

Table of Contents

FEDERAL CIVIL RIGHTS POLICY STATEMENT	1
RIVER RIDGE SCHOOL DISTRICT MISSION STATEMENT	1
STUDENT NONDISCRIMINATION	1
RIVER RIDGE SCHOOL DISTRICT POLICIES	1
SCHOOL DAY	2
ATTENDANCE POLICY	2
STUDENT'S EARLY DISMISSAL	3
WEATHER EMERGENCIES	4
TELEPHONE/NOTES.....	4
EMERGENCY NOTIFICATION.....	4
STUDENT HEALTH.....	5
BREAKFAST AND LUNCH.....	6
GRADING SYSTEM	7
ASSIGNED HOMEWORK.....	7
ACADEMIC HONESTY.....	7
GOOD CHARACTER INCENTIVES	8
SEXUAL ABUSE/HAZING/HARASSMENT/BULLYING, CYBER BULLYING....	8
DRESS	8
STUDENT CONDUCT	8
DETENTION.....	9
WARCO REGULATIONS FOR BUS RIDERS	9
EMERGENCY DRILLS.....	10
LOCKED DOORS.....	10
ENTERING AND EXITING THE BUILDING.....	10
R.R.A.P	10
TRANSFER OF STUDENTS.....	11
RIVER RIDGE MIDDLE SCHOOL RULES	11
APPEAL PROCEDURE.....	11
RIVER RIDGE DISCIPLINE POLICY.....	12-23

FEDERAL CIVIL RIGHTS POLICY STATEMENT

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

Name and/or Title: Mr. Clay Koenig
Address: 11165 County Highway P, Patch Grove, WI 53817
Telephone No. 608-994-2715

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

RIVER RIDGE SCHOOL DISTRICT MISSION STATEMENT

River Ridge School District will strive to provide a safe, challenging environment for each individual student by promoting excellent staff development, encouraging meaningful parent involvement, and earning strong community support through honesty, integrity, and open communication.

STUDENT NONDISCRIMINATION

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

RIVER RIDGE SCHOOL DISTRICT POLICIES

A copy of all school district policies for previewing available on the school district's website: <http://www.rrsd.k12.wi.us/board-policies.cfm>

SCHOOL DAY

Teacher's hours are from 7:30 a.m. - 3:30 p.m. Student hours are from 8:00 a.m. – 3:25 p.m.

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

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

The Board of Education adopts the Grant County Truancy Plan as the foundation for dealing with truancy in the River Ridge School District. The plan will be reviewed at least once every two years by the River Ridge School District Board of Education and revised, if appropriate, according to State Statute 118.162. The Grant County Truancy Task Force shall convene at least once every four years according to statute 118.162 (1). The plan includes the following procedures: notifying the parents/guardians of unexcused absences of habitual truants, plans and procedures for identifying truant students of all ages and returning them to school, methods to increase and maintain public awareness of and involvement in responding to truancy within the school district, types of truancy cases to be referred to the district attorney, the immediate responses to be made by school personnel when a truant student is returned to school, plans and procedures to coordinate the responses to the problems of habitual truants with public and private social service agencies, and methods to involve the truant student’s parent/guardian in dealing with and solving the student’s truancy problem.

According to State Statute 118.15(3)(c), “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 Absence,” and considers partial or full days to constitute a “day” under this paragraph. After the first 10 parental excused absences per year, a physician’s, or other licensed person under 118.15 (3)(a), note will be required for further absences to be excused.

