

**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 of 1995

CIVIL RIGHTS POLICY

STATEMENT OF COMPLIANCE WITH FEDERAL LAW

The River Ridge School District Board of Education complies with all Federal laws and regulations of the prohibiting discrimination and with all requirements and regulations 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, religion, national origin or ancestry, age, sex, marital status or handicap shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in employment or in any education program or activity for which it is responsible or for which it receives financial assistance from the U.S. Department of Education.

Adopted by the River Ridge Board of Education, March, 1995.

Complaints are to be addressed to Kay Schmitz, 9104 Hwy 18, Mt. Hope, Wisconsin 53816

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 board 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.

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 no longer have a legal obligation to attend school but 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. 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 old 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**)
 - 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' 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 High School 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 High School Discipline Policy for penalty.

GENERAL INFORMATION

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

Lost and Found items can be located in the office.

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 9-12. 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. The office will send transcripts for students without an outstanding balance of fees and fines.

PROGRESS REPORTS

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

SCHEDULE/SCHEDULE CHANGES

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

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.

Guidelines for a senior class trip that have been approved by the Board of Education will be given to each senior before a trip can be planned.

DANCES

Each senior high school class may sponsor one (1) dance per year excluding Junior Prom and Winter Festival. 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.

Sock hops may be held after Friday night athletic events with permission from the administration. The organization having the concession at the athletic event has the first chance at holding the sock hop, or other organizations on a first come, first served basis. All sock hops will end at 12:00p.m.

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 pop 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.

HOT LUNCH/MILK TICKETS

Free and reduced 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

Each student receives a notice from the lunch machine when he/she has an amount left for less than two (2) meals. He/she is notified of the new balance each time, by the lunch machine, after his/her card has been punched for a meal. When the balance reaches \$10.00 in deficit, the student would no longer be permitted to eat the regular meal or receive extra milk, but will be given a peanut butter sandwich and milk, with no milk break, until the account has been taken care of.

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 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 High School 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. 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.

CHANGING MONEY AND SCHOOL SUPPLIES

Change and school supplies may be obtained I the school office, **before school only**.

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 High School 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 AND FUND RAISING MONEY

1. The name of the River Ridge District Internal Account is the River Ridge High School 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 to 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 any 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 students 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 amasses 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 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 High School Discipline 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 High School 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 High School 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 for not less than 1 year.)

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 High School 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.

The notice of the policy is included in the student handbook.

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. The notice of this policy is outlined in the student handbook.

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 High School Discipline Policy.

SEXUAL ABUSE/HARASSMENT

Student should respect the privacy of others at all times. To abuse, torment, tease or harass students with any sexual overtones is strictly prohibited.

See High School Discipline Policy for penalty.

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 High School Discipline Policy for penalty.

FIGHTING

Fighting is not allowed.

See High School 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 High School 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 High School 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 High School 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
3. Forensics and Dramatics
4. State and local music competition – Band and Choral
5. National, State and local FFA competition
6. Blackhawk Honors Chorus and Band
7. Dorian Festival and Swing Choir
8. Academic Decathlon
9. Flag Corps

10. Yearbook and Timberwolf Times Staff
11. Class Officers and Student Council Members
12. National Honor Society
13. Marching Band/Jazz Ensemble/Pep Band
14. Prom or Winter Festival 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.

TIMBERWOLF ANNUAL STAFF

Purpose: To give students experience in the production and publication of the High School Yearbook. To provide practical training in art, photography, journalism and editing.

Qualifications: Open to all students, grades 9-12, in good standing and doing satisfactory work in all scheduled classes. Persons joining the staff should be willing to work on all jobs to which they are assigned.

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.

FUTURE FARMERS OF AMERICA (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.

CHEERLEADING

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.

STUDENT PUBLICATIONS

Purpose: To report school events, develop skills of written expression, instill standards of journalistic taste and to serve as a resource of entertainment and enlightenment.

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

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, team-work, 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 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. Varsity athletes may attend a WIAA State Tournament, as a spectator, if the tournament is for the sport in which they have been a participant. Tickets, transportation, lodging, and meals will be the responsibility of the athlete.
2. Any student, other than those authorized to attend as a spectator by participation on the varsity squad, may attend, but the absence will be unexcused and detentions will be issued.
3. 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.

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 are required for a high school diploma from River Ridge High School. Each student must carry at six and one-half (6.5) credits a year. One-half credit is granted for the successful completion of a course which meets five times weekly throughout the semester. Students enrolled in the school to work program may carry 6 credits per year.

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.

TRANSPORTATION

BUS RIDER RULES:

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. The rules acknowledgment form must be turned in to the office within two weeks or bus privileges may be suspended.
2. Riders are expected to obey the bus driver.
3. Shoving, pushing or horseplay is not is not permitted in or around the bus.
4. Profane or indecent language will not be allowed.
5. The bus driver and administration have the right to assign seats if they feel it is in the best interest of bus safety.
6. Animals and pets are not allowed in the bus without prior permission from the administration.

7. Smoking is not permitting on the bus.
8. The emergency door shall not be used except in an emergency or safety evacuation drill.
9. Food or beverages shall not be consumed on any regular bus routes.

Prior to boarding, the bus riders should:

1. Leave home early enough to arrive at the bus stop time. The bus will come to a complete stop but will not wait for students. Wait until the bus comes to a full stop before approaching or attempting to board the bus.
2. Wait for the bus in a safe place well off the roadway. Walk facing the traffic if there are no sidewalks. Stay off traffic lanes at all times while waiting for the bus.
3. Enter the bus in an orderly manner and take a seat.

While riding the bus, the bus riders should:

1. Follow the instructions of the bus driver at all times.
2. Remain seated while the bus is in motion. Changing seats while the bus is moving is not allowed.
3. Keep head and arms inside the bus at all times and refrain from throwing anything out the windows.
4. Keep aisles clear at all times.
5. Remain quiet and orderly. There must be absolute quiet when approaching railroad crossing.
6. Be courteous to the driver and fellow passengers.

While unloading, the bus riders should:

1. Be alert to traffic when leaving the bus.
2. All students must cross the street in front of the bus.
3. Students will only depart from the bus at their regular stop, at home or at school unless authorized by the principal.

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:

Exceptions:

1. Food and beverages may be consumed on busses at the discretion of the bus driver.

GENERAL RULES

1. All students and participants making a co-curricular trip must return on the same bus. Parents/guardians wishing to take their child home from the event must give the request in writing to the coach/advisor or bus driver. Students may not ride home with any person other than their parent unless permission is obtained from the principal.
2. Students who do not wish to use district transportation and wish to ride home with another parent must bring permission slip from his/her parent/guardian, preferably the day before the event. In any case the permission slip must be presented to the principal in order to ride home with anyone other than a parent.
3. No student may drive other students on trips scheduled through the school, including field trips and extra-curricular activity trips, without written permission from all the parents involved and approval by the administration. The Board strongly discourages student driving and recommends students use district transportation.

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 FEES

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 as 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, ect. 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, cheerleaders, clock workers, ect. 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 a san individual event.
4. Passes are non-transferable.

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

MASTER AGREEMENT

GREAT RIVER EDUCATION
ASSOCIATION OF TEACHERS

AND

RIVER RIDGE SCHOOL DISTRICT

2005-2007

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ARTICLE I. - PREAMBLE

The Board of the River Ridge School District and the Great River Education Association of Teachers (GREAT) agree that the educational welfare of the children of the District is paramount in the operation of the Schools. The parties further agree that the development and fulfillment of educational programs of the highest quality require harmonious relationships among the Board, the administrative staff and the teaching staff. The general intent of this agreement is to further the purpose of the parties in providing maximum educational opportunities for the District.

ARTICLE II. - RECOGNITION

The Board recognizes GREAT as the exclusive bargaining representatives on wages, hours and conditions of employment for all contracted certified teaching personnel, excluding the following personnel:

1. Substitutes.
2. Director of Pupil Personnel/Psychologist/Special Education
3. Administrative Personnel.
4. Supervisors.
5. Interns, practice teachers

ARTICLE III. - DEFINITIONS as used in this agreement

- A. BOARD - shall mean the School Board of the River Ridge School District.
- B. SUPERINTENDENT - shall mean the District Superintendent of the River Ridge School District.
- C. ADMINISTRATORS - shall refer to the Superintendent, High School Principal, Middle School Principal and the Elementary School Principal and administrative assistants.
- D. ASSOCIATION - shall mean the GREAT Association.
- E. JOINT NEGOTIATIONS COMMITTEE - shall mean the committee composed of members representing the Board of Education and committee members representing the GREAT Association.
- F. TEACHING PERSONNEL - shall mean the contract certificated teaching employees of the school district.
- G. DISTRICT - shall mean the River Ridge School District.
- H. CONSULTANT - shall mean a resource person called upon by either party.

ARTICLE IV. - MANAGEMENT RIGHTS

Except as otherwise expressly provided in this agreement, the management of the school system and the direction of all personnel are vested exclusively in the District, including but not limited to the right to hire; the right to discharge, suspend, or otherwise discipline; the right to establish revise and enforce reasonable rules; the right to transfer; and the right to determine hourly and daily schedules of employment. The District shall be the exclusive judge of all matters relating to the conduct of its business, including but not limited to the buildings, equipment, methods and materials to be utilized. Nothing in this agreement shall limit in any way the District's contracting or subcontracting of work or shall require the District to continue in existence any of its present programs in its present form and/or location or on any other basis.

