

RIVER RIDGE HIGH SCHOOL HANDBOOK
(Code of Student Rights and Responsibilities)

This code of Student Rights and Responsibilities was drawn up and adopted with the idea that every individual has certain rights and responsibilities in respect to the River Ridge School District and 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 purpose of this Code is to not only protect the right of the individual, but to protect the entire student body.

The successful working of the Code requires an exercise of good faith by students, parents, and school district personnel, as well as a basic respect for the worth of each individual and their ability to contribute to society.

Adopted by the River Ridge Board of Education March 1995

STUDENT NONDISCRIMINATION

It is the policy of the River Ridge School District that no person may be denied participation in, be denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil service, recreational, or other program or activity because of the person's sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or learning disability or handicap as required by s. 118.13, Wis. Stats. This policy also prohibits discrimination as defined by Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race and national origin), and section 504 of the Rehabilitation Act of 1973. The district encourages informal resolution of complaints under this policy. A formal complaint resolution procedure is available, however, to address allegations of violations of the policy in the River Ridge School District. Any questions concerning this policy should be directed to: Dr. Jeff Athey, District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817 (608) 994-2715.

FEDERAL CIVIL RIGHTS POLICY STATEMENT

The River Ridge School District does not discriminate on the basis of race, color, national origin, sex, disability, or age in its programs and activities and provides equal access to the Boy Scouts and other designated youth groups. The following person has been designated to handle inquiries regarding the non-discrimination policies:

Name and/or Title: Dr. Jeff Athey
Address: 11165 County Highway P, Patch Grove, WI 53817
Telephone No. 608-994-2715

For further information on notice of non-discrimination, visit <http://wdcrobcolp01.ed.gov/CFAPPS/OCR/contactus.cfm> for the address and phone number of the office that serves your area, or call 1-800-421-3481.

AGE OF MAJORITY DISCLAIMER

It is not the intent of the Board of Education to discriminate against students who have reached the age of majority. It is the policy of the Board that general school rules and regulations involving students also apply to students who have reached the age of 18. Students with questions should contact the administration.

CODE OF STUDENT RIGHTS

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

- -an education
- -be free of assault and intimidation
- -utilize school facilities and programs according to established
- -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 permission of the school principal or district administrator
- -display, offer to sell, or sell any item with the permission of the school principal or 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 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

STUDENT CONDUCT

We expect student behavior to be based on respect and consideration for the rights of others.

Students have the responsibility for the rights of others. Students have the responsibility to know and follow the rules and regulations of the school. Student misconduct shall be dealt with in accordance with Board Policy. Students are expected to conduct themselves in keeping with their level of maturity.

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 administration.

The School District of River Ridge shall not discriminate in standards and rules of behavior, including student harassment, on the basis of sex, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

Discrimination complaints shall be processed in accordance with established procedures.

ATTENDANCE POLICY

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 a school boards and their agent to identify habitual truants and initiate legal procedures prescribed in the statute and the ordinance.

River Ridge Public School staff and the parent bare mutual responsibility for the accountability of minor children during the official school day.

The Board of Education adopts the Grant County Truancy Plan as the foundation for dealing with truancy in the River Ridge School District. The plan will be reviewed at least once every two years by the River Ridge School District Board of Education and revised, if appropriate, according to State Statute 118.162. The Grant County Truancy Task Force shall convene at least once every four years according to statute 118.162 (1). The plan includes the following procedures: notifying the parents/guardians of unexcused absences of habitual truants, plans and procedures for identifying truant students of all ages and returning them to school, methods to increase and maintain public

awareness of and involvement in responding to truancy within the school district, types of truancy cases to be referred to the district attorney, the immediate responses to be made by school personnel when a truant student is returned to school, plans and procedures to coordinate the responses to the problems of habitual truants with public and private social service agencies, and methods to involve the truant student's parent/guardian in dealing with and solving the student's truancy problem.

According to State Statute 118.15 (3) ©, "any child excused in writing by his or her parent or guardian before the absence" is excused from school attendance. "The school board shall require a child excused under this paragraph to complete any course work missed during the absence. 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," and consider partial or full days to constitute a "day" under this paragraph. After the first 10 parental excused absences per year, a physician (or other licensed person under 118.15 (3) (a), note will be required for further absences to be excused.

The interpretation of illness and crisis and the degree of verification is at the discretion of the administration, but must be within the guidelines or statute and board policy. Students who reach their eighteenth (18th) year are required to attend school through the semester that they turn eighteen and continue to have an ethical obligation to obey school rules on attendance procedures. Parents of children under compulsory attendance age/grade level have an ethical obligation to send their children to school if they are enrolled in early childhood, four-year old kindergarten, or five-year kindergarten programs.

THE RIVER RIDGE SCHOOL DISTRICT ATTENDANCE POLICY INCLUDES THE FOLLOWING ELEMENTS:

1. Parents of minor students of compulsory attendance age/grade level (age 6-17, or grade 1 to grade 12) who have accumulated five or more unexcused absences in a semester in accordance with Statute 118.16 (1) (a) shall be notified by certified or registered mail that the parent(s) and child have a legal obligation to confer with the school administration and related staff (teachers, guidance counselor, psychologist, attendance clerk, etc.) within five (5) days after the habitually truant notice is sent, unless the parent requests an extension of the meeting time. The extension cannot exceed an additional five school days. The conference may include a juvenile court worker, but it is not mandated.
2. The conference will address the possible need for curriculum modification, ability assessment, social adjustment, counseling attention of the court, and reasons for absences.