The interpretation of illness and crisis and the degree of verification is at the discretion of the administration, but must be within the guidelines or statute and board policy. Students who reach their eighteenth (18th) year are required to attend school through the semester that they turn eighteen and continue to have an ethical obligation to obey school rules on attendance procedures. Parents of children under compulsory attendance age/grade level have an ethical obligation to send their children to school if they are enrolled in early childhood, four-year-old kindergarten, or five-year-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 action.
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 8:15 a.m. Failure to contact the school will result in a telephone call to the home or parent's place of work, and will go into the attendance as unexcused.
 - b. Illness in excess of three (3) days consecutively (partial or full days) each semester shall require written verification from a health care provider.
 - c. Each student shall have ten (10) absences (partial or full days constitute a "day") excused by a parent/guardian in accordance with 118.15 (3) (c) as listed above to be used for any reason-- provided the parent/guardian provides both a written excuse and phone call prior to the beginning of the student's school day (8:15 a.m.). In any case it is recommended these "Parent/Guardian Pre-excused Absence" days be pre-planned as to allow for make-up work to be completed prior to the absence. Regardless of the timeliness of the pre-excused absence, students will be required to make up the missed course work in a timely fashion determined by the individual teachers.
 - 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 seniors for 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 absences.
 - 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 purposes of a truancy investigation.

STUDENT'S EARLY DISMISSAL

Parents must notify their child's teacher with a note when they will be taking their child earlier than regular dismissal.

The student must be picked up in the office, not at the front of the building. This is to ensure the safety of your child.

Anytime a student is riding a different bus, a written note from the parent must be given to the office and at that time a bus pass will be issued which must be given to the bus driver.

WEATHER EMERGENCIES

Information regarding the closing of school in inclement weather will be given over WPRE, Prairie du Chien; WGLR, Lancaster; WKPL, Platteville; and KTCN, Elkader. These radio stations usually repeat the announcements every 15 minutes, starting about 6:30 a.m. Information regarding the closing of school in inclement weather will also be called in to the Madison TV stations: WISC-3, NBC-15 (WMTV), and ABC-27 (WKOW).

If school is dismissed because of bad weather after the students are already at school, the superintendent will have the cancellation announced over the above radio stations. A minimum of one-hour notice will be broadcasted before early dismissal. Please listen to the radio for the cancellation rather than call the school, as we need the telephone to make transportation arrangements.

We also utilize an electronic alert system. If you would like to receive a text, email, or phone call during a crisis or weather related school closing or delay, please make sure we have current information on file.

Arrangements for early dismissals need to be sent to the teacher as soon as possible.

In the spring and fall, we also have a tornado drill. The students and teachers are informed of the procedure to follow.

TELEPHONE/NOTES

If you wish to talk to a teacher, please call between 7:30 and 8:00 a.m. or between 3:15 and 3:30 p.m.

Students may use the telephone in the office for calls.

We are asking for your cooperation in minimizing requests to deliver messages to students during the school day. Please plan ahead with your child(ren) as to where they are to go after school. If there is a change in plans, please notify the school in writing. **REQUESTS TO DELIVER MESSAGES TO STUDENTS DURING THE DAY BE LIMITED TO EMERGENCIES ONLY.** We realize that sometimes this cannot be avoided. However, the school office is an extremely busy place and we cannot guarantee that telephone messages will be delivered.

EMERGENCY NOTIFICATION

Emergency Information: Each family will be asked to provide emergency information for each child. Emergency notification information is located on the student's registration form. **This information is extremely important as it is our only way of finding you in an emergency.** We refer to this information when there is an emergency or illness involving your child. On the emergency form, you will also be asked to provide the names and telephone numbers of two individuals who can be called in the event we are unable to contact you.

Please keep the office advised of any change in home, business, and emergency contact telephone numbers, including unlisted numbers.

STUDENT HEALTH

Overview

Under the direction of a registered nurse with the Grant County Health Department, River Ridge Schools staff a health aide. The health aide is CPR, AED and first aid certified, provides care for illnesses and injuries, administers and records medications, assists students with special needs, performs lice checks, administers first aid, and is available for health consultation. However school staff is not allowed to diagnose or treat illness. The school health aide will follow Department of Health Services, Bureau of Communicable Diseases and/or public health guidelines for management of contagious illnesses or communicable diseases (both suspected or confirmed). Generally, if your child has a fever (of 100 degrees F or greater), is vomiting, or has diarrhea, they should remain home until symptom-free for 24 hours without the use of medication. Please refer to the Grant County School health program and River Ridge District policies for any questions regarding regulations and policies.