Specifically, the Board of Education, on its own behalf, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by applicable law, rules and regulations to establish the framework of school policies and projects including but without limitations because of enumeration, the right:

- A. To the executive management and administrative control of the school system and its properties, programs and facilities and to the activities of its employees during working hours.
- B. To employ and re-employ all personnel and, subject to the provisions of law or State Department of Public Instruction regulations, determine their qualifications and their work assignments. In considering the above, the recommendations of the administration will be taken into account.
- C. To establish and supervise the programs of instruction, selection of textbooks and other teaching materials, the use of teaching aids, class schedules, hours of instruction and length of school year.

The exercise of the foregoing powers, rights, authorities, duties and responsibilities by the Board, the adoption of policies, rules, regulations, and practices in furtherance thereof and the use of judgement and discretion in connection therewith shall be limited only by the specific and express terms of this agreement and Wisconsin Statute, and then only to the extent such specific and express terms hereof are in conformance with the Constitution and laws of the State of Wisconsin.

ARTICLE V. - TEACHERS' RIGHTS

- A. Teachers shall have the right to self-organization and the right to form, join, assist or participate in the recognized organization (GREAT); to bargain collectively through representatives of their own choosing; and to engage in lawful concerted activities for the purpose of collective bargaining or other mutual aid or protection. Teachers shall also have

the right to refrain from any and all activities.

- B. No political affiliation or membership and participation with GREAT of teachers, or lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of the teachers.
- C. The Board shall make every reasonable effort to provide practicable health and safety protection measures for its employees.
 - 1. Safety and health rules shall be adequately communicated to all employees.
 - 2. Employees have a duty to cooperate in the application of the safety and health rules to protect their own safety and health and the health and safety of others.
- D. All rules and regulations governing employee activities and conduct shall be applied with reasonable uniformity throughout the District. The Board shall not issue individual teacher contracts which are contrary to the wages, hours and conditions of employment as agreed to by the Board and GREAT.
- E. Teachers required by the District, or any appropriate third party, to appear before it or the third party during scheduled work hours on school-related matters in which the District is an interested party shall not lose compensation, but shall remit to the District any payments received for such service, excluding expenses.
- F. Pursuant to Sec. 103.13 Wis. Stats., teachers shall have the right, upon request, to review the contents of their personnel file. A representative of GREAT may, at the teacher's request, accompany the teachers for this review.

ARTICLE VI. - TEACHING HOURS AND DUTIES

- A. Teachers are to be present and performing their duties during normal school hours. Teachers' working hours for all student contact days will be from 7:30 AM to 3:30 PM. All other contract days working hours shall be set by the Administration. In no event will this day be longer than eight (8) hours without first consulting with the Association.

Exceptions are:

- 1. Teachers are not required to remain on Friday, or the last student contact day of the week, after students have departed on the buses.
- 2. Teachers are not required to remain on the school premises after students have departed on the buses on the last day of school before vacation or on the days indicated on the calendar as early release, unless the early release of student is for staff development.
- 3. Teachers may be released, by the Administration, on an individual basis after the students have been dismissed to prepare for an evening activity scheduled at school,

to attend classes, keep medical appointments, etc.

4. Teachers are not required to remain at school after students have departed on the buses on days when school is dismissed early due to emergency conditions.
 5. No student activities or practices will be scheduled to begin before 3:30 PM on a records or inservice day.
- B. All teachers shall be required to attend staff meetings at the call of the principal or district administrator.
 - C. Teachers will continue to improve their classroom teaching performance.
 - D. Teachers will attempt to provide instruction according to the needs of each student.
 - E. The minimum duty free lunch period for teachers will be thirty continuous minutes per day.
 - F. The Administration shall attempt to relieve teachers of lunchtime playground duties.
 - G. Preparation time of one class period for 5-8 and 9-12 teachers will be scheduled in an eight (8) period day.
 - H. Teachers at the elementary level (4K-4) will normally be scheduled for a minimum of two hundred twenty-five (225) minutes per week of preparation time, scheduled in blocks of twenty (20) minutes or more during the student day.
 - I. The Board and Association recognize that class size is an important factor in good education. Every reasonable effort will be made to maintain a class size of twenty-five (25) or less in self-contained elementary classrooms.
 - J. In situations where elementary teachers are assigned a split/combo classroom, teachers will receive 6% of the base salary annually beyond the provisions of the salary schedule and one hour of teacher aide time per student days.
 - K. Teachers (5-8 and 9-12) with partial contracts of fifty percent (50%) or more shall be assigned at least one (1) prep period per workday, and their workday shall be in a continuous block of time. The meaning of this article is to provide one (1) prep for every four (4) classes. Teachers with partial contract of forty-nine percent (49%) or less shall be assigned prorated prep time equal to the percentage of their contract. (Example - 37% contract would mean 37% of a period for prep.)
 - L. Teachers (4K-4) with partial contracts will normally be scheduled for a minimum of two hundred twenty-five (225) minutes per week of preparation time prorated in the manner described in paragraph K.
 - M. A teacher traveling between schools shall have fifteen (15) minutes of travel time excluding

lunchtime and preps.

- N. Faculty members shall be allowed to attend home events, except tournaments, free of charge.
- O. Teacher-Initiated (Voluntary) Transfers. Teachers who desire to apply for a vacancy shall submit their applications, in writing, to the District Office within the time limit supplied in the notice. Applicants will be notified when the position has been filled. Employees who apply for the vacancy will be considered for the positions.
- P. Administrative-Initiated (Involuntary) Transfers. No teacher will be involuntarily transferred by the administration without a conference followed by a written notice from the District that will include the reasons for the transfer. A teacher so transferred shall have the right to resign immediately without penalty.

ARTICLE VII. - TEACHER EVALUATION

- A. Non-probationary teachers shall be evaluated at least once every three (3) years by a certified evaluator. Probationary teachers of the River Ridge System will be evaluated at least twice yearly. The evaluator shall write the comments in duplicate with the evaluator and teachers signing both copies. One copy will be given to the teacher involved; the other copy shall be placed in the teacher's personnel file.
- B. Compliments and/or complaints received from any source shall be brought to the attention of the administration and teachers. Such material, with the exception of compliments and/or complaints from fellow teachers, parents, and students, can be placed in the personnel file providing they follow the proper chain of command as per board policy and a copy of the statement is also given to the teacher. All teachers will be given an opportunity to write a rebuttal to be placed in the file. Compliments and/or complaints, as dated material, will be removed after five (5) years.
- C. Professional evaluation shall be based primarily but not limited to, the following:
 - 1. Professional growth
 - 2. Success in teaching
 - 3. Satisfactory staff and community relationships
 - 4. Effectiveness of working with students
 - 5. General attitude and leadership in curricular and co-curricular areas
 - 6. Additional performance observations within the scope of the teachers' responsibilities as a result of being employed by the district.
- D. If, on the yearly evaluation and/or other evidence placed in the teachers' file, the Board of Education feels that improvement is needed, the Board may or may not, at its discretion, have the teachers placed on probation for a period of up to one (1) year. All teachers who are placed on probation will have the reason for the probation and the conditions they must meet stated in a probationary letter. Teachers placed on probation a school year will return to the correct position on the salary schedule the next contract year.

ARTICLE VIII. - PROBATIONARY CONTRACTS

Teachers may be placed on probation any time during the school year with no loss of pay and will be given letters stating the reason for probation and a statement of the conditions to be met. All new teachers to the River Ridge School District are automatically placed on probation for the first, second, and third contract years (with no effect to increment advancement).

ARTICLE IX. - JUST CAUSE

No regular part-time or full-time certificated employee of the District will be dismissed, nonrenewed, disciplined or suspended except for just cause, after the initial three-year probationary contract period.

ARTICLE X. - CONTRACT RELEASE

Teachers signing a contract with the River Ridge School District do so with a sincere intention of fulfilling their term of said contract. In the case of unforeseen events or of professional advancement, the Superintendent should be notified prior to July 1, to obtain a release of said contract. After July 1, a 10-calendar day notice, in writing, must be given to the Board of Education accompanied with liquidated damages of two hundred dollars (\$200). Teachers who resign after August 1 shall pay liquidated damages amount of five hundred dollars (\$500) to the district.

ARTICLE XI. - COMPLETED CONTRACT

The parties agree that all items contained in the Master Agreement shall be reduced to writing, and the finished Master Agreement shall be signed by the Association and by the Board. All individual's contracts shall become a part of this Master Agreement.

ARTICLE XII. - TEMPORARY LEAVES OF ABSENCE

A. SICK LEAVE

At the beginning of every school year, teachers shall be credited with ten (10) days of sick leave to be earned during such school year. Teachers absent from duty because of personal illness, illness of a minor child, or injury shall be paid their full salary for a period of ten (10) working days per year. Unused sick leave may accumulate to a total of 120 days. When an employee accumulates enough unused sick leave to enable them to end the year with more than 120 days, they shall receive the rate of pay for a substitute for one-half the number of days not utilized in that year. This amount shall be paid to the teacher upon the completion of their contract for that year. By the first pay day of each school year, every teacher will receive a statement showing the number of sick leave days accumulated from previous years, number of sick leave days due this year, and the total number of sick leave days available to the teacher for the current year.