3. If the parent refuses to meet with the school personnel within ten (10) days after the habitually truant notice is mailed, the court system may take direct actions.
4. The Board's definition of excusable absence is verified illness, verified personal, family crisis, or appointments and is subject to the following guidelines:
 - a. Illness must be verified by a written parental statement when the student returns to school and by a telephone call to the school office the morning of an absence, no later than 8:15a.m. (**Failure to contact the school will result in a telephone call to the home or parent's place of work. And will go in the attendance as unexcused**)
 - b. Illness in excess of three (3) days consecutively (partial or full days) each semester shall require written verification from a health provider.
 - c. Each student will have ten (10) absences (partial or full days constitute a "day") excused by a parent/guardian in accordance with 118.15 (3) © as listed above to be used for any reason--provided the parent/guardian provides both a written excuse and phone call prior to the beginning of the student's school day (8:15a.m.). In any case it is recommended these "Parent/Guardian Preexcused 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 teacher.
 - d. A death or serious illness in the family may result in an excusable absence since a student might be incapable of attending to his/her scholastic duties. Funeral leave or family illness leave shall not be counted against the "Parent/Guardian Pre-excused Absence" days, provided the principal or his/her designee approves them.
 - e. One (1) day excused absence for senior campus visits or working with military recruiters outside of school will be exempt from this policy.
 - f. The board shall consider all in-school suspensions to be excused absence.
 - g. The administration shall notify parents as soon as practicable if a law enforcement agency has requested a copy of a student's attendance record for purpose of a truancy investigation.

Students with excused absences shall be entitled to and be responsible for making up the admission to the next class – including examinations. Students with unexcused absences will be allowed make up work (the number of days absent plus one). However, it could be for reduced credit or no credit. It is the students’ job to contact the teacher and make arrangements to obtain make up work.

STUDENTS LEAVING DURING THE SCHOOL DAY

Any student leaving the school grounds during the school day must have parental/guardian permission, be excused by the principal or school official and sign out in the office. Students failing to do so are subject to a detention. See District Discipline Policy for penalty.

TARDINESS

Students are expected to arrive at school and all daily classes on time. The third tardy to school or to a regularly scheduled class will receive a detention. Every other tardy thereafter will also warrant a detention and/or parent contact. The office will not write passes for students tardy to class except for first hour.

All students arriving after the start of the first period must sign in at the office and receive a pass for admittance to class. See District Policy for penalty.

GENERAL INFORMATION

School office hours are 7:30 a.m. - 4:00 p.m.

Students having a grade point average between 3.00 and 3.49 shall be placed on the honor roll. Students with a grade point average exceeding 3.49 shall be placed on high honors.

A copy of the River Ridge Policy Manual is in the Library.

Report cards will be made available after the end of each quarter.

Student visitation is not allowed in grades 7-12. Visitation may be allowed during the lunch periods with the permission of the principal. Adult visitors are welcome to visit the school. We encourage that an appointment be set up prior to the visit. Visitors are required to check in at the office upon entering the school.

TRANSCRIPTS (Records of grades)

When withdrawing from the River Ridge School District, students may request that his/her transcripts be forwarded to the place of their choosing.

PROGRESS REPORTS

Progress reports will be sent home for each student 4 ½ weeks into each quarter.

SCHEDULE/SCHEDULE CHANGES Grades 9-12

Once the student's class schedule has been finalized, the only schedule changes allowed will be in strengthening the academic load, dropping a class if a class of greater difficulty is added, to repeat a class the student has failed or if the student is carrying a full 8 class load and feels a study hall will be needed. All changes must be made within the first five days of school. Any drops after that time will carry a grade of "F" except for medical excuse or program changes made with the assistance and approval of the proper school district official.

AUDITING CLASSES Grade 9-12

Auditing class's means taking a class without credit or grade and no mention will be made in the student's records. Auditing classes must be approved by the teacher and the administration. The student will be required to do all the work, tests and attend regularly. The student name will be on the class roster for attendance purposes only. The student must declare his/her intent to audit during the first week of the class.

GUIDANCE/ COUNSELING SERVICES

Services are available for every student in the River Ridge School District. These services include assistance with educational planning, financial aid, scholarships, occupational and career information, interpretation of test scores, and study help. Home, school or social concerns or any questions you may have may be discussed with the counselor.

FIELD TRIPS

Field trips are considered as part of the educational program and as part of the school day. Attendance is expected. Written permission slips are strongly recommended.

DANCES

Each senior high school class may sponsor one (1) dance per year excluding Junior Prom. Dances may run from 8:00-12:00p.m. All dances must be approved by the administration. Middle School students may attend upon invitation of the sponsoring organization. In situations when Prom is held as part of a riverboat excursion, junior high students may attend when accompanied by their parent/guardian.

At least two (2) employee chaperones and two (2) other chaperones, which have been approved by the administration, must be obtained.

Dances are considered an extension of the school day and all school rules apply for all those who attend. The following general dance rules have been established to aid in a successful evening for our students:

1. All entrances to the building will be locked during the dance except for the front doors. A student may leave the building at any time but will not be allowed to re-enter unless approved by a chaperone. The front doors will be supervised at all times.
2. Students attending the dance are restricted to the gym, the hallway between the gate and office, from the office to the vending machine and the cafeteria. Any River Ridge student found in any other areas will be subject to disciplinary action and may be asked to leave the event.
3. The stage lights must remain on and the stage curtains must be open during the entire dance. Only those directly involved with the operation of the dance will be allowed on the stage.
4. The dance shall not begin until the janitor has finished what needs to be done in the gym prior to the dance.
5. The dance should be a place for students to socialize and dance not a place to play tag. Running or causing commotion will be subject to established penalties.