Emergency Contact Information

In order to enable the staff to effectively react to any medical emergency (such as allergy, asthma, etc.) parents/guardians are responsible to notify the school of any medical condition. Emergency contact information must be updated each year during school registration. This information is used to locate the parent/guardian or designated individual if a child is ill or injured at school and to identify any current health issues the school needs to be aware of. **Please make sure all emergency numbers on file are current and up to date, and provide at least TWO contacts that are available.**

Students, teachers, and parents should report all injuries and illness that occurs at school immediately to the health aide. No student will be sent home without a responsible person being notified of the situation. School staff may call 9-1-1 whenever they feel emergency care is needed for a student.

Prescription Medication

If your child requires any medication at school, a medication consent form must be completed and signed by the parent/guardian each school year. If your child requires a prescription medication at school, the consent form must be signed by the doctor or practitioner with specific instructions. (Substances that are not FDA approved and natural/herbal products or food supplements will not be allowed. Medication dosages outside of the recommended therapeutic dose or beyond the instructions on the package label must be authorized by a practitioner as well.) **Medications need to be in the original packaging and properly labeled or they will not be given.**

Over-the-Counter Medication

If you feel your child may need any over-the-counter medication, you must supply it and you must complete a consent form. The school does not provide any medications for students. Please note that almost all substances are considered medications and will be treated as such. This includes many lip balms, cough or throat lozenges, bug repellants, sunscreens, medicated lotions, etc. These items may not be used at school unless the proper procedure is followed. A new medication form is needed when a medication or dose changes, and a new form is needed for each school year. **Medications need to be in the original packaging and properly labeled or they will not be given.**

Immunizations

Wisconsin's Student Immunization Law requires students to be vaccinated according to the vaccination schedule. Please contact the Grant County Health Department for current immunization requirements. The district is required by law to send legal notices for non-compliant students and to enforce immunization

laws. If a parent/guardian chooses not to vaccinate their child, they must submit a medical (with health care provider signature), religious, or personal conviction waiver in place of immunization(s).

Health Screenings

The health aide is involved in hearing and vision screenings under the supervision of the registered nurse. Screenings include vision for grades 4K-5 and hearing for grades 4K-3. Follow-up screenings are completed for students who fail, and referrals are sent as indicated. Scoliosis information is sent home with sixth grade female students and 8th grade students.

Fluoride

With parent/guardian consent, a weekly fluoride mouth rinse is offered to grades 5K-8.

Head Lice

The district's procedure for management of head lice complies with public health recommendations and school policy. Students with live head lice, verified by inspection, will be sent home for the remainder of the school day and must remain home until proper treatment has been given. Repeat cases of live lice will not be readmitted to school until all live lice are gone. Typically, siblings living in the same household will be screened when possible.

Injuries

The school district participates in the First Agency Insurance Plan. Only accidents that occur in school sponsored and supervised activities are covered. Injuries must be reported promptly. Failure to report an injury will result in loss of benefit.

BREAKFAST AND LUNCH

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

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

There is a program to provide free or reduced price breakfasts/lunches for children who are eligible. A free and reduced price lunch form is available in the office and is provided in the August newsletter. The office will be glad to answer any questions you have regarding this form and will assist you in filling it out if you so desire. We strongly encourage families to fill out this application.

All children are expected to eat lunch--hot or cold.

Good manners and eating habits are expected from all students. Respect for the kitchen staff and cafeteria supervisor is expected. All students are encouraged, but not required to try all food.

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 Middle School grading scale will be:

	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

ASSIGNED HOMEWORK

Assigned homework is given as an enrichment or extension of concepts introduced in the classroom. It may also involve practice concepts. A part of learning is accomplished through a child's independent study.

Teachers may assign independent activities to be completed during class time or as homework. It is vital for a child's learning that he/she learns how to complete assignments on time. Classroom work not completed during the school day is sent home as homework. Periodically projects may be assigned to be completed at home with parental supervision.