B. EMERGENCY LEAVE

Emergency leave is to be used in cases of serious illness, serious injury or death to a member

of the employees' immediate family. The immediate family is defined as father, mother, husband, wife, children, grandchildren, brother, sister, in-laws, grandparents, aunts and uncles, nieces and nephews. Employees will be granted such time off as is necessary to handle the emergency situation. If at all possible, requests for emergency leave shall be made in advance to the Superintendent. Employees absent under this clause shall be compensated for the lost time required to handle the immediate emergency situation, up to four (4) days annually. These four (4) days for emergency reasons are not to be considered a part of sick leave and are not cumulative. Final approval for emergency compensation shall be at the discretion of the superintendent. In all cases, employees are expected to make whatever arrangements necessary to return to work as quickly as possible. An advance of ten (10) days in case of need may be granted at the discretion of the Superintendent. Days compensated for shall be deducted from sick leave. Unusual situations and leaves may be granted at the discretion of the Superintendent, or his appointed designee, up to a maximum of three (3) days on their individual merit.

C. PERSONAL BUSINESS DAYS

Faculty members may use two (2) days per year for personal business, at the discretion of the teachers, with prior notice to the Superintendent and shall be non-accumulative. No more than three (3) employees will be approved for a personal leave day on a single school day.

D. MATERNITY LEAVE

Teachers must submit a notification of the need for maternity leave at least 90 days prior to expected date of delivery.

E. PROFESSIONAL DAYS

Faculty members may use one (1) professional day per teacher, per year which may be used for one of the following activities: seminars, conferences, workshops, staff development opportunities, or school visitations in their professional area. It may also be used, with prior approval, to work on an educational project for the betterment of the teacher's classroom or the betterment of education for the entire school. Participating teachers will be given the day at full pay with the District paying for the substitute teachers. Prior notice to the Superintendent is required. The District will reimburse the teachers for actual expenses, not to exceed \$200.00. The days are non-accumulative.

Process:

1. Teachers will submit the professional day plan to the Inservice Council. The council will review the plan and submit it to the administrator with a recommendation.
2. Administrator has final decision of approval.
3. It is the teachers' responsibility to complete inservice forms with the detailed information and return with confirmation certifying they were in attendance at activity.

Extra Inservice Day

1. The Extra Inservice Day is essentially a professional day. Faculty members may receive full pay for one (1) day per year taken outside the regular contracted days for one of the following activities: seminars, conferences, workshops or school visitations in their professional area. Extra Inservice days are not cumulative. The teacher will receive a day's pay for a day's inservice as well as be reimbursed for actual expenses for that day, not to exceed \$200.00. Process: Same as Professional Day.

F. EDUCATION LEAVES OF ABSENCE

An unpaid leave of absence may be granted to a teacher by the Board of Education for the purpose of furthering the teacher's education. The teacher must request the leave at least three months prior to the leave of absence. The teacher must notify the Board by February 1 of the year of absence of intent to return. Unpaid leaves of absence will be limited to three (3) per year for the district. Teachers must be employed by the district for a minimum of five (5) years prior to being granted an educational leave of absence. Teachers will be granted no more than one leave of absence per five (5) years of employment with the District. The teacher may continue to participate in the District insurance plan during the leave of absence, with the teacher paying the premiums.

G. MEDICAL LEAVES OF ABSENCE

An unpaid leave of absence may be granted to a teacher by the School Board for medical purposes. In considering such requests, the School Board will follow the criteria established by the Family Medical Leave Act of 1993 and/or Wisconsin State Statute 103.10 (Family or Medical Leave).

H. LEAVES FOR UNUSUAL OR SPECIAL CIRCUMSTANCES

Leaves for unusual or special circumstances may be granted at the discretion of the Board of Education.

ARTICLE XIII. - PHYSICAL EXAM

A verification of physical examination and chest x-ray or skin test as stipulated by Section 118.25 of the Wisconsin Statutes is required of all employees upon entering the River Ridge System and thereafter as required by law. The Board may request a new examination at any time. Continuance of employment is dependent upon the health status of employees as determined by such examination. The District will pay for the examination or reimburse teachers for the portion of an examination required by law.

ARTICLE XIV. - INSURANCE

A. Health, Dental and Optical Insurance

The Board of Education will pay 100% of the monthly cost of the family or single health, dental and optical insurance for all faculty members except as noted below. The selection of the companies to provide these benefits will rest with the Board. However, the benefits to be offered will not be less than those now offered under the present policies of the River Ridge School District. The District will pay the premium payment through August for teachers not returning to the District. When a teacher's employment ceases before the end of the school year, the District payment will stop when employment ceases. Teachers currently employed by the District and signing a new contract for the following year shall have the premium paid until the new contract takes effect. Insurance coverage for new faculty members will commence on the first day of employment. The first day of employment shall be defined as the day on which the new employee assumes any duties provided for in any contractual agreement between the employee and the District. Any teacher who is employed at less than a full-time level shall receive employer-paid insurance benefits pro-rated to the percentage of full-time at which the teacher is employed. Any teacher who is involuntarily reduced from a full-time position to less than a full-time position shall continue to receive full benefits as if they were still a full-time teacher for a period of two (2) years subsequent to their last full-time teaching year.

B. Long Term Disability Insurance

A group long-term disability insurance plan shall be made available to all teachers with the District paying the premium for the policy.

C. Term Life Insurance

Teachers are eligible for term life insurance after six months of paying into retirement, the amount being equal to the teachers' salary for the school year. The Board of Education will pay twenty percent (20%) of the premium, in addition to the premium paid by the teacher.

ARTICLE XV. - SCHOOL CALENDAR

A. The teachers' work year shall consist of 188 contract days. A breakdown of these days will be attached to the calendar.

B. School calendar will be approved by the Board and the Teacher Negotiating Committee and attached to the Master Agreement. In the event that no agreement is reached between the Board and the Teacher Negotiating Committee before the end of the current school year, the Board shall have the right to establish a calendar for the next school year at its Regular School Board Meeting in July.

C. School days lost because of unusual circumstances will be made up as determined by the Board and Administration after consulting with the Teacher Negotiating Committee.

D. Any school days lost because of unusual circumstances (to include days lost due to weather) shall not be made up during the negotiated Easter break *unless mutually agreed upon*.

- E. Teacher's hours are from 7:30 a.m. to 3:30 p.m. which will include student contact hours from 8:00 a.m. to 3:15 p.m. This will cause an accumulation of additional contact hours of seventy-three and one half hours (73.5) in a one hundred eighty-eight (188) day school year. If four or five days are used for inservice with two or more days remaining, one day will be forgiven; if one day remains, classes will be held as usual.

ARTICLE XVI. - SALARY

A. Salary

Salary payments shall be made on the fifteenth (15) and the thirtieth (30)/ (last day of February) of the month. Teachers shall have the option to take their paycheck in twenty-four equal installments or in eighteen equal installments for that school year. This policy begins on the 15th of September for every contract year. Each teacher must select the installment of his or her choice no later than September 1 of each year. Deductions may be set up by September 15th or January 15th. Payments made in eighteen installments will commence September 15th and end May 30th. Payments made in twenty-four installments will commence September 15th and end August 30th.

- B. The teaching salary schedule and the supplemental salary schedule are hereby made a part of this agreement. (Appendix C)

C. Voluntary Payroll Deductions (For eligible teachers)

1. Group Life Insurance through the State Retirement System
2. Group Disability Income Plan
3. Annuities through the State Retirement System
4. Tax Sheltered Annuities
5. Cancer Insurance
6. GREAT, SWEA, WEA AND NEA dues will be taken from the September 30th, through August 30th checks of all teachers joining these organizations and signing individual authorization forms. These deductions shall be made from the last check issued each month beginning with September 30th.

- D. Newly hired experienced teachers shall be given full credit for no more than eight (8) years of teaching experience outside of the district.

- E. Teachers with one-half a year in the system shall be granted a full year's credit on and after the second contract.

- F. All vacancies will be posted to current faculty before public notification.

G. The summer rate will be \$18.00 per hour. Summer rate will be paid for summer school teachers including curriculum development and for any hours in which employees agree to work for the District. Attendance at a summer workshop or clinic is not considered part of an employment assignment of the District. Part-time teachers required to attend curriculum alignment inservices on their off days will be paid at their per diem rate.

H. Driver Education: Certified instructors teaching behind-the-wheel instruction outside of regular school hours will be paid at a rate of \$18.00 per hour.

I. Extra Duty Pay

The Extra Duty Schedule is attached to this agreement, Appendix A. Faculty members volunteering for duties shall be paid \$15.00 per event. Duties may include but are not limited to selling tickets other related duties for volleyball, football and basketball games; wrestling matches, concert supervision, dance chaperones, and bus supervision. All faculty payments for ticket selling shall be made to the scholarship fund. Payment for other extra duties shall be paid to the faculty member within thirty (30) days of the duty.