In the event any student is suspected of violations in alcohol or drug use, the local law enforcement authorities will be contacted and the parent/guardian will be contacted, if possible.

DRESS

Many times our school is judged by the appearance of the students who attend here. People concerned about their appearance are generally concerned about the way they act.

Inappropriate Attire:

Any attire which attracts undue attention to the wearer and thus causes a disturbance in school or is detrimental to the health, safety or reputation of the wearer will not be acceptable (i.e., trench coats, short shorts, bare midriff, headwear including caps and bandanas, indecent style clothing).

Clothing which advertises or promotes the use of alcohol or drugs, profanity, and sex or sexual innuendoes will not be acceptable.

- a. Student will be asked to change into acceptable attire.
- b. If sent home to change clothing, student may not receive full credit in classes missed.

VENDING MACHINES

Products are available from vending machines only during designated hours and may not be taken into the gym.

BREAKFAST/LUNCH

Free and reduced breakfast/lunches are available to students who are determined by the district administrator to be eligible under state and federal guidelines. Applications may be obtained in the office.

FOOD SERVICE COLLECTION PROCEDURE

Every family has an account which includes breakfast, lunch and extra milk. Students have a student ID number which is entered at the point of service. One family member will receive a notice on Fridays when your child(ren) have an amount left for less than two (2) meals. When the family account reaches a deficit of \$50.00 your child(ren) will no longer be permitted to participate in the school's breakfast or hot lunch program or receive extra milks until the account has been paid. If you are unable to provide a sack lunch for your child(ren), please contact the school and a peanut butter sandwich and a carton of milk can be made available.

At the end of the school year, a letter will be sent to families in arrears which states that any unpaid balance at the end of the previous school year must be paid prior to the start of the next school year. If not paid, the student will not be permitted to eat regular breakfast or lunch and participate in milk break (elementary).

RESTRICTED AREAS

No student is to go beyond the office counter in or near the vault without permission.

Student may not cut through the office when going to or returning from the elementary building without permission.

Students are not allowed in any area of the school building without staff supervision.

Any student gaining illegal entry to the building, lockers and/or equipment room shall have all use privileges taken away for a period of time as determined by the administration. Serious offenses will be referred to local law enforcement authorities.

See District Discipline Policy for any other penalties.

CLASSROOM AND STUDY HALL RULES

Students are expected to conduct themselves in an age appropriate fashion.

They should come to class prepared, and refrain from inappropriate behaviors which affect each student's right to learn.

Students must have a pass when in the halls during class time.

LIBRARY/TEXTBOOK RULES

Students are responsible for use and care of materials and equipment. The need for reference materials and library resources should be the sole purpose for a

student using the library facilities. The librarian has the authority to develop ground rules of conduct in addition to those listed below.

1. Students shall abide by rules, policies and attendance procedures established by the library/media coordinator.
2. All students signing into the library must have all needed materials with them.
3. Passes out of the library will not be issued except for extreme emergencies.
4. Talking is allowed only with the approval of the librarian.
5. Food or beverages are not allowed in the library.
6. Students are not permitted to remove any materials from the library without the express permission of the librarian/supervisor.
7. Students shall return books and materials on time. A small fine will be imposed for overdue material.
8. Each library and textbook will be checked for damage above and beyond normal wear and tear. Lost or damaged books will be paid for by the student at the current replacement cost minus years of use reduction.

The right to use the library is a privilege therefore any violation of library rules will result in the revocation of library privileges for a period of time as determined by the librarian. Students may also be subjected to established penalties for misconduct.

See High School Discipline Policy for any other penalties.

CAFETERIA RULES

Students are expected to behave properly and to abide by the rules established.

1. Students must eat their lunch in the cafeteria or designated areas.
2. Any student eating hot lunch or a portion thereof without buying a lunch ticket will be charged the price of a daily ticket.

GYMNASIUM/LOCKER ROOM RULES

The gym is a classroom and should be respected as one.

1. No students are to be in the gym unsupervised.
2. Only students assigned to that phyed class should be present in the gym or locker rooms unless invited by the teacher.
3. No student is to be in the gym with shoes that mark or damage the floor.
4. Beverages are not allowed in the gym.
5. Students are required to wear physical education clothing during physical education classes.
6. When the activity warrants, showers are a mandatory part of phyed.
7. The gym is not to be used as a hallway or short-cut to class.

8. Students are not to use the locker rooms to rest if they are not feeling well. Students that are ill must report to the office.
9. Students are supplied with locks and lockers. The school is not responsible for loss of personal property.

Students using the gym and locker rooms are to conduct themselves in a proper manner. Abusive use of equipment will not be tolerated. Students in violation of rules may lose their gym privileges.

LOCKERS: HALL/GYM

Students are not to go into another student's locker without their consent.

TELEPHONE USE BY STUDENTS

Students needing to use a phone should use the student phone in the office. All calls should be kept to a minimum and should be done before school or during the noon hour. Messages to students will be relayed only in important or emergency situations. Phones in the coaches' office, classrooms, etc. are not to be used by students except with express permission of the teacher/supervisor for purpose relating to that class or activity. The student telephone is to be used before or after school hours to contact parents or arrange transportation. Long distance call will be permitted only if charges are reversed or billed to the home phone.