Parental supervision might include:

1. Set aside a specific time for homework to be completed.
2. Select an appropriate quiet place in the home for work to be done.
3. Spot check 3 to 5 problems for accuracy.
4. If you have any questions about any homework, please contact the teacher.
5. Develop a system for returning completed homework:
 - Put in backpack immediately.
 - Have a specific spot for homework to be placed. That place should be checked before leaving for school.

ACADEMIC HONESTY

All school work submitted for the purpose of meeting course requirements must represent the efforts of the individual student. Any form of academic dishonesty is prohibited. Academic dishonesty includes, but is not limited to: plagiarism, forgery, copying or stealing another person's work, allowing another person to copy one's own work, doing another person's class work, creating more than one copy of one's work for distribution, intentionally accessing another's material for the purpose of using it as one's own, downloading information from other sources and presenting it as one's own, unauthorized copying of software, and unauthorized use of hard copy or software to develop one's own software. School personnel will have the responsibility for monitoring the above actions.

GOOD CHARACTER INCENTIVES

Each quarter students will have the ability of earning an incentive that will give them an opportunity to have some fun. The incentive may be bowling, games in the afternoon, or what the staff and principal decide to be an appropriate activity. The students will earn this if they:

- Have zero discipline referrals or if they only have one discipline referral that is at a step 1 or 2 for the quarter.
- The student may not have any F's on their quarterly report to be eligible for the incentive.
- Students with missing assignments will be required to complete them before they will be able to take place in the incentive activity.

SEXUAL ABUSE/HAZING/HARASSMENT/BULLYING, CYBER BULLYING

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

See District Discipline Policy for penalty. – Policy #447, 447.1, 447.11, 447.3

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

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. Inappropriate dress will be the judgement of a committee of staff members.
- c. If the student has nothing to change into, clothing will be provided.

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.

DETENTION

The River Ridge School District believes that when students violate school rules and regulations, they should be disciplined for their actions. The principal may assign students a detention. Parents or guardians will be notified of all detentions so that transportation can be arranged if necessary. Students shall work on an assignment during the detention period.

River Ridge Middle School detentions will be served before school from **7:15 a.m. - 8:00 a.m. on Monday-Friday**. If a student fails to serve his/her detention for a reason that the principal deems unnecessary:

- Detentions will double or another arrangement will be made.
- Failure to serve the double detention will result in an in-school suspension.

WARCO REGULATIONS FOR BUS RIDERS

Every bus rider must abide by these rules or be deprived of the right to ride the bus.

1. All riders shall remain seated when the bus is in motion.
2. Keep head, hands, and arms inside the bus. Do not throw anything out of the window.
3. Scuffling, fighting, and obscene language are forbidden. Loud talking distracts the driver.
4. Bus riders will not litter the bus with food or other debris. Keep aisles clean.
5. The bus driver is asked to report any misconduct to the transportation supervisor.
6. The bus driver is to be in complete charge while on the bus.
7. Parents will be notified if misconduct continues. A bus rider may be denied the privilege of riding.
8. Damage to a bus by an individual, other than regular usage, will be paid for by the rider.
9. Be at the loading place at the scheduled time, morning and afternoon. The bus driver does not have to wait for students who are late. Parents and students will be informed of all time changes. However if the student is on time or ahead of time, he must wait until the scheduled time.
10. Each driver will have to use his own discretion in this area. However, it should be understood that even a small wait will throw off the entire schedule and other students on the route will be picked up late.
11. Cross the road, when necessary, after getting off the bus (at least ten feet in front of the bus) but only after the driver blows his or her horn twice when safe. A sound of the horn (one long blow) means to stay on the side of the road and wait for the driver to give information when it is safe to cross.
12. Inform the driver, if possible, when riders will be absent.
13. Absolute quiet when approaching a railroad crossing sign.
14. In case of road emergency, children are to remain in the bus.
15. Help look after the safety and comfort of small children. Bus riders are expected to be courteous to fellow pupils and the driver.
16. The driver will not discharge riders at places other than the regular bus stop, home, or school, unless there is proper authorization from the parent or school official. Bus passes are issued in the office.
17. Wait until the bus comes to a complete stop before attempting to enter the school bus.
18. Bus riders are not permitted to move toward the bus at the loading zone until the bus has been brought to a complete stop. Stay back five feet from loading point until the bus has come to a complete stop.
19. Students who damage the bus or misbehave on the bus will be written up on a "School Bus Incident Report" form. The administration may suspend student(s)

from riding the bus after two (2) incidents or if the first incident is severe enough for removal.