J. Bus chaperones will be paid \$6.00 per hour, with a \$20.00 minimum per trip.

K. Compensation for extra curricular assignments shall be based upon the BA column of the Master Agreement. A first year coach/advisor will be paid the agreed upon percentage of the BA-1 step on the salary schedule. The percentage to be used will be found on the Extra Duty Schedule. Each succeeding year of experience in the same extra-curricular assignment will move the teacher down one step in the BA column.

L. The school shall attempt to hire substitutes for absent teachers regardless of the field. Ten dollars (\$10.00) per period will be paid to teachers for any class the teachers take during their designated preparation period or regular class period.

M. Allowable mileage is reimbursable at current IRS rate.

Allowable mileage is defined as:

1. Approved trips on school business such as conferences, workshops, etc.
2. Travel between the Middle School and High School, or the reverse, when it is part of a teacher's scheduled day.

N. Continuing Credits

- a) Credit earned by a teacher to move horizontally on the pay scale must be graduate level courses that pertain to the teacher's professional growth. These credits must be

approved in advance by the Superintendent. Exceptions to the graduate level requirement for movement across the salary schedule must be approved by the Board.

- b) Continuing Education Units (CEU'S) can also be used to move across the pay scale. Thirty (30) CEU's are equivalent to one credit as approved by the administrator.
 - c) If the District asks a teacher to fill a position for which the teacher is not fully certified, the District shall pay for the alternate license. If the teachers go to school for personal advancement or to keep up current licensure, teachers will pay their own expenses.
 - d) An official transcript or grade report must be submitted to the Superintendent before salary schedule advancement. Spring or summer semester official grade report(s) must be submitted by September 1st and fall semester grade reports by February 1st. Salary adjustments will begin the second payday in September or the second payday in February. Failure to submit official grade report(s) in a timely fashion will delay the salary adjustment to the next salary adjustment period (September or February).
- O. Due to the increasing importance of permanent records, no final checks shall be issued to teachers until all required reports are completed.

P. Teacher Retirement

The school district shall pay both the employer and employee share for State Teachers Retirement System. This provision includes payment of STRS on all extracurricular salaries.

ARTICLE XVII. - RETIREMENT

The Board of Education agrees to make it possible for its full-time teachers, who have at least twenty (20) years of experience in the West Grant or Bloomington School District and what is now the River Ridge School District, to elect retirement upon reaching the age of fifty five (55) or older.

The Board agrees to pay retirees \$1,500.00 for each year of retirement up to a maximum of \$7,500.00 for up to five (5) years of retirement.

For each retiree, the Board will pay an amount equal to the single or family health insurance premium for the plan covering District employees during the last contracted year the employee served the District. Payments will continue for the same period of time as the retirement period.

This paragraph is subject to the following:

- A. Purchase of insurance is subject to the rules and regulations of each district insurance provider pertaining to eligibility for participation.

- B. If the District insurance will not cover retirees, or if the retirees choose direct payment, the District will pay an amount equal to the single or family health insurance premium for the plan covering District employees during the last contracted year the employee served the District. If a direct payment, taxes are a responsibility of the employee.
- C. Teachers who wish to be considered for retirement must make application by March 1st of the year prior to the school year in which retirement begins.
- D. Individuals on a family health plan at the time of retirement may later change to a single plan. If retirees are receiving single coverage at retirement, they may not change to a family health plan.
- E. This retirement policy shall apply only to teachers who retire at the conclusion of the 2005-2006 school year and thereafter, and shall not be retroactive to teachers who retired prior to the effective date of this Agreement. This policy shall not apply to any discharged, terminated or non-renewed employees.
- F. Payment for each year of retirement will be made in twelve (12) equal installments beginning on September 15th of each year until payments terminate.
- G. Recall Limitation - Teachers electing to retire under this program shall retain no re-employment right with the District nor any other rights or benefits except those specified within this retirement provision.
- H. Upon the death of a retired teacher prior to five years after the date of retirement, the surviving spouse will receive the remaining insurance benefit for the remainder of the five years. The surviving spouse will not receive the remainder of the annual cash payments.

ARTICLE XVIII. - LAY OFF PROVISIONS

- A. When in the judgment of the Board a layoff of personnel should occur, the Board agrees to make the layoff at the end of the school year for the succeeding year. Teachers must be notified by March 15, as in accordance with State law, regarding non-renewal. When the layoff needs to occur, the Association shall be notified at least two weeks in advance and given the opportunity to discuss it with the Board.
- B. Criteria used in determining layoffs shall be as follows:
 - 1. Teaching seniority in areas of certification shall be the criteria for determining layoff:
 - 2. No later than February 1st of any school year, the Board shall develop and the Association shall verify a seniority list, which shall rank all employees in the bargaining unit according to their length of service to the District.

3. Due to layoff, teachers will be transferred to another department or grade provided that they are certified at the time the layoff occurs.
4. Transfers due to layoff will involve the total position. Partial transfers will not be allowed, however this shall not be interpreted to include extracurricular positions. (Example: a transferred staff member must be able to assume the total position not just part of a combined position.)
5. In the event that the seniority and licensing results in a tie, seniority shall be measured by the date the board minutes approved the teacher's contract.
6. Seniority shall include all service to the River Ridge School District and all service to the West Grant School District or all service to the Bloomington School District. Employees shall retain all previously held seniority earned in service to the River Ridge School District if the employee returns to employment with the District within five (5) years of ending employment with the District.

C. Rights of teachers of layoff

1. Fully laid off teachers may continue group insurance coverage on a fee basis in accordance with state and federal law. Partially laid off teachers shall be governed by Section A. of Article XIV.
2. Employees on full layoff shall retain the same amount of seniority, sick leave as they had accrued as of the date they were laid off.
3. Recall rights shall be limited as follows:
 - a. Probationary teachers shall have no recall rights.
 - b. Employees who have finished the initial probationary period shall, if laid off, have recall rights for two (2) years after the layoff.
 - c. Employees eligible for recall will be notified of available positions in writing by the administration. Employees on layoff are responsible for maintaining current address information with the District office.
4. No employee on full or partial layoff shall be precluded from securing other employment while on layoff status.
5. Employee who refuses a recall request of a position with similar full time equivalency of the employee's original position shall forfeit recall rights.
6. Acceptance of a part time position with the district does not relieve the district of the need to offer the previous full time position if the teacher was laid off from a full time position.

ARTICLE XIX. - GRIEVANCE PROCEDURE

A. MISCELLANEOUS TERMS AND PROVISIONS

1. **RIGHTS TO REPRESENTATION:** Any aggrieved party may be represented at all steps of the grievance procedure by a representative(s) selected or approved by the Association and the aggrieved party. No employees shall be required to discuss any grievance if the Association's representative is not present.
2. **DAYS:** The term "workdays" in this Article shall exclude Saturdays, Sundays and legal holidays.
3. **TIME LIMIT:** The time limits indicated at each level should be considered as a maximum and every effort should be made to expedite the process. If a grievance is not filed or processed within the time limits or mutual extensions thereto specified herein, it will be deemed waived. If a written response from the employer is not given within the time limits specified, or mutual extensions thereto, the grievance will be deemed resolved in favor of the grievant, and the remedy requested will be imposed.
4. **RELEASE FOR GRIEVANCE PROCESSING:** Grievances or potential grievances may be processed during working hours in order to arrive at a decision as soon as possible. When grievances are processed during the work day, the grievant and the grievant's representative shall be released without loss of pay or other benefit.
5. **CONSOLIDATION OF GRIEVANCE:** Grievances of the same type, with similar situations, shall be consolidated.

B. PROCEDURE

The purpose of this procedure is to provide an orderly method for resolving grievances. A grievance is an alleged violation of a specific clause or section of this agreement. A determined effort shall be made to settle any such differences at the lowest possible level in the grievance procedure. Meetings or discussions involving grievances or these procedures shall not interfere with teaching duties or classroom instruction. Grievances can be filed by aggrieved persons.

STEP 1

The aggrieved person shall have fifteen (15) work days immediately following the day the condition causing the grievance occurred, shall report the grievance, shall state the issue involved, contract provision involved, and relief sought to the principal or immediate supervisor of the aggrieved persons. The aggrieved persons at their own option may be accompanied by one other member of the Association and/or legal counsel when presenting the grievance.

STEP 2

Should the aggrieved persons feel that the condition was not remedied to their satisfaction in Step 1, the grievance shall be reduced to writing and presented personally to the District Administrator no later than five (5) work days after informal settlement discussions at Step 1 failed to result in agreement, but in no event more than fifteen (15) work days following the day the condition causing the grievance occurred. Again in this step, the aggrieved persons may at their option be accompanied by one other member of the Association and/or legal counsel when presenting their grievance. The District Administrator will reply in writing to the aggrieved persons within five (5) work days after receipt of the grievance.

STEP 3

Should the aggrieved person feel the condition is not remedied to their satisfaction after Step 2, they shall within five (5) work days after written response from the District Administrator in Step 2 again restate their case in writing addressed the Clerk of the School Board of Education and delivered to the District Administrator. The Board of Education shall hear the grievance at the next regular or special meeting at which the grievance may legally be heard. The aggrieved persons may be present personally and may, at their option, be accompanied by one other member of the Association and legal counsel. The Board shall supply a written decision within ten (10) work days of this meeting to the aggrieved persons. The time for answering any grievance in Step 1, 2, or 3 may be extended by mutual agreement of both parties. The written grievances shall be on a form provided by the District and shall give a clear and concise statement of the alleged grievance including the facts upon which the grievance is based and issues involved, the contract provision involved, the relief being sought, and the dates the alleged grievance took place.