ELECTRONIC OR COMMUNICATION DEVICES

Prohibited items, including cell phones, digital camera, PDA's, Blackberry Smartphone's, Bluetooth – enabled devices, MP3 players, email/messaging devices or any other electronic or communication devices are prohibited during the instructional day.

The following applies to student use of electronic or communication devices while at school, or while on premises owned or rented by, or under the control of the River Ridge School District.

1. Electronic or communication devices are prohibited during the instructional day.
2. All electronics or communication devices even when stored shall be kept off during the instructional day.
3. Electronic or communication devices shall be locked in their hall locker or in their backpacks at all times.
4. The use of electronic or communication devices 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.

5. 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 OR COMMUNICATION DEVICES

Any students found using or possessing electronic or communication devices 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.

Policy # 443.8 (August 2008)

STUDENT MOTOR VEHICLE USE

Student drivers are expected to adhere to the rules and regulations of the State of Wisconsin when driving to or from school and on school property. Students driving to and from school may use designated parking areas in accordance with the following rules:

1. Reckless use of vehicles on school property is prohibited.
2. With the written permission of the shop/ag instructor a student car may be driven to and from the shop, but may never be parked at the shop for any extensive length of time.
3. Students are to maintain a strict 10 mph speed limit while on school property.
4. Students are to use the west driveway when entering and leaving school.
5. Once the student arrives, he/she is not to drive or be in any vehicle until the end of the school day unless permission has been given.
6. Movement of a student's auto or emergency situations which require a student to leave the campus must be cleared with the administration.
7. No student may drive other students on trips scheduled through the school including extra-curricular activities. See District Discipline Policy for penalty.
8. Snowmobiles, trail bikes, etc., are not to be driven to school.

FUNDRAISING

The Board of Education believes there are certain benefits to be derived by students through participation in approved fund raising activities. Caution should be exercised so that students do not become involved in too many fund raisers and that residents and parents are not subjected to too many at one time. The goal of raising funds is to promote the educational welfare of the River Ridge students. Specific rules can be found in the school board policy.

CLASS/CLUB/ORGANIZATION & FUND RAISING MONEY

1. The name of the River Ridge District Internal Account is the River Ridge School District Pupil Activity Fund.
2. All class, club, organization and fund raising monies, which involve students, should be immediately deposited in the Fund.
3. The Fund shall be placed in an interest bearing Super NOW account at the Peoples State Bank, Patch Grove, WI.
4. Interest earned on these monies shall be used by the school to purchase needed major items to enhance the student lives and facilities at River Ridge.
5. The River Ridge Board of Education has the primary responsibility for the management of the Fund; however, the Board authorizes the principal to supervise the day to day management of the Fund including all deposits and withdrawals.
6. The administration shall approve all fund raising activities and reserves the right to cancel, change, or reschedule all fund raising activities as deemed necessary.
7. In accordance with state law and Department of Public Instruction administrative rules, the Fund shall be audited annually and audit costs shall be paid by the district.
8. Graduating classes may, by majority vote of the class members, authorize the class officers to set up a separate class reunion account. The account shall not be part of the fund. After the district is assured all graduating class expenses have been paid, the District, upon written request of the officers, will release remaining monies to the class reunion account.

STUDENT MISCONDUCT

Any student misconduct shall be dealt with in accordance with Board policy, state and federal law. It is understood that these rules are not all inclusive. The administration shall have the authority to take action deemed necessary in the absence of written policy to insure the discipline and orderly conduct of the student body and school operations.

STUDENT DUE PROCESS RIGHTS

Students and parent (s) / guardians (s) have the right of Due Process in any disciplinary action.

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

1. The appropriate teacher, advisor, or coach;
2. The principal
3. The district administrator

Following disciplinary action or suspension, a student and/or parent/guardian (hereafter referred to as appellant (s) may appeal the decision in writing to the principal within five (5) school days from the first day ineligibility takes effect. Within three (3) school days of receipt of the written appeal, the principal shall inform the appellant(s) of the specific details relating to:

1. Violation or infraction
2. Date of the violation or infraction
3. Substance of the punishment
4. Other pertinent information

If any appellant is not satisfied with the decision and wishes to continue the appeal process, the appellant (s) may request in writing, through the principal, a hearing before the district administrator within fourteen (14) school days of receipt of the decision of the previous meeting. An informal hearing will be established no later than seven (7) school days after receipt of the written appeal. The appellant (s) and school employees may testify and present evidence in their behalf. A copy of the proceedings of the hearing, including the decision, will be mailed to the appellant (s).

Students will continue to serve the punishment throughout the appeal process.

DETENTION RULES AND FORMAT

1. Detentions can be issues for violation of school rules, truancy, disruptive behavior and failure to serve a noon detention, or any other misbehavior deemed relevant by the administration.
2. Students are expected to do school work during detention. The principal will check on the student's productivity and behaviors the day after detention is served. If not deemed acceptable, students must serve the detention over and/or serve an in-school suspension. Continued improper serving of detentions may result in a 5 day out of school suspension and possible expulsion.

EXPULSIONS / SUSPENSIONS

A student may be expelled for repeated refusal or neglect to obey school rules and regulations or when engaging in conduct which endangers the property, health or safety of others while at school or for any other reason permitted by state law. A student may be suspended for up to ten days when an expulsion

hearing is pending. Expulsion procedures outlined in state law will be followed.

If a student has amassed a number of infractions, he/she will be informed that continued disregard for school rules will result in an expulsion. Parents will be notified when a student is developing a pattern of unacceptable behavior.

A student may be suspended from school for a period not to exceed five (5) days for violation of reasonable school rules. The administration shall decide whether the suspension will be served in or out of school.