EMERGENCY DRILLS

The safety of your child is one of our greatest concerns. The school holds regular drills to teach pupils to respond calmly in the event of an emergency.

Fire Drills are held monthly. The children and teachers are informed ahead of time of the correct procedure to follow. Students are to exit the building as rapidly as possible during a fire drill. Students will walk out of the school to a distance of one-hundred (100) feet in a quiet and orderly fashion. We should be able to clear the building in less than one minute.

Tornado Drills are held twice in a school year. The children and teachers are to be prepared to take cover in a designated area. Kneel facing the wall with your knees up under and cover the head with hands.

Lock-Downs are held only when needed. The children and teachers stay in the room, doors closed and locked. No one is allowed in the hallways. Everyone should stay away from doors and windows. Wait for administrative instructions.

A.L.I.C.E is a response to a threat. All teachers will undergo training and know how to respond in the event of a threat. The students will also have drills on how to react when a threat is present. A.L.I.C.E has many different options on how to react to any threat.

LOCKED DOORS

The doors of the school will be locked at all times during the school day. If you need to enter the school, ring the doorbell and you will be buzzed in. Please report to the office. The secretaries will ask you to sign in and will give you a visitor's tag to wear. When you have completed your visit, please return the tag to the office, sign out, and leave through the front doors.

ENTERING AND EXITING THE BUILDING

1. **Everyone** will enter the building through the main doors next to the office.
2. Parents may drop their child/children off inside the main entrance, and pick up their child/children in the cafeteria at the end of the day. Staff will be available in the cafeteria at the end of the day to assist with this process.
3. **ALL** visitors/parents **MUST** sign into the office to receive identification before entering further into the building, and the office personnel will assist with the signing in process. All staff members (including substitutes) are to be consistent about stopping anyone who does not have identification to ensure our students' safety. The visitor's pass is a way to show that you have signed in and that you are a safe person to be in our hallways.

R.R.A.P

River Ridge Active Parent (R.R.A.P.) Team offers many great activities and programs for K-8 students. Your involvement in this parent group would benefit both your family and the school.

TRANSFER OF STUDENTS

If it is apparent that your child will be leaving the district, you should contact the office to complete a withdrawal form and sign a release of records form. The release form is necessary to allow River Ridge to transfer permanent academic records, health forms, and any special education records to your child's new school. This process also insures that the student has returned all school property for proper credit.

RIVER RIDGE MIDDLE 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.
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.
8. There will be no food or snacks allowed in the middle school unless permission is given by a teacher for special events.
9. Only **clear** water bottles will be allowed in the middle school.
10. There will be no cell phone usage allowed in the middle school. Cell phones should be turned off and placed in the student's locker.
11. Hats will not be worn in the middle school on school days.

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.

APPEAL PROCEDURE

We hope that a child's time at River Ridge is enjoyable as well as educational. However, occasionally problems do occur. The grievance of a student or parent is presented in written form in the following order:

1. To the teacher.
If satisfactory resolution of the problem is not obtained through working with the teacher, then proceed to Step 2.
2. To the principal.
If satisfactory resolution of the problem is not obtained through working with the Principal, then proceed to Step 3.
3. To the superintendent of schools.
If satisfactory resolution of the problem is not obtained through working with the Principal, then proceed to Step 4.
4. To the Board of Education.
The Board of Education will study the problem and make a final decision.

RIVER RIDGE SCHOOL DISCIPLINE POLICY

Discipline Policy

Our district, while serving as a partner with the home and community, has as its mission to establish and deliver an ever-changing educational program providing all students the opportunity to acquire the knowledge, skills and attitudes necessary to become life-long learners able to face future challenges.

