.0 | D- = .7 |

The 5 point academic honors scale will be as follows:

| | | |
|---------------|--------------|--------------|
| | A = 5.0/10.0 | A- = 4.7/9.4 |
| B+ = 4.3/ 8.6 | B = 4.0/ 8.0 | B- = 3.7/7.4 |
| C+ = 3.3/ 6.6 | C = 3.0/ 6.0 | C- = 2.7/5.4 |

B. Academic Course List

1. 4.0 Grade Point Scale

English 9
 English 10
 French I
 French II
 Advanced English II
 College/Tech Prep 12
 Algebra
 Geometry
 Ecology / Conservation
 Biology I
 All Social Studies Courses

2. 5.0 Grade Point Scale

Algebra II
 Advanced Math
 Advanced Biology
 Chemistry

APPROVED: July 1, 1995

ACADEMIC EXCELLENCE HIGHER EDUCATION SCHOLARSHIP

The Board shall annually submit the name of a senior student with the highest grade point average as a potential recipient of the Academic Excellence Higher Education Scholarship, in accordance with state law. The intent of this scholarship is to provide incentive to Wisconsin's highest achieving students to attend centers or institutions within the University of Wisconsin system or a vocational, technical and adult education district school participating in the program. If two or more students have the same grade point average established criteria will be used to break the tie.

LEGAL REF.: Section 39.41 Wisconsin Statutes

CROSS REF.: 462-Rule, Higher Education Academic Excellence Scholarship - Breaking Criteria

APPROVED: July 1, 1995

461-Rule

HIGHER EDUCATION ACADEMIC EXCELLENCE SCHOLARSHIP TIE-BREAKING CRITERIA

If two or more students share the highest grade point average, the following criteria shall be applied in the following order to determine the nominee for the higher education academic excellence scholarship:

1. The student who shows evidence of application to a participating Wisconsin institution by the first day of the 8th semester shall be the nominee.
2. If there is still a tie, the student who has the highest composite American College Test (ACT) score available as of the last day of the 7th semester shall be the nominee.
3. If there is still a tie, the student who has the highest number of credits through seven semesters which shall include band, chorus, drivers education and physical education shall be the nominee.
4. If there is still a tie, the nominee will be selected following a transcript analysis which includes evaluation of courses for post-secondary preparation and appropriateness for intended field of study.
5. If there is still a tie, the administrator will determine the nominee,

APPROVED: July 1, 1995

THE WISCONSIN TECHNICAL EXCELLENCE SCHOLARSHIP (TES)

Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have demonstrated the highest levels of proficiency in technical education subjects. These scholarships are for \$2,250 per year, renewable for up to three years, and are only for use at a school within the Wisconsin Technical College System (WTCS).

Annually, by February 15, the recipient of the Wisconsin Technical Excellence Scholarship shall be selected by the High School Career and Technical Education team with School Counselor and Principal. The number of recipients will be statutorily determined based on high school enrollment via the 3rd Friday census count.

Criteria:

1. An eligible candidate must be a high school senior.
2. Must be a resident of Wisconsin and the United States or is either a citizen or an alien lawfully admitted for permanent resident by the INS.
3. The recipient must be enrolled in River Ridge High School for the last four (4) continuous full semesters prior to graduating from River Ridge High School.
4. An eligible candidate must exhibit interest in and planning for a technical careers as evidenced by:
 - a. Prior to September 1 of their graduating year, the candidate's school counselor or High School principal must affirm the candidates post-secondary plans related to a technical career.
 - b. Beginning September 1 of their graduating year, a student must have an academic and career plan leading to a technical career.

Additional Criteria:

In addition, in order to be eligible for a TES scholarship, a student must also have completed **at least one** of the following eight eligibility items. Students awarded a TES scholarship must have:

1. Be a CTE (Career and Technical Education) Concentrator, defined as completing at least 3 high school CTE courses – at least three (3) high school CTE courses must be in the program area, pathway or concentration area in the student's chosen pathway and one (1) high school CTE course in a different program area or pathway. The candidate can be enrolled in their third and fourth course at the time of their nomination.
2. Participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.

3. Participated in a Technical High School Diploma program as certified by the Wisconsin Department of Public Instruction.
4. Participated in a Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.
5. Participated in a Skills Standards Program offered by the Wisconsin Department of Public Instruction.
6. Completed (or be on track to complete) an industry-recognized certification program approved under Wis. Stats. 115.367. Example: Microsoft Office Specialist Certification.
7. Participated in a Career and Technical Student Organization in Wisconsin: FBLA or FFA.
8. Completed (or be on track to complete) technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school, a tribal college in Wisconsin, or a private nonprofit college or university located in Wisconsin. Examples include but are not limited to:
 - Certified Nursing Assistant
 - Industry Certification
 - Medical College of Wisconsin Summer Enrichment Programs
 - UW-Madison's Summer Science Institute at WIScience
 - Marquette University's K-12 Engineering Academies
 - MSOE summer programs for K-12 students

Ranking of Eligible Candidates:

Candidates will be ranked based on the following point system reflective of course work and technical education experience:

- Students are awarded 1 point per semester class in which they received grades of B- or better (or be on track to complete) in CTE classes.
- Students are awarded 1 point per year that they have participated in three activities in FBLA or FFA
- Students are awarded 1 point per semester class in which they received grades of B- or better (or be on track to complete) in a Youth Apprenticeship Program or State Skilled Co-op.
- Students are awarded 2 points for completing (or be on track to complete) a technical training program for high school students if the program is offered by a UW System school or a Wisconsin Technical College System school.
- For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination should be counted toward the number of credits the student has earned.

Tie Breaker:

1. GPA in all CTE Courses.
2. GPA in all classes taken in high school.
3. Draw names out of a hat.

Other Information:

1. The CTE team will look at the student's efficiency using the above CTE criteria. If something deems to be inaccurate on a student application the CTE team has the right to correct the points on the student application. Students shall turn in a completed application to School Counselor by February 1.
2. No scholarship shall be reallocated after February 15th.
3. In the event a student qualifies for both the Academic Excellence and Technical Excellence scholarships, the student shall identify which award they intend to accept.
4. The school recipients and alternates are final.
5. The recipient and alternates GPA's shall be rounded to three decimal places.
6. Students participating in the full time public school open enrollment program shall compete for the scholarship at the high school they actually attend.

Approved: March 18, 2015

Revised: January 13, 2016

River Ridge School District Technical Excellence Scholarship (TES) Application

APPLICANT'S NAME: _____

1. In order to be eligible for the TES scholarship, a student must exhibit interest in a technical career and plan to attend a Wisconsin Technical College.

COLLEGE: _____ PROGRAM: _____

2. Recipients will be selected based on a point total from the following categories:

REQUIRED – A minimum of three CTE (Career and Technical Education) courses in the department most closely related to your intended post-secondary area of study and one high school CTE course in a different program area or pathway. **Students are awarded 1 point per semester class in which they received grades of B- or better:**

Check completed classes (B- or better) and those in which you are currently enrolled.

AGRICULTURE – Total Points: _____

- | | |
|-------------|---------------------------|
| _____ Ag 9 | _____ Wildlife Management |
| _____ Ag 10 | _____ Ag Mechanics 1 |
| _____ Ag 11 | _____ Ag Mechanics 2 |
| _____ Ag 12 | |

BUSINESS EDUCATION – Total Points: _____

- | | | |
|-----------------------------|------------------------|--------------------|
| _____ Computer Applications | _____ Personal Finance | _____ Accounting 1 |
| _____ Intro to Business | _____ Yearbook | _____ Accounting 2 |
| _____ Marketing | | |

TECHNOLOGY EDUCATION – Total Points: _____

- | | | |
|----------------------------|--------------------------------|-------------------|
| _____ Mechanical Drafting | _____ Cabinet Making 1 | _____ Woodworking |
| _____ Manufacturing | _____ Cabinet Making 2 | _____ CAD |
| _____ Advanced Woodworking | _____ Residential Construction | |

1. Belong in a Career and Technical Student Organization (CTSO): FBLA, FFA and participate in at least 3 activities per year. **One point per year for each organization.**

Freshman Year

CTSO Organization(s): _____

Activities: _____

Sophomore Year

CTSO Organization(s): _____

Activities: _____

Junior Year

CTSO Organization(s): _____

Activities: _____

Senior Year

CTSO Organization(s): _____

Activities: _____

TOTAL POINTS: _____
(One point per year for each organization.)

2. Completed (or be on track to complete) a Youth Apprenticeship Program or State Skilled Co-op earning a B- or above. **One point is awarded per semester.**

Youth Apprenticeship/State Skilled Co-op Program: _____

Number of Semesters: _____

TOTAL POINTS: _____

3. Completed (or be on track to complete) a technical training program for high school students if the program is offered by a UW System school, a Wisconsin Technical College System school (for example: CNA certification). **Two points per class.**

Technical Training Program(s): _____

TOTAL POINTS: _____

OVERALL TOTAL POINTS : _____

FOR ADMINISTRATIVE USE ONLY.

Cumulative GPA in all CTE courses: _____
(To be calculated by the school counselor).

This will be used ONLY in the case of a tie.

Please turn in completed application to High School Counselor by Feb. 1.

Approved: March 18, 2015
Revised: January 13, 2016

STUDENT FEES AND FINES

The River Ridge School District provides a total education program for students in the district. Certain activities, courses and services may require additional funding, therefore, the Board may charge accordingly.

The fees charged shall be reviewed annually and distributed prior to the beginning of the school year.

Fines will be assessed when school property is abused. They will be in direct relation to the damage, taking into consideration the normal life of the property. Fines may be in the form of cash or work study at the discretion of the administration.

LEGAL REF.: Sections 118.03 (1) (a) Wisconsin Statutes
120.13(10)

APPROVED: July 1, 1995

CHILDREN OF DIVORCED/SEPARATED PARENTS

The district shall maintain neutrality between parents who are involved in an action affecting the family, unless otherwise directed by court order. It is the responsibility of the parent(s) to notify the district of any such court order.

The parent enrolling a student in school shall be considered to be the custodial parent and that parent's residence shall be considered the student's residence for school purposes, unless a court order or other satisfactory documentation is presented which specifies otherwise.

The visitational parent of any student enrolled in a school subject to district control may be provided all report cards, notices of school activities, disciplinary reports, conference appointments or summaries, or other student records which are provided to the custodial parent, unless otherwise expressly curtailed or restricted by a provision of a court order which has been provided to the principal. The visitational parent may also participate in all activities, including conferences. The school generally will conduct only one meeting for parents at appropriate times in which both parents will be permitted to participate.

A student enrolled in the district may only be released from school to the custodial parent, except under the following circumstances:

1. written permission has been obtained from the custodial parent; or
2. as otherwise directed by a court order.

LEGAL REF.: Sections 118.125 (2) (m) Wisconsin Statutes
767.245

CROSS REF.: 491-Exhibit, Confidential Questionnaire for Separated/Divorced Parents

APPROVED: July 1, 1995

CONFIDENTIAL QUESTIONNAIRE FOR SEPARATED/DIVORCED PARENTS

Please complete to the best of your ability.

1. Your Name: _____ Phone # _____

Address: _____ (Home) _____

_____ (Work) _____

_____ (Other) _____

Student(s) Name(s): _____

Age(s): _____

Grade(s): _____

Name(s) of School(s): _____

2. Name of Other Parent: _____ Phone # _____

Address: _____ (Home) _____

_____ (Work) _____

_____ (Other) _____

3. Type of Action Affecting Your Family:

_____ Divorce

_____ Separation

_____ Custody Dispute

_____ Support Dispute

_____ Other

4. Current Status of Action:

_____ Filed

_____ Pending

_____ Completed

_____ Disputed

_____ Appealed

_____ Other

5. County and State in Which Action Took Place or is Taking Place (if more than one please indicate):

6. Is there a Court Order dealing with custody and visitation?

7. Are there any Court Orders curtailing or restricting the rights and privileges of your current or former spouse with respect to his/her right to be kept informed of the student's school progress and activities or to participate in those activities? If so, please attach a copy of the order. _____

8. Does the most recent Court Order expressly permit the student(s) to be released from school to the visitational parent?

_____ If no, please explain: _____

9. Are you the custodial parent? _____

Are you the visitational parent? _____

Is there a Joint Custody Order? _____

10. Does the Court Order permit third persons access to your child(ren)? If so, please attach a copy of the order. _____

11. Does the Court Order forbid access by anyone to your child(ren)? _____ If so, who is forbidden access? _____

12. Are there any unusual stressful events occurring in your household at this time which may affect your child(ren)'s emotional or mental development such as: death of a family member; long term illness; pending legal actions, etc.? If so, please briefly explain:

NOTE: Please attach a certified copy of the applicable portion of any such Court Order pertaining to the previous questions. A certified copy will contain a date stamp with language including the state where the judgment was rendered, the county, and generally a notation that "This document is a full, true and correct copy of the original on file and of record in my office and has been compared by me." The document is then signed by the Clerk of Courts and, in many cases, contains a formal seal of the Circuit Court of the county in which the judgment was rendered.

If your judgment or court order does not contain this information, you should contact the Clerk of Courts to obtain such a copy.

Signature: _____

Date: _____

APPROVED: July 1, 1995