STEP 4

If the grievants are not satisfied with the disposition of the grievance at Step 3, the Association may, within fifteen (15) work days of receipt of the Step 3 disposition submit the grievance to arbitration by a staff member of the WERC, whose rules and regulations shall likewise govern the proceedings.

The arbitrator shall schedule a hearing on the grievance and, after hearing such evidence as the parties desire to present, shall render a written decision. The arbitrator shall have no power to advise on salary adjustment, except as to the improper application thereof, nor to add to, subtract from, modify or amend any terms of this agreement. The parties shall share equally in the costs of the arbitrator.

However, each party is responsible for its own cost of representation, witnesses, transcripts and other associated expenses.

ARTICLE XX. - FAIR SHARE

- A. The Association, as the exclusive representative of all of the employees in the bargaining unit, will represent all such employees, members and nonmembers, fairly and equally, and all employees in the unit will be required to pay, as set forth in this section, their fair share of the costs of representation.
- B. The Employer shall deduct from the wages of such employees, upon authorization by them, the dues of the United Teacher Profession (National, State, UniServ and Local Association dues). These dues will be deducted in equal installments beginning with the September pay period and continuing through August. The sum so deducted shall be paid directly to the Treasurer of the Association before the end of the month in which the dues were deducted.
- C. The Association shall provide the Employer with the names of the employees who are members of the bargaining unit and other related information that will allow the Association to determine the amount of dues to be deducted from the wages of employees.
- D. In the event that certain bargaining unit employees choose not to become members of the Association, the employer shall be required to deduct from the wages of said non-members an amount equal to the dues of member employees as their fair share of the cost of representation. Deduction shall occur at the same time, and in the same manner for those holding Association membership.

The Association shall inform the board by August 25th of each year of the amount of dues established by United Teaching Profession. In the event teachers terminate before the total amount is deducted, the Board is under no obligation to the Education Association for the balance owing.

Written authorization for dues deductions shall be irrevocable for a period of one year or until the termination date of the present Agreement between the parties, whichever occurs sooner.

- E. As individuals subject to this section leave or enter the employment of the District during the school term, the employer will provide the Association with a list of such changes as soon as practicable.
- F. The Association shall provide employees who are not members of the Association with an internal mechanism within the Association which allows those employees to challenge the fair share amount certified by the Association as the cost of representation and receive, where appropriate, a rebate of any monies determined to

have been improperly collected by the Association pursuant to this section.

- G. Nothing in the foregoing shall prevent Association members, or those subject to the fair share payments, from transmitting dues/payment directly to the Association Treasurer in a lump sum payment. In the event that the lump sum payment is made, the Association will promptly inform the District.
- H. The Association and the Wisconsin Education Association Council do hereby indemnify and shall save the District harmless against any and all claims, demands, suits, or other forms of liability, including court costs, that shall arise out of, or by reason of, action taken or not taken by the District, in which District action or nonaction is in compliance with the provisions of this Article (Fair share Agreement), and in reliance on any lists of certificates which have been furnished to the District pursuant to this Article provided that the defense of any such claims, demands, suits or other forms of liability shall be under the control of the Association and its attorneys. However, nothing in this section shall be interpreted to preclude the District from participating in any legal proceedings challenging the application or interpretation of this Article (Fair Share Agreement) through representatives of its own choosing and at its own expense.

ARTICLE XXI. - TERMS OF AGREEMENT

- A. This agreement shall be in effect from July 1, 2005 and shall remain in effect through June 30, 2007.
- B. In the event that the parties do not reach a written successor agreement to this Agreement by the expiration date of this Agreement, the provisions of this Agreement shall remain in full force and effect during the pendency of negotiations and until a successor agreement is executed provided, however, that this Agreement shall not have a duration of more than three years.
- C. Except as this Agreement shall hereinafter otherwise provide, all terms and conditions of employment in effect at the time this Agreement is signed, as established by the rules, relations, and/or policies of the board in force on said date, shall continue to be so applicable during the term of this Agreement. Unless otherwise provided in this Agreement, nothing contained herein shall be interpreted and/or applied so as to eliminate, reduce, or otherwise

detract from any employee benefits existing prior to its effective date.

- D. This agreement reached as a result of collective bargaining represents the full and complete agreement between the parties. If any part of this agreement is found to be illegal, it does not nullify the remainder of the agreement.
- E. This Agreement incorporates the entire understanding of the parties with respect to the subject matter hereof, and there are not representations, warranties, covenants, or undertakings among them with respect to subject matter, other than those expressly set forth.
- F. Any amendment to or waiver of any of the provisions of this Agreement shall be effective only if made in writing and executed with the same formality as this Agreement. The failure of any party to insist on strict performance of any of the provisions of this Agreement in the event of a default shall not be construed as a waiver of any subsequent default of the same or different nature.
- G. The Agreement shall be governed by and all of its provision construed to be in accordance with law of the State of Wisconsin

Signed this _____ day of _____, 2005.

FOR THE BOARD

FOR THE ASSOCIATION

President

President

Clerk

Secretary

Chief Negotiator

Chief Negotiator

APPENDIX A: RIVER RIDGE CO-CURRICULAR PERCENTAGES

ATHLETICS

Athletics Director		5% If 1 hour provided	
Football	Head	8%	
	Ass't	6%	
	Flag	3%	
Volleyball	Head	7%	
	Ass't	5%	
	M.S.	3%	
Boys Basketball	Head	8%	
	Ass't	6%	
	7 & 8	5%	
	5 & 6	3%	
Girls Basketball	Head	8%	
	Ass't	6%	
	7 & 8	5%	
	5 & 6	3%	
Wrestling	Head	8%	
	Ass't	6%	
	M.S.	5%	
Track	Head	8%	
	Ass't	6%	
Baseball	Head	7%	
	Ass't	5%	20 or more participants
		3%	less than 20 participants
Softball	Head	7%	
	Ass't	5%	20 or more participants
		3%	less than 20 participants
Cross County	Head	7%	
Cheerleading	H.S.	5%	M.S. 2%
Dance	H.S.	8%	

*Grandfather Language 9% for head coaches that were assigned those duties as of July 1, 1995, and have continuously performed those duties.

RIVER RIDGE CO-CURRICULAR PERCENTAGES

ACADEMICS

Academic Decathlon		3%
AV Director	H.S.	3%
	M.S.	2%
Band Director	H.S.	4%
	M.S.	4%
Camp (3 day)	M.S.	2% Each for 3 directors
Class Advisor (9-10)		1% Each for 3 advisors
(11-12)		1.25% Each for 3 advisors
Drama Director	H.S.	5%
	M.S.	3%
Forensics	H.S.	5% Each for 2 advisors
	M.S.	5% Each for 2 advisors
Homework Club	M.S.	3%
National Honor Society		2% Each for 2 advisors
Newspaper	H.S.	5%
	M.S.	3%
Student Council	H.S.	2% Each for 2 advisors
	M.S.	2% Each for 2 advisors
Vocal Music Director	H.S.	4%
	M.S.	4%
Yearbook Advisors	H.S.	5%
	M.S.	3%

APPENDIX B: RIVER RIDGE SCHOOL CALENDARS

2005-2006

TO BE ATTACHED

APPENDIX B: RIVER RIDGE SCHOOL CALENDARS

2006-2007

TO BE ATTACHED

APPENDIX C: SALARY SCHEDULE

2005-06

2006-07

TO BE ATTACHED

Teacher Procedures and Regulations Handbook

Adopted by the River Ridge School District Board of Education
April 11, 2007

CIVIL RIGHTS POLICY STATEMENT OF COMPLIANCE WITH FEDERAL LAW

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 nonuse of lawful products off the employer's premises during nonworking 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.

A copy of the complaint procedures is available in the high school office. Complaints are to be addressed to the District Administrator, River Ridge School District, 11165 County Highway P, Patch Grove, WI 53817.

Complaints may be addressed to: Superintendent, River Ridge School District, Patch Grove, Wisconsin 53817

PREFACE

All professional staff members are expected to become familiar with the River Ridge School District Student code of Rights and Responsibilities Handbook, River Ridge School District Faculty Policy, Procedures and Regulations Handbook, and the River Ridge School District Board of Education Policy Manual. Board policies are an essential part of the program of public education in the River Ridge School District. All policies shall be in conformance with provisions of the current Master Agreement and legal requirements.

STAFF PARTICIPATION AT BOARD MEETINGS

Staff members interested in being placed on the agenda shall contact the district administrator at least seven days prior to the Board Meeting and shall submit their questions, concerns, problems or comments for inclusion in the agenda packet for Board members.

Regular Board meetings are held on the second Wednesday of each month in an announced location at 7:30 p.m. Postings can be found at the school entrances, local banks, and post offices.

CHAIN OF COMMAND/ORGANIZATIONAL CHART

The principal is the direct supervisor of all teachers. Any questions, comments or concerns that involve curriculum, field trips, scheduling, professional growth days, evaluations, teacher assignment, in-service programs, or first step discipline should be addressed to the principal.