In school suspensions will be scheduled during the regular school day in an area designated by the principal. The student will work quietly on classroom related materials, not leave his/her seat, not use the lavatory or obtain a drink of water unless permission is received from the suspension supervisor. The student will eat lunch in the suspension area.

RIVER RIDGE MIDDLE/HIGH SCHOOL RULES

1. Students are expected to come to class prepared and dressed in a fashion that is not distracting to the educational process.
2. All students and school employees should be treated with respect.
3. Students should respect all school and personal property. Personal property should be secured. (lockers, P.E. equipment, cars, desks, etc.)
4. Students are to report to class on time. Three (3) unexcused tardies will result in a detention.
5. Proper citizenship is expected. Inappropriate language and behaviors are not acceptable. This includes swearing.
6. All staff, administration and students are expected to put forth their honest, best, self-expressed effort at all times.
7. Students are to remember that field trips, co-curricular, and athletics are an extension of the school and the above general rules of conduct still exist.

Teachers may have additional expectations for their individual classrooms. Infractions of the above rules can result in, but are not limited to, verbal warning, detention, and/or office referral. The classroom teachers have the authority to enforce their classroom rules as they feel appropriate.

TOBACCO, ALCOHOL AND DRUGS

Use or possession of tobacco products, alcohol, illegal drugs, controlled substances or drug paraphernalia by students is prohibited on school property or at a River Ridge School function.

See District Policy for penalty.

Students participating in extracurricular activities are also subject to the discipline listed in the CO-CURRICULAR ACTIVITIES section.

VANDALISM

Any student who vandalizes the building or grounds, or is responsible for vandalism of property away from school at school-approved functions, shall be responsible for repair and restitution. Any student who willfully breaks school equipment shall be assessed damages. The teacher/supervisor will determine whether the breakage is willful or accidental and their decision shall be final. See District Discipline Policy for penalty.

POSSESSION OF WEAPONS/AMMUNITION/ETC.

Guns, knives, ammunition, etc. are not allowed on school property. If these items are needed in school for any reason, they are to be checked in the office until needed and returned to the office when the need has been fulfilled. Prior permission must be obtained from the teacher or administration before bringing any of these items to school. Students bringing any items found without permission will be confiscated and the student may be subject to disciplinary action.

See District Discipline Policy for penalty.

(For unauthorized possession of a firearm on school grounds, the School Board shall commence proceedings under State Law and expel a pupil from school.

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 districts needs 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 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, weapons, look-alikes, and any other items prohibited by school policy are discovered.

See District Discipline Policy for penalty.

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 the 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 administration or designees for any reason, at any time, without notice, without student consent, and without a search warrant.

STUDENT SEARCHES

A student 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, sweatshirts 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.

As soon as reasonably possible, 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 searched, list of items found, list of items seized, the results of the action, date and time parent/guardian was contacted, and signature of the person conducting the search.

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 unless taken as evidence by law enforcement authorities.

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 this policy.

BAG/LUGGAGE SEARCHES

A school official 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.

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 the school 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 preventative 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.

POLICE SEARCHES AND/OR INVESTIGATIONS

As soon as reasonably possible, school administration or designee will make a good faith effort to notify the student's parent/guardian when law enforcement officials are contacted or request to conduct a search of a student or the student's property unless such action would interfere with a police investigation.

STUDENT USE OR POSSESSION 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 by in accordance with the District Discipline Policy.

SEXUAL ABUSE/HAZING/HARASSMENT/BULLYING, CYBER BULLYING

If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.

See District Discipline Policy for penalty. Policy #445, #445.1, #445.3.

See Bullying, Cyber Bullying, Hazing and/or Harassment Policy #443.71

THEFT

Students should make every effort to protect themselves from theft. The school district is not responsible for property or other belongings of students. Locks are provided for lockers, however, students who may have large sums of money or valuable property may wish to leave it in the office during the school day for safe-keeping.

See District Discipline Policy for penalty

FIGHTING

Fighting is not allowed.

See District Discipline Policy for penalty.

FOUL LANGUAGE/DISRUPTIVE BEHAVIOR

Students are expected to show respect and courtesy to fellow students and staff members at all times. Students who use inappropriate language or exhibit disruptive behavior shall be subject to disciplinary action according to the District Discipline Policy.

MISCHIEVOUS BEHAVIOR

Students involved in or responsible for behavior that is disruptive, annoying, and prankish or in general, causing mischief shall be subject to disciplinary action according to the District Discipline Policy. Examples of mischievous behavior include snowballs, squirt guns, water balloons, etc.

MALICIOUS BEHAVIOR

Students involved in or responsible for behavior which causes harm, shows ill will or intends to do or does something unlawful shall be subject to disciplinary action according to the District Discipline Policy.

CO-CURRICULAR ACTIVITIES

Participation in co-curricular activities is a privilege. To retain that privilege, students must stay within the guidelines established relating to eligibility, training, participation, competition, and other aspects of representing River Ridge School during the school year.

Co-Curricular activities include but are not limited to the following:

1. All Athletic teams
2. Cheerleading/Dance
3. Forensics and Dramatics
4. State and local music competition – Band and Choral
5. National, State and local FFA competition
6. Honors Chorus and Band
7. Dorian Festival

8. Academic Decathlon
9. Flag Corps
10. Yearbook Staff
11. Class Officers and Student Council Members
12. National Honor Society
13. Marching Band/Jazz Ensemble/Pep Band
14. Prom or Court
15. All other competition or participation designated co-curricular by the administration.