In order to establish the opportunity for learning, which is a responsibility and a privilege, it is necessary to take corrective action when disruptive or inappropriate (including tardiness and absenteeism) behavior occurs. All students will be treated in a consistent, objective, and non-discriminatory manner. We must have a safe and healthy physical and emotional learning environment where all participants in the educational process are respected and treated with dignity.

Responsibilities & Rights

School personnel have the responsibility to:

1. Provide classroom guidelines, regulations, and expectations for students.
2. Prepare and implement lesson plans and learning activities which provide an effective educational program for each student.
3. Respect students, staff, and parents.
4. Deal with discipline problems reasonably, fairly, patiently, and without provocation.
5. Serve as appropriate role models for the students, in accordance with the standards of the profession.
6. Notify a parent of the student's progress and any significant changes in achievement and/or behavior.
7. Participate in helping identify and resolve school related concerns.

Administrators and teachers have the responsibility to:

1. Ensure that the rights of students and teachers are protected.
2. Establish guidelines for student discipline
3. Establish and maintain a positive school climate which provides frequent, realistic opportunities for students, staff and parents to participate in the identification and resolution of school-related concerns.

Students have the responsibility to:

1. Obey all school rules.
2. Obey local, state and federal laws.
3. Respect the rights of fellow students and school personnel.
4. Be punctual and attend school regularly.
5. Not disrupt the educational process.
6. Attain the best possible level of academic achievement.
7. Respect authority both in school and at school-sponsored activities.
8. Be responsible for their own actions.
9. Conduct themselves in each class in ways that contribute to the learning environment and that are not disruptive to the environment.
10. To seek counseling for personal and educational problems.
11. Read and obtain an understanding of all the rules of behavior regulating their conduct in the school environment.

Staff and Students have the right to:

1. A well balanced, appropriate educational program.
2. Be free from physical and verbal threats.
3. Be free from physical and verbal harassment.
4. Utilize school facilities and programs according to established school regulations and procedures.
5. Hold property free from theft or damage.
6. Expect courteous behavior from students, parents, and school personnel.
7. Determine his/her own dress so long as it is not distracting, inappropriate, or indecent and abides by school guidelines.
8. Seek and obtain confidential help regarding drugs or alcohol.
9. Form, hold and express opinions and beliefs so long as the expressions do not disrupt the normal operation of the school.
10. Due process in the application of the rules and regulations of the school.
11. A classroom climate conducive to learning.

Policies & Procedures

It is suggested that all students and parents should read and be familiar with the student handbook and discipline policy. The development of responsible behavior and self-discipline among students occurs at two levels within a school. Since students spend the greatest amount of time during the school day in the classroom teachers must assume the primary responsibility for gaining the respect and cooperation of the students so that an effective learning environment may be maintained. Each teacher must apply a carefully thought out approach to classroom discipline and administer it with a sense of fairness and consistency. It is recommended that classroom rules be explained and posted in each classroom.

At other times, disciplinary problems occur which are beyond the usual scope of the classroom teacher's primary area of responsibility (i.e., between classes, lunch time, before and after school) or are of serious enough nature to require referral to the building administration/designee. Through administration of the school wide discipline program, the administration sets the tone for acceptable behavior throughout the school and campus. The program must be operated from a carefully developed set of rules and consequences that insure fair treatment, consistency and due process.

Definitions

Suspension—The act of prohibiting a pupil from attending classes (generally for a period of no more than five (5) school days).

1. In-School Suspension (ISS)—A suspension during which the pupil serves the entire time in the school building in a supervised area. Failure to serve the In-School Suspension will result in a three (3) day Out-of-School Suspension.
2. Out-of-School Suspension (OSS)—A suspension served away from the school building and grounds.