Questions or concerns in regard to the student body (discipline, programs, school rules, student records, etc) should also be addressed to the principal.

The district administrator should be contacted directly when dealing with provisions of the Master Agreement, budget, transportation, or personal days.

GENERAL INFORMATION

Whenever possible inform the administration if you intend to be in the building on weekends or during vacation. Always leave the building as you found it. Notify administration of anything suspicious.

As a rule, staff should use their benefit days for absences. However, the district does tolerate the occasional administratively approved one-hour absence. Multiple one-hour absences can be deducted from benefit days in quarter day increments.

Teachers will not be employed by other employers during the term of their contract to the extent that it impairs teaching ability.

Teachers who wish to use school equipment for a school purpose away from the building must have the permission of the building administration prior to taking the equipment from the premises. Approved forms are available in the office.

STAFF ETHICS

Responsibility To The Student and Parent:

The first consideration of the teacher is the welfare of the student. The teacher guides the students in their growth toward maturity, preparing them to be socially and economically competent in school, home and in the community as responsible members of society. The teacher recognizes the concern of the parent for the child's development and seeks to share this responsibility and to cooperate with the home in the best interests of the child. Each teacher is expected to:

1. Deal justly with every child as an individual without prejudice or partiality.
2. Respect the confidence of the student; information given in confidence should be passed only to authorized persons or agencies that are attempting to aid the student in accordance with state law.
3. Respect the parents' basic responsibility for their children, seek to establish friendly and cooperative relationships with the home and be discreet with information received from parents.
4. Help students to develop a sound moral and intellectual foundation.
5. Show students that American citizenship involves responsibilities as well as privileges.
6. Refrain from inappropriate language or any other unprofessional conduct.

Faculty members shall not use classroom privileges and prestige to promote personal gain, selfish interest, partisan politics or sectarian religious views.

Responsibility To The Profession:

The teacher is to maintain a constructive and cordial attitude toward associates, respect the authority attached to each associate's position and extend the recognition due to a fellow professional. Each teacher should help to improve the status of the profession by developing and maintaining high standards. Each teacher is expected to:

1. Endorse the principle that the profession must accept responsibility for the conduct of its members and understand that his/her own conduct will be regarded as representative of the profession.
2. Maintain an attitude and personal appearance which strengthens public respect for the teaching profession and for the River Ridge School District.
3. Adhere to the terms of the Master Agreement.
4. Support and enforce the policies adopted by the Board of Education.
5. Conduct school affairs through recognized channels of the school system or profession.
6. Be considerate, loyal in his/her relationships with fellow teacher(s).
7. INFORMATION, OF A CONFIDENTIAL NATURE, RELAYED TO YOU FROM THE OFFICE SHOULD NOT BE SHARED WITH OTHER TEACHERS OR STUDENTS.

8. Never discuss another teacher, the administration or school program negatively with students or parents. Any criticism or dispute among teachers in the presence of students or parents is unjustifiable.

9. Seek continued professional growth and knowledge of state law and mandates involving the profession. Maintain active membership in professional organizations and work through them to attain the objectives which will advance the status of the teaching profession.

10. Seek appointments or promotions only on the basis of professional qualifications.

Responsibility To The Public:

The teacher holds a position of public trust and works toward strengthening education and the realization of democratic ideals the teacher is expected to:

1. Strive to keep the public informed about and interested in the educational program of the River Ridge School District.
2. Perform duties of citizenship and participate in school and community activities, within the limits imposed by their obligations to their students.
3. Exercise care in the use of school property and consider only the educational value or qualifications in making suggestions or recommendations regarding school purchases or appointments.
4. Teachers utilizing the talents or resources of student and citizen volunteers are expected to recognize their assistance with written responses and acknowledgment in the school newsletter or at the appropriate program or ceremony.

REPORTING CHILD ABUSE/NEGLECT

Any teacher 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 building administrator shall also be informed.

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/neglect and provides for the protection of the identity of any individual who makes such a report. Call Grant County Department of Social Services: 608-723-2136. Or, you may request an administrator call on your behalf.

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

DUTY HOURS

The normal hours of work are 7:30 a.m. - 3:30 p.m. It is obvious that the actual hours you spend at school will probably exceed these hours.

If possible never leave the classroom unattended, when students are present. If you have good and sufficient reason to leave during class time, ask a neighboring teacher to keep an eye on your room or the principal can arrange for someone to cover. Before leaving your class you must dictate behavior allowed and direct the students to be engaged in an activity related to the curriculum. Please be specific.

If an emergency situation should arise that would make it necessary for you to leave the building, it is required that the principal or district administrator be notified. This may be by way of the office secretary.

EXTRA DUTY ASSIGNMENTS

The administration will assign duties based upon request. If insufficient requests are received, the paid extra duties will be assigned on a rotation basis. Advisors and coaches are expected to actively advise, counsel and help students for which they are responsible and are required to attend all the functions of the extracurricular activity unless there is a scheduling conflict with another of their assigned professional duties. Advisors and coaches do have the authority to place appropriate time limits on such functions.

Students participating in an event or activity (concessions, pep band, managers, statisticians, accompanists, etc.) where admission is charged must have an admittance pass from the coach/advisor to give to the ticket taker or the student will be responsible for the cost of the admission.

EXTRA CONTRACT ASSIGNMENTS

In addition to normal class/study hall assignments, teachers may be assigned morning gym duty or to supervise hallways and rest rooms.

Teachers have the authority to enforce behavior and conduct rules while assigned as supervisors. Students may be removed or subjected to established penalties. Coaches, advisors, and other staff responsible for supervising students should remain with those students until they leave school grounds. For instance, upon return from an event, student participants are supervised until they get rides home.

TEACHER ATTENDANCE

1. Teachers are required to notify the administration if they will be absent due to an illness as soon as possible. A support staff employee assigned the responsibility of contacting substitutes will handle the clerical duties. Call 994-2715, ext. 101 and leave a message as soon as you know you need a substitute due to illness or emergency.
2. The administration will be responsible for locating a substitute teacher. You may speak with an administrator about your preferences and concerns regarding individual substitutes. Do not discuss these with the support staff charged with contacting substitutes.
3. If you have been out all day and expect to be out the following day, call the school office by 3:00 p.m. so your substitute can be notified to report again.
4. If it is necessary for a doctor or other medical appointment to be scheduled during a part of the school day, notify the principal as far in advance as possible by filling out an ABSENCE REQUEST FORM, to receive permission so a qualified substitute can be located. Time off for this purpose is deducted from sick leave.
5. Requests for long-term unpaid leave of absence must be presented to the Board for consideration.
6. Other absences and personal leave must be approved by the administration. Complete the ABSENCE REQUEST FORM.

All teachers returning after an absence must complete the grey ABSENTEE CARD upon returning to work. If one has not been placed in your box, one can be obtained from the office.

PROFESSIONAL STAFF MEETINGS

Monthly professional staff meetings shall be held in order to provide regular opportunities to receive and understand Board policies, administrative procedures, new or revised state laws and to insure open lines of communication between the professional staff and administration.

Most information that will be given to the faculty is for the faculty only and should not be shared with the students. Topics of major significance may be relayed to the faculty by administrative memos, notes on the daily attendance sheets or teacher to teacher and should be kept in the confidence of the teacher. Professional staff members shall not, under any circumstances, discuss another teacher or program negatively with students, parents or citizens of the district.

PROFESSIONAL GROWTH AND STAFF DEVELOPMENT

Professional staff members are expected to keep abreast of changes in education, programs and state law. Development opportunities shall be provided to ensure growth and development which will be reflected in increased personal and professional competence.

Requests to attend conferences and/or conventions must be cleared with the principal and/or the district administrator far in advance of the attendance dates. Teachers shall attend workshops upon administrative directive. Mileage, expenses and school days paid will be handled on a case to case basis.

IN-SERVICE COUNCIL

An in-service council shall be formed for the River Ridge School District in order to accomplish the following objectives:

- a. Identify areas in need of improvement
- b. Develop a program designed to achieve improvement
- c. Evaluate and revise the program to ensure effectiveness
- d. Implement the professional staff in-service program

Each staff member shall submit a recommendation of in-service areas in need of improvement to the district administrator, which in turn shall be submitted to the in-service council priority form. Each professional staff member shall participate in and contribute appropriately to accomplish the long and short range goals developed by the in-service council. Each staff member scheduled to participate in an in-service program shall be expected to attend the entire program unless s/he is excused by the district administrator.

Part-time staff members shall be scheduled to attend in-service meetings.

EVENTS ATTENDANCE

The presence of teachers at extracurricular activities is a positive affirmation of the importance of student involvement. Through issuance of an employee courtesy activity pass, attendance at most River Ridge School District athletic, music, dramatic events is encouraged and promoted. The pass shall not be valid for WIAA tournaments, banquets and other specifically excluded events. Passes must be shown to the ticket taker at all events. This privilege does not extend to the spouse or children of the teacher.