All students must abide by the co-curricular code of conduct and a signed copy must be on file before participating.

Each class, club or organization may have operating rules established for additional penalties when violations occur. The advisor/coach/teacher can provide students with that information.

FORENSICS AND DRAMATICS

Purpose: To promote public speaking abilities and to stimulate interests in forensics and dramatics performances.

Qualifications: Open to all students, grades 9-12, in good standing and doing satisfactory work in all scheduled classes.

FFA

Purpose: To develop competent leaders, create an interest in agriculture, develop character and improve academic abilities.

Qualifications: Open to all high school students, grades 9-12, in good standing, doing satisfactory work in all scheduled classes and taking an agriculture class.

DANCE TEAM

Purpose: To encourage school and community spirit and support of the athletic program offered at River Ridge.

Qualifications: Open to all students, grades 9-12, in good standing and doing satisfactory work in all scheduled classes. Cheerleaders are selected on the basis of try-outs.

FLAG CORPS

Purpose: To serve as an auxiliary unit to the marching band. Performances at various parades and competition to develop showmanship, poise, self-esteem and school pride.

Qualifications: Open to all high school students, grades 9-12 in good standing, doing satisfactory work in all scheduled classes and willing to attend all before/after school practice sessions.

MARCHING BAND / PEP BAND / JAZZ ENSEMBLE

Purpose: To expand music appreciation, offer exposure to various performances in parades and/or competition and to develop showmanship, poise, self-esteem and school pride.

Qualifications: Open to all students, grades 9-12, in good standing, doing satisfactory work in all scheduled classes and willing to participate in all before/after school practices.

ATHLETICS

Purpose: To develop coordination, physical fitness, competitive skills, teamwork, comradery and a sense of good sportsmanship.

Qualifications: Open to all students, grades 9-12, in good standing and doing satisfactory work in all scheduled classes.

Students may not practice or participate in interscholastic athletics until a physical exam or renewal card is on file in the office. All co-curricular fees should be paid before participation. All athletes must agree to abide by the rules and regulations of the **CO-CURRICULAR CODE** and a signed copy of such agreement shall be on file in the office before the athlete may participate in any competition. School rules will be in force for the entire year. Athletes violating any school rules governing the use or possession of alcohol, illegal drugs, drug paraphernalia, tobacco products, etc., out of season or during the summer will be subject to disciplinary action at the beginning of the next season in which he/she participates.

WIAA STATE TOURNAMENT GUIDELINES

All athletes a/or students attending a state tournament are expected to behave according to the River Ridge Code of Students Rights and Responsibilities Handbook.

PARTICIPANT GUIDELINES

1. River Ridge School District shall be responsible for transportation, lodging and meals of the individual or varsity squad, manager, cheerleaders and coaches participating in a WIAA Tournament in which a River Ridge individual or varsity squad is participating. The Board of Education will determine if a make-up day will be required.
2. The Administration has the authority to allow absences for all or part of the school day necessary for attendance of students as spectators at a WIAA Tournament in which a River Ridge individual or varsity squad is participating. The Board of Education will determine if a make-up day will be required.

SPECTATOR GUIDELINES

1. Students may attend a WIAA State Tournament, as a spectator, if they have not used up their 10 parental excused absences per year. Tickets, transportation, lodging, and meals will be the responsibility of the student.
2. The River Ridge School District assumes no liability enroute to, from, or while at a WIAA tournament.

STUDENT INSURANCE PROGRAM

As a supplement to an individual's own health insurance, the school district provides insurance coverage to students who are injured while on school grounds during school hours, while at school related activities and while on the school bus. All injuries must be reported to the administration as soon as possible.

NON-SCHOOL EVENTS RECOGNITION

Students may be recognized for outstanding achievement by participating in non-school sponsored activities such as the Kohl Academic Excellence Scholarship, the Wisconsin High School Rodeo, or local, state or national activities approved by the Board of Education. The student must be in compliance with the district's co-curricular activities code when participating in a comparable event.

Seniors who have graduated may receive recognition for events that take place during the summer immediately following their graduation from River Ridge High School.

Awards shall be in keeping with the usually accepted forms of recognition for such an event and shall be given to the student at the appropriate award programs or banquets.

EMERGENCY MEDICAL TREATMENT

Emergency Illness Card:

Each student enrolled in the River Ridge School District is asked to complete an EMERGENCY ILLNESS CONSENT CARD. This card will be on file in the Health office, and will be easily accessible to all professional staff members.

INJURY ON SCHOOL GROUNDS OR PROPERTY

Any student injured on school grounds or property must notify a school district employee as soon as possible. In the event of an injury on school grounds or property, the teacher / supervisor/ employee is to notify the principal of the nature and extent of the injury. The principal will then decide what course of action to pursue. Should the injury be minor in nature, treatment will be made by school personnel. A more serious injury will require immediate notification

of the parent / guardian for instructions, unless the situation calls for immediate assistance of the West Grant Rescue Squad.

MEDICAL ATTENTION

Should the injured student need medical attention not available on school premises, the parents will be asked to make arrangements to transport their student to a medical facility. In the event the parent cannot be reached, the person designated on the EMERGENCY ILLNESS CARD will be contacted. If transportation cannot be provided then the emergency squad or if necessary the principal will transport the student to the doctor specified and will, if necessary, wait for the student and return him/her to school or home. In the event of a serious injury and there is no EMERGENCY ILLNESS CARD on file and the parent/guardian cannot be reached, the student will be transported to Gunderson Clinic in Prairie du Chien, WI., for treatment.