Expulsion—An action taken by the school board to prohibit an enrolled pupil from further attendance. A student may be expelled for: 1) Bomb threats, 2) False fire alarm, weapons, drugs, alcohol, assaults, and battery, 3) Repeated misconduct, repeated insubordination. (S120.13)

School and Campus Discipline

The Step System

When incidents occur outside of the classroom, or when corrective actions taken by the classroom teacher have failed, or when the rule infraction is of a serious nature, the incident shall be referred to principal/designee for investigation and action. The severity of the consequences applied by the principal/designee depends on two (2) factors:

1. The seriousness of the offense.
2. The previous disciplinary record of the student.

In the effort to take both factors into account, a progression of consequences (the Step System) has been adopted. A student who is referred for violating a rule contained within this code will receive the consequence that corresponds to the entry level step for that offense. With each successive referral, the student may be advanced up the step system one or more step(s) depending upon the seriousness of the infraction. The minimum disciplinary consequences for each step as follows:

- Step 1:** Conference with principal/designee. Notification of parent via mail.
- Step 2:** Conference with principal/designee. Notification of parent via mail. Student will be assigned a detention of ½ hour or 2 hours depending on severity.
- Step 3:** One-half (1/2) day in-school suspension or an after-school detention. notification and invitation, by phone or mail, to parents for a conference.
- Step 4:** One (1) day in-school suspension. Notification and invitation, by phone or mail, to parents for a conference.
- Step 5:** Two (2) day in-school suspension. Notification and invitation, by phone or mail, to parents for a conference.
- Step 6:** One (1) day out-of-school suspension. Notification of parent by phone or mail. Reentry conference with parent is required.
- Step 7:** Three to five (3-5) day out-of-school suspension depending on nature of offense. Reentry conference with parent and written behavioral contract required.
- Step 8:** Five (5) day out-of-school suspension mandatory. Parent conference required with discussion of future educational options (i.e., EEN referral and referral to other agencies).
- Step 9:** Ten (10) day out-of-school suspension pending expulsion hearing before the Board of Education.

Provisions for the use of the Step System

1. A disciplinary file will be initiated for each student referred to the principal. A record of each violation, as well as step assigned, will be maintained.
2. Parent will be notified in writing of all violations.
3. After a student has been placed on a step, the next infraction may result in the student being advanced to the next step. Steps may be “jumped” if the infraction calls for a higher-entry level step. For example, a student who is on Step 1 and commits a Step 3 violation can be advanced to Step 3. Normally, a student will be advanced up the step system with each successive violation; however, the principal/designee may exercise discretion as to whether a student on Step 2 or over should be advanced for a very minor violation.
4. After a period of 30 school days without any additional infraction and with all detentions and suspensions served, the student will be removed from the Step System.
5. The principal/designee shall be responsible for seeking assistance of counselors, teacher advisors, the school psychologist, a social worker, and other professionals to help students correct their behavior problems.

Lunch Detention/Restricted Lunch Procedures

Students will be assigned school lunch detentions in accordance with the attendance policy and/or the Step System as defined in the Student Handbook. Additionally, classroom, lunch and after school detentions may be assigned by teachers for the violation of classroom rules. These classroom detentions must be served in accordance with the teacher's direction and in a timely manner or a referral to the Step Discipline System will be made. Upon assignment of a school lunch detention by a principal/designee, a student shall begin the following day.

If the student fails to meet his/her classroom or lunch detention obligations, the following shall happen (starting with the first detention): The student shall receive an after school detention.

Suspension Procedures

1. While on in-school suspension, the student shall be assigned to the in-school suspension area. Students serving out-of-school suspension are the total responsibility of their parent or guardian and they are not permitted to be at school or on school grounds. If need be, police may be contacted.
2. No suspension from school shall be imposed without an informal administrative conference with the pupil, except where it appears that the pupil will create an immediate and substantial danger to him or herself or to persons or property around the student.
3. Notice of the grounds for suspension, a brief statement of the facts and length of suspension shall be given to the student at the time the suspension is made. Parents shall be notified of this information by phone, whenever possible, and by mail as a follow-up communication.
4. In-school suspensions will be served in as timely manner as possible.
5. Mandatory out-of-school suspension may begin any time depending on the administrator's discretion. Parent/guardians will be notified.
6. Students serving any type of suspension are ineligible to attend or participate in any co-curricular activity during their suspension. This includes a weekend or holiday if a day of suspension directly precedes and follows it. The student is not to be on the premises if suspended out-of-school.