FIELD TRIPS

1. All field trips must be approved by the administration.
2. Field trips must be budgeted and scheduled well in advance.
3. Field trips may be denied or cancelled because of: time of the year or significant considerations for the school day.
4. Students may not transport other students without parental permission on trips scheduled through the school.
5. Appropriate instructions and rules of etiquette must be given to students prior to any field trip (golf course and bowling courtesy, curtain calls, table manners, good sportsmanship, etc.)
6. Teachers are to remind students that they are acting as representatives of the River Ridge School District and that inappropriate behavior will not be tolerated.

Approval for field trips should be received in advance from the building administrator.

TELEPHONE USE

1. Personal calls during the school day are to be kept to a minimum.
2. The school district prefers that personal long distance calls be "collect" or billed to another number.
3. All related long distance calls must be logged with the name of the person called and the reason for the call. TELEPHONE SLIPS can be obtained in the office.
4. Teachers may not leave students unattended to make or return phone calls.
5. Use of fax – charge \$1.00.
6. Employees may be reimbursed for school related calls on their home phones with proper documentation.

PRINTING AND DUPLICATING SERVICES

Teachers may use the office copy machines for school purposes. Copies should be limited to only those needed to avoid waste. Operating and maintenance procedures must be followed. Personal use is discouraged.

Copyrighted materials may be duplicated only with the prior permission of the copyright

holder or when the duplication constitutes a "fair use" of the materials as defined by law. Employees who violate copyright laws shall be liable for their own actions.

USE OF SCHOOL OWNED VEHICLES

The following procedures shall be used to govern the use of school owned vehicles:

1. The office must be notified three days prior to the activity requiring such use.
2. A copy of the driver's valid driver's license must be on file in the office.
3. Keys to the vehicle must be picked up at the office on the same day it is to be used. If the trip is scheduled on a day school is not in session, other arrangements may be made with the administration.
4. Keys should be returned to the office on the same day or the following day morning so that other activities can use the vehicle.
5. Driver and passengers are expected to comply with all district and state rules and laws governing transportation. These include but are not limited to: appropriately wearing seat belts/harnesses; check and correct the vehicle for mechanical problems before driving; and observe rules of the road.

SCHOOL CANCELLATION

In the event school has to be canceled (snow, ice, mechanical problems, etc.) tune to WGLR 97.7 FM, 1280 AM; WPRE 94.3 FM, 980 AM; KCTN 100 FM; KADR 1400 AM; WPVL 107 FM, WPVL 1590 AM or KATC 92.9 FM radio. WISC-TV, Channel 3 out of Madison will also be contacted. Closings will be announced between 6:00-7:00 a.m. Teachers are not required to report to school on snow days. If school is called off during the day, teachers may leave after the buses depart, allowing an appropriate length of time as determined by the administration.

ROOM RESPONSIBILITIES

Teachers have the authority to develop ground rules of conduct for their classroom and to inform students and the administration, in writing, of those rules. Teachers are expected to be consistent with the enforcement of the established rules.

It is the teachers' responsibility to secure the classroom.

1. Always turn off the lights and lock your classroom when it is not in use.
2. Avoid keeping money or valuables in your desk unless it is locked, and then, never large amounts.

3. Do not allow students to use your keys without good and sufficient reason (getting first aid equipment, etc.)

4. Money is not to be left in classrooms overnight under any circumstances.

It is the teachers' responsibility to take proper care of school equipment and leave the classroom in a reasonably neat and orderly condition.

1. Close and secure all windows.

2. Papers and litter should be disposed of properly.

3. Whiteboards and chalkboards should be erased or marked SAVE for the janitor.

4. The janitor should be informed of any extra maintenance needed or problem that may need to be corrected.

5. Classroom and office door or side windows must be uncovered at all times. Should the frosted glass need to be replaced by the district custodians it shall be replaced with clear glass.

6. All teachers shall instruct students in the proper care and use of school property and equipment.

7. All materials and equipment should be returned to their proper places.

It is the teachers' responsibility to supervise students and enforce Board Policy. All teachers are expected to help in the general supervision of students. Students are not allowed in any area of the school unsupervised.

1. Administration relies upon teachers to supervise the hallways when students are in the building but not attending classes.

2. Teachers should restrict rest room privileges during class unless it is an emergency, and high school students must have a pass.

3. When a student leaves your room for any reason after attendance has been taken, a pass must be issued.

4. No student is allowed in the equipment or locker rooms without permission.

5. Students who are feeling ill must report to the office.

6. Instill, in the students, the importance of proper care and use of school property and materials.

7. Special care should be taken to be on the alert for students who damage equipment or leave a mess where they are working. All students should clean up after themselves (newspapers, dictionary, etc.)

ASSEMBLY SUPERVISION AND SEATING

All teachers shall be required to attend each assembly unless excused by the administration.

STUDENT INJURY AND MEDICAL CARE

The River Ridge School District staff shall be furnished a list of students under a doctors' care or who require regular medication. This should enable the staff to effectively react with any seizure, allergy or attack which may occur while under their supervision.

In the event of medical problem or injury on school grounds the following procedure will be followed:

1. Notify the principal/office immediately of the nature and extent problem or injury. The principal will determine what course of action to pursue.
2. An injury report form must be filed in the office the day of the injury. Forms may be obtained in the office.

For injuries or medical problems which are minor in nature, treatment will be made by school personnel.

For students involved in extra-curricular activities, staff members are required to take a copy of the student's EMERGENCY ILLNESS CONSENT form to all away events.

Should a student be injured at an event, at home or away when the administration is not immediately available, the following procedure will be followed:

1. The staff member in charge will determine what course of action to pursue, based on the nature and event of the injury. Should the injury be minor in nature, treatment will be made by school personnel.
2. Should there be any question as to the extent of the injury, the staff member shall immediately notify the parent/ guardian for instructions, if possible.
3. Any injury which requires immediate medical assistance will either call for the staff member or rescue squad to transport the student to the medical facility listed on the consent form for the nearest medical facility.
4. The administration shall be notified as soon as possible.

ADMINISTERING MEDICATIONS TO STUDENTS

Faculty, authorized in writing by the principals may administer medications to students under established conditions.

REPORTING STUDENT PROGRESS

Student Classification

Students are classified as freshmen, sophomores, juniors and seniors and shall progress through the senior high and graduate upon the successful completion of the graduation requirements as set forth in Board policy. In senior high school, it is the professional judgment of the teacher which decides whether a student has satisfactorily completed a course. In the case of "F" grades, the teacher should have adequate documentation of test grades, class participation and course work to support the decision. Subjects failed in senior high school must be repeated if they are required subjects or are a prerequisite to other subjects in which the student desires to enroll.

Grading procedures should comply with school board expectations as detailed in the following Board policies:

GRADING SYSTEMS 345.1

It shall be the policy of the River Ridge School District to evaluate student achievement in grades kindergarten through 12. The issuance of grades on a regular basis serves to:

- a. promote a process of continuous evaluation of student performance;
- b. inform the student and his/her parent(s) or guardian of the student's progress; and
- c. provide a basis for bringing about change in student performance if such change is deemed necessary.

Specific grading systems shall be developed for various grade levels by the district administrator, or designee.

The River Ridge School District shall not discriminate in the methods, practices and materials used for evaluating students 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. This policy will prevail in all matters concerning staff, students, the public, educational programs and services and individuals with whom the Board does business.

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

CROSS REF.: 345.1-Rule, Grading Procedures
411-Rule, Discrimination Complaint Procedures
461, Academic Awards

APPROVED: July 1, 1995

GRADING PROCEDURES 345.1-Rule

1. Grade Values

The following grade values shall be used for all grades and classes:

	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
F = 0 - 69		

Grade points for high school are assigned as follows:

	A = 4.0	A- = 3.67
B+ = 3.33	B = 3.0	B- = 2.67
C+ = 2.33	C = 2.0	C- = 1.67
D+ = 1.33	D = 1.0	D- = .67

2. Final Exam

Final exams are important and affect student's final grades significantly. The final exam is given a weight of 20% of the semester grade for grades 9-12 and for those junior high classes that have final exams.

The only acceptable excuses for missing a final exam are illness or a death in the immediate family. No other excuses will be honored, including medical appointments.

Exams missed due to acceptable excuses are to be made up within five school days, unless extenuating circumstances warrant an extension. All other absences will result in a "zero" grade for the final exam and will be averaged into the semester grade.

Two day exams will be held on two consecutive days.

3. Semester/Final Grades

The sum total of the two quarters will be multiplied by two, plus the final examination grade and that total will be divided by five. This will give 40% to each nine weeks grade and 20% to the final exam.

For a full year course in grades 7 and 8 the final semester grades will be averaged to obtain the final grade for the year.

4. Teacher Responsibilities

Teachers should have a sufficient number of grades in their gradebook to support and justify the grade they have given each student. When requested, the teacher shall explain the justification of a grade given to a student.

Grading is the sole professional responsibility of the teacher. Under no circumstances will a teacher be told how to grade his/her students, how many grades of "F" he/she may give etc. The administration may not change a student's grade without the authorization of the teacher.

5. Incompletes

No incompletes can be given without prior approval by the district administrator, or designee, and for no longer than a five school day period.