STUDENTS UNDER MEDICAL CARE / TREATMENT

In order to enable the staff to effectively react to any seizure, allergy or attack, parents / guardians are responsible to notify the administration of any physical condition, seizure or problem which may occur because of an existing illness or condition.

ADMINISTERING MEDICATION TO STUDENTS

Parent's guardians should contact the **RIVER RIDGE OFFICE** if his / her student requires medication while in attendance at school. A REQUEST FOR ADMINISTERING MEDICATION AT SCHOOL form must be completed and on file in the office. Specific guidelines are available from the administration.

STUDENTS FEELING ILL DURING THE SCHOOL DAY

Students, who become ill while at school, during class, should report to the office. Students may report to the office, if they are ill, during lunch or the time between classes. If the administration decides the student should be sent home, the parents will be notified.

GRADING SYSTEM

The grading system set by the teacher for each course will be explained to the students on the first or second day of classes.

Each teacher will inform students, who have excused absences, when the missing work must be turned in. After that time, the grade becomes a zero and is averaged with the other grades. Unexcused absences could result in reduced credit or no credit for missed assignments.

Only the teacher has the authority to change grades.

Most commonly used high school grading scale:

	A = 95-100	A- = 93-94
B+ = 91-92	B = 87-90	B- = 85-86
C+ = 83-84	C = 79-82	C- = 77-78
D+ = 75-76	D = 72-74	D- = 70-71

THE WISCONSIN ACADEMIC EXCELLENCE SCHOLARSHIP

The State of Wisconsin allows us to select one student to receive the Academic Excellence Scholarship which covers most of the tuition cost to one of the State University System Schools (i.e. UW-Platteville, UW-Madison, UW-La Crosse, etc.). This goes to the person with the highest grade point average in ALL classes accepted by our Board of Education. To be eligible for consideration for the Academic Excellence Scholarship, a student must attend River Ridge High School for at least three (3) consecutive semesters immediately preceding the determination of the top ranked student after seven semesters. Also, the student must commit to attend a Wisconsin public college or technical school or participating private college in Wisconsin. Any ties will be broken consistent with Board policy.

Please note that should the recipient of this scholarship not accept it, an alternate recipient can only be named if he or she has the “exact” same grade point average.

CREDITS FOR GRADUATION

A minimum of 24 academic credits is required for a high school diploma from River Ridge High School. Each student must carry at least six and one-half (6.5) credits a year. (Note: Students involved in school-to-work, identified CWD, and/or enrolled in SRTNC course(s) may be allowed to carry only six credits if approved by the administration.)

Additional high school credit courses are available through SRTNC and on-line. Students who are interested in enrolling in courses outside of River Ridge Schools should see the school counselor for information.

HIGH SCHOOL GRADUATION REQUIREMENTS

English	4 Credits
Social Studies	3.5 Credits
Math	3 Credits
Science	3 Credits
Physical Education	1.5 Credits
Health	.5 Credits

STUDENT ASSISTANCE SERVICES

GROWTH GROUPS

Education and positive growth opportunities are offered to students who may have problems with drug or alcohol abuse. Growth groups are provided to help students gain a better understanding of alcohol and drug abuse, to assist students who are affected, and to provide positive ways of dealing with the process of growing up. Students in need of information should contact the guidance counselor.

Any parent/guardian who is divorced or separated is asked to provide the district with information on custody right as directed by a court order. A CONFIDENTIAL QUESTIONNAIRE FOR SEPARATED/DIVORCED PARENTS can be obtained in the office.

REGULATIONS FOR BUS RIDERS

The bus is considered to be an extension of the classroom; therefore, students are expected to act appropriately. The following behaviors are also expected from all students:

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus. Do not throw anything out of the window.
3. Scuffling, fighting, and obscene language are forbidden. Loud talking distracts the driver.
4. Bus riders will not litter the bus with food or other debris. Keep aisles clean.
5. Bus driver is asked to report any misconduct to the transportation supervisor.
6. The bus driver is to be in complete charge while on the bus.
7. Animals and pets are not allowed on the bus.
8. No cell phones, music players, electronic games, etc., students need to hear the driver instructions.
9. The bus driver and administration have the right to assign seats if they feel it is in the best interest of bus safety.
10. Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding.
11. Profane or indecent language will not be allowed.
12. No smoking on the bus or at the bus stops.
13. Damage to a bus by an individual, other than regular usage, will be paid for by the rider.
14. Be at the loading place at the scheduled time, morning and afternoon. The bus driver does not have to wait for students who are late. Parents and students will be informed of all time changes. However if the student is on time or ahead of time, he must wait until the scheduled time.

15. Each driver will have to use his own discretion in this area. However, it should be understood that even a small wait will throw off the entire schedule and other students on the route will be picked up late.
16. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after the driver blows his or her horn twice when safe. A sound of the horn (one long blow) means to stay on the side of the road and wait for the driver to give information when it is safe to cross.
17. Inform the driver, if possible, when riders will be absent.
18. Absolute quiet when approaching a railroad crossing sign.
19. In case of road emergency, children are to remain in the bus.
20. Help look after the safety and comfort of small children. Bus riders are expected to be courteous to fellow pupils and the driver.
21. The emergency door shall not be used except in an emergency or safety evacuation drill.
22. The driver will not discharge riders at places other than the regular bus stop, home, or school, unless there is proper authorization from the parent or school official. Bus passes are issued in the office.
23. Wait until the bus comes to a complete stop before attempting to enter the school bus.
24. Bus riders are not permitted to move toward the bus at the loading zone until the bus has been brought to a complete stop. Stay back five feet from loading point until the bus has come to a complete stop.