In-School Suspension Area and After-School Detention Rules

1. Students will have the opportunity to do homework.
2. Students choosing to do homework need to obtain assignments prior to serving the in-school suspension.
3. In-school suspensions are considered excused absences from regular classes
4. Students will remain quiet; no communication with other students, verbal or nonverbal, is allowed.
5. No gum, candy, soda, food, hats, or coats will be allowed in the suspension area
6. Students must follow supervisor's instructions.
7. Lunch will be eaten in the suspension area unless other arrangements have been made by the supervisor.
8. Breaks may be allowed with supervisor's approval
9. Failure to follow rules will result in:
 - a. Verbal warning
 - b. Referral will result in a 2 day out-of-school suspension.

Unacceptable Behavior

Disciplinary action may be taken as a result of any behavior which is disruptive or which violates the rights of others. Rules and guidelines have been established for all curricular and extra-curricular activities in order to create a favorable educational environment. Wisconsin state statutes permit the

suspension of students (s. 120.13) (1) (b). The following may result in suspension and other disciplinary action if necessary which may involve the Grant County Police Department if necessary. In addition, the administration may recommend expulsion.

The following acts are unacceptable and subject to disciplinary action:

(When there is an “s” followed by a number, it is referencing to a Wisconsin State Statute.)

1. Physically attacking any adult involved in the operation of the school. (s940.19)
2. Fighting-mutual combat in which all parties have contributed to the situation by verbal and/or physical action. (s940.19)
3. Assault and Battery-a student causing bodily harm to another by an act done with intent to cause bodily harm to that person is guilty of a misdemeanor. (s940.19)
4. Abusive language directed at any adult involved in the operation of the school. (s947.01)
5. Tobacco use or possession on the premises.
6. Possession, use, or under influence or distribution of alcohol or other illegal drugs or look-like drugs.
7. Selling alcohol, other illegal drugs, or look-like drugs. This will be grounds for recommendation for expulsion. (s125.01)
8. False fire alarms or bomb threats made to the school or at a school-sponsored event. (s941.13/s947.015)
9. Possessing, concealing, or storing a weapon-on one’s person, in a locker, vehicle, or anywhere on the premises.
10. Selling, distribution, possession or use of firearms, weapons, firecrackers, smoke bombs or any form of fireworks in school, on school grounds or at school sponsored events. (s941.20)
11. Theft or possession of stolen property.
12. Vandalism-intentionally causing damage to school premises or property or willful damage to property of staff members and others. (s943.01)
13. Driving recklessly or imprudently in any way on school property. (s941.01)
14. Disorderly conduct-Students who engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance is guilty of disorderly conduct. (947.01)
15. Trespassing-physically present on a school campus or at a school activity after being requested to leave by the school principal or other person lawfully responsible for the control of said premises (s943.14). This includes students who are suspended.

These offenses will also be considered a violation of school rules and students will be subject to the consequences of the discipline structure.

1. Willful Disobedience/Insubordination-refusal to follow school rules and the direction of an adult engaged in the operation of the school.
2. Disruptive Behavior-actions in the classroom, halls, or at-school rules and the direction with effective operations of the school.
3. Tobacco use or possession on the premises.
4. Slander/Label-The statutes (s942.01) prohibit intentionally defaming another whether a student or staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.
5. Harassment-A person who strikes, shoves, kicks, or other physical contact or threatens to do the same is guilty of harassment. (s947.013)
6. Sexual Harassment- Any unwelcome advances, request for sexual favors and other verbal or physical conduct to any member of the student body or member of the school staff.

7. Profane, abusive, or obscene language or gestures.
8. Lying or deceiving school authorities by forging passes, excuses, phone calls, etc.