6. Auditing Classes

a. Auditing a class means to take the class for no credit and no grade. This is only for students who would like a refresher course in a specific area such as Advanced Math, Advanced Science, etc.

b. The student will be required to do all the work and tests in the course and attend regularly. No mention will be made in the student's records. No grades or credits will be issued.

c. The student's name will be on the class roster for attendance purposes only. This requires the permission of the teacher, counselor, and principal. The student must declare his/her intent to audit during the first week of class.

APPROVED: July 1, 1995

STUDENT PROGRESS REPORTS TO PARENTS

345.2

Student report cards shall be issued after each nine week grading period.

Middle school progress reports will be sent out to all students mid-way through each quarter. Efficiency reports will be sent out for students doing exemplary work. Deficiency reports shall be sent out for students who are doing unsatisfactory or failing work.

High school efficiency/deficiency reports will be sent out on an as needed basis mid-way through each quarter.

Parent-teacher contacts are encouraged for both deficient and exemplary work.

Parent-teacher conferences shall also be held to help students develop to their full potential and involve parents in their student's education.

APPROVED: July 1, 1995

STUDENT ATTENDANCE

Teachers are required to emphasize the importance and necessity of good attendance. Each school building will develop classroom procedures and record keeping which reflect the effect class attendance has on student progress.

Taking Attendance:

Attendance for the school day is to be taken at the beginning of the first hour in all classrooms and study halls and will be used in the office to certify attendance. The attendance software will be available to each teacher along with training. Attendance for classrooms purposes will be taken at the beginning of every period and the name of any student not accounted for is to be sent to the office immediately, using an attendance slip, by a student in class or byway of e-mail. Other attendance records are confidential and should never be discussed or given to students.

Students who arrive after the start of the school day must sign in at the office and receive a pass for admittance to class.

At the High School a Master Attendance Sheet and the current record of students who arrived late or who have left the building will be on the office counter. Each teacher will receive a copy of the attendance report or a digital file, which will note whether the absence was excused or unexcused by the principal. Middle School students are expected to check into the office and receive a pass to be admitted to class.

Student Excused and Unexcused Absences:

Students with excused absences are allowed to make up work and tests missed during the absence and the student is responsible for making arrangements with the teacher.

Students with unexcused absences will be allowed to make up work or tests missed during their absence but will only receive credit for major tests and projects, and will serve detentions according to the discipline policy.

NEEDED DAYS/VACATIONS

Students may be excused to help/work with their family or to take trips/vacations scheduled during the school year only after the principal has had an opportunity to review the student's attendance record and overall performance. If a teacher has an objection to allowing the student time off because of poor class work, attendance or participation, s/he shall notify the principal.

STUDENT TARDINESS

Each teacher shall develop a tardiness procedure to deal with students who are tardy to their class and inform the students and administration, in writing, of those procedures. It is the teacher's responsibility to inform the students of the tardiness policy and to follow through consistently when tardiness occurs. Do not send students to the office who have unexcused tardiness.

If you are responsible for detaining a student between classes, write him/her a pass to his/her next class. If a student comes to class late without a pass, record it in your records. If a student has developed a pattern of habitual tardiness, the teacher shall notify the principal to assure that appropriate steps are taken to correct the problem.

PARENT-TEACHER CONFERENCES

Parent-teacher conferences can serve as a powerful tool to help students develop to their full potential and involve the parents in their student's education. It is often helpful to confer with the student following the conference, covering what was discussed with attention to strong points as well as suggestions for improvement.

The following recommendations are offered to assist teachers in presenting a positive attitude, being good listeners and providing specific reliable data to share with parents.

Beginning the Conference

1. Introduce yourself and try to make the parent feel at ease.
2. Begin the conference with a positive comment about the student.

3. Remind the parent how much you need his/her help.

During the Conference

1. Try to put yourself in the parent's position and the effects your remarks may have.
2. Be honest but tactful, to avoid argument.
3. Be a good listener; try to learn how the parent feels about his/her child.
4. Watch closely for signs of emotional changes in the parent- expressions, gestures, voice.
5. Do not permit comments about other students to enter into the conversation.

Ending the Conference

1. Limit the number of suggestions offered to the parent.
2. Summarize the major areas discussed.
3. Invite the parent to visit the school at any time.
4. If needed, suggest another conference at a later date.
5. Record and file notes summarizing the conference for future reference.
6. End the conference with a positive and optimistic comment about the student.
7. At a later date, make a follow-up contact with the parent if necessary.

CLASS, CLUB AND ORGANIZATION FUND RAISING

Each school group should be limited to one fund raiser per year. Teachers or class advisors shall submit a fund raising request to the principal on or before the last day of school for an activity they wish to have implemented during the next school year. All fund raisers must receive prior approval of the administration. During the spring the administration will prepare a school calendar listing all approved fund raisers.

1. Concession sales at school activities and other small in-school sales are not considered fund raisers.
2. Students under the age of 12 must have a signed permission slip from their parent/guardian to participate.

3. All moneys should be turned in as soon as possible.
4. All moneys must be counted by the advisor.

STUDENT DISCIPLINE

Any staff member observing a River Ridge student in direct violation of the rules for alcohol, drug or tobacco use or possession or any other major violation during the school year is obligated to report the violation to the principal/office for immediate action. Any staff member observing a River Ridge student, participating in athletics governed by the WIAA, in direct violation of the rules for alcohol, drug or tobacco use or possession or any other major violation during the calendar year is obligated to report the violation to the athletic director for immediate action.

The administration will make every effort to protect the identity of the staff member reporting a violation, however, if the student requests his/her right to due process the staff member will be called upon to present information at the hearing.

All reports of violations shall be submitted in writing.

Generally, students at River Ridge School are very manageable and pose minimal discipline problems, however, if you see that a problem is developing take immediate action to correct the problem. The students will respect strength, fairness and consistency.

The following recommendations are offered to assist teachers in effectively coping with and correcting discipline problems.

1. Use the River Ridge School Code of Student Rights and Responsibilities. Know and enforce the procedures.
2. Be consistent in your actions with all students.
3. Keep a professional distance between you and the students at all times. Know the difference between being a role model and "one of the guys".
4. Take an interest in your students' extra-curricular activities, taking care not to step into the "buddy" role.
5. Seek advice from another teacher who has excellent discipline results.
6. Seek the counsel of the principal, it is the principal's responsibility to assist the faculty and he/she has had the most experience with disciplining students.
7. Do your utmost to keep from getting the reputation that you are "easy" with the students. You'll find yourself unable to control students.

8. Don't be too strict and inflexible. Some situations will require you to bend or give a little.

9. Try to correct questionable situations before they become discipline problems.

Each individual teacher must establish ground rules of conduct expected in their classroom and inform students of the penalties for failure to adhere to that conduct. Corrective steps should be taken at the time of the infraction without attracting the attention of the entire class. By waiting too long the problem may become compounded and may become more difficult to correct.

When handling a disciplinary problem with the established penalties developed for the classroom the teacher will:

1. Call the parent/guardian, when necessary if experiencing behavioral problems with a student. Stress the importance of parental support in correcting the problem.

2. Not use mass punishments unless absolutely necessary.

3. Be creative with writing tasks. Copying sentences or other punitive curricular assignments has not been proven to be effective. An essay of reasonable length, grammatically correct and showing effort by the student is much more effective.

The principal will assist in or enforce disciplinary measures when students have not abided by the provisions of the River Ridge Code of Student Rights and Responsibilities. The principal's knowledge of the family and student situations could provide valuable information to better cope with the student's misconduct.

When involving the principal in discipline situations which require the enforcement of established penalties in the Code of Student Rights and Responsibilities, teachers will follow the guidelines listed below:

1. When sending a student to the office, give the principal the background information necessary to appropriately prepare and inform the principal of the student's behavior leading up to the referral.

2. Students may be sent to the office for disruptive behavior. Students may be removed from a classroom as per state statutes 118.164. and 120.13. The teacher should notify the parents of the student being removed from class. All teachers must respond consistently, by sending to the office, students using foul language. Disruptive behavior will be judged by each individual teacher. If the behavior can be handled with established classroom discipline, and is not covered by the Code of Rights and Responsibilities, the teacher is not required to send the student to the office.

3. The principal will keep an accurate record of each student's disciplinary referral, including the dates, times, infractions, etc. After the student has amassed an excessive

amount of infractions, a conference will be scheduled with the student and parents/guardians.

4. The principal must be notified anytime you remove a student from class.

The principal will inform any staff member directly involved in a student referral of any action taken.

USE OF SCHOOL FACILITIES - STANDARD OPERATING PROCEDURES

Staff members, school groups or citizens of the district may use school facilities or equipment under the following conditions:

1. Requests for use are approved by the administration.
2. Reasonable use may be permitted however, excessive use should not be allowed or a reasonable usage fee may be charged. Administration will determine reasonable usage fee.
3. Extra costs incurred because of usage are paid by the citizens, group or person requesting the use (janitorial services, replacement minus years of use, if equipment lost or damaged, etc.)
4. Equipment or facility usage enhances the community or students which the River Ridge School District serves (gym use during vacations, extra-curricular activities during non-school hours, community organization functions, etc.)
5. Students using facilities must abide by the River Ridge Student Code of Rights and Responsibilities Handbook.
6. All guidelines established by the administration must be followed.

Any long term use or major equipment use must be approved by the Board.