INCLEMENT WEATHER

Announcements will be made on the local radio stations if busses are delayed or canceled. If a particular roadway is unsafe for travel due to road conditions, the parent/guardian will be notified by the administration. If the parent is not able to make alternate transportation arrangements the student's absence will be excused.

MISCONDUCT

Students that are reported to administration for bus misconduct may receive one or more of the following:

1. Warning
2. Suspension from bus privileges for up to 5 days
3. Recommendation for expulsion from the bus and/or school
4. Restitution
5. Notification of Law Enforcement

Student's and parent(s)/ guardian(s) have the right of DUE PROCESS in any disciplinary action.

CO-CURRICULAR TRANSPORTATION

Special transportation privileges will be provided for special trips, co-curricular activities and after school activities in co-curricular transportation rules apply to co-curricular transportation. Bus rider rules apply to co-curricular transportation with some special exceptions to the regular route rules and more specific rules as follows:

GENERAL RULES

1. The school district is liable for the safety of student participating in school sponsored activities.
2. Student spectators are the responsibility of the school district when they ride to the event on school-provided transportation.
3. Participating students are required to ride the school transportation. The administration may determine emergency situations.
4. In all cases, students who ride school transportation to events are required to return to River Ridge on the same transportation. Exceptions may be made on the return to River Ridge upon a parent's written request. Students cannot be excused to go home with friends, boy/girl friends, etc. It is felt by the River Ridge School District that, win or lose, the ride home on the bus as a team is something all athletes should experience.

SPECTATOR BUSES

1. A minimum of 30 spectators must sign up in order to have a bus provided for an extra-curricular activity.
2. A fee will be charged at a student and adult rate.
3. Students from other schools may ride pending payment in advance and permission from the administration.
4. Students who sign up must ride the bus and may not cancel once the cancellation deadline has passed except for an emergency.
5. Students may not enter the bus once it is parked at the event until the end of the event.
6. Students must remain at the event unless they receive permission from the supervisor.

STUDENT FEE

Certain courses, activities and services require a fee to be received from the student. Students will be notified of fees due and the fees will be collected during the first week of school.

STUDENT AID PROGRAM

Students who cannot afford to pay for required materials and supplies, because of the financial condition of their family, may request assistance from the school district. Applications can be obtained from the administration.

STUDENT FINES

Fines will be assessed when school property is abused and may be in the form of cash or work study, at the discretions of the administration.

AWARDS/LETTERS

Criteria for awards and letters shall be determined by the coach/advisor/teacher of each sport or activity.

Awards will not be given to students who do not complete the season or event except in exceptional situations.

VALEDICTORIAN/SALUTATORIAN

Each year the senior student achieving the highest grade point average based on academic letter criteria shall be named valedictorian and the student achieving the second highest grade point average will be named salutatorian and will be provided an opportunity to speak at the graduation ceremony. In the event co-valedictorians are named because of a tie in grade point averages, there will not be a salutatorian named.

STUDENT COUNCIL

Purpose: To create better communication among students, staff and community through school policy and its application and to initiate changes in such policy and to promote civic responsibility within the student body.

NATIONAL HONOR SOCIETY

Purpose: To recognize and award high achieving students

Qualifications: Students must be a member of the 10th, 11th, or 12th grade, have a cumulative grade point average of 3.25 on a 4.0 scale and has been in attendance at River Ridge for at least one (1) semester.

The candidates will be selected on the basis of service, leadership and character. The final selection procedure for membership shall be by majority vote of the faculty council.

STUDENT VOLUNTEERS/EXTRA-CURRICULAR SERVICE

Programs, activities and events are offered as a privilege to River Ridge students to provide opportunities to become well rounded young adults in our community. At times, the assistance of students will be needed to assure the effectiveness and efficiency of the program, activity or event. Students are encouraged to become involved as volunteers. Volunteers will be used a clock

workers, statisticians, volleyball linemen and other positions needed by a class, club or organization. Volunteers can also provide services important to the program or activity such as serving at banquets, dragging the ball diamond, etc. Students wishing to participate as volunteers shall contact the appropriate supervisor/teacher or coach.

If volunteers can not be found for a particular position or service, the class, club or organization may pay a flat fee or minimum wage to obtain assistance from a student.

ACTIVITY PASS

In order for students to attend a broad spectrum of extra-curricular activities, a reduced rate ACTIVITY PASS is offered to students and citizens of the district for events which an admission is charged. The pass entitles the holder to admission to all fall and Winter River Ridge athletic events. It shall not be valid for WIAA conference tournaments, banquets or other specifically excluded events.

COURTESY PASSES

Students who assist with concessions, are performing in pep bands, acting as linemen, ect., will be issued a one event-one activity pass by the coach, teacher or advisor involved and the pass must be given to the ticket taker to gain entrance. Students participating as players, managers, statisticians, video taper, clock workers, etc. will be issued a temporary pass for the season by the coach, teacher or advisor involved.

Passes will be issued at the beginning of the school year in the office. The following rules will be enforced for the use of passes:

1. All temporary season, courtesy and regular ACTIVITY passes, must be shown to the ticket taker to gain entrance to the activity or event.
2. Lost or stolen passes must be reported to the office in order to receive a replacement, however until it is reported and replaced, admission will be charged.
3. If a pass is lost, stolen or forgotten, admission must be paid as an individual event.
4. Passes are non-transferable.

Abuse of passes will result in the revocation of the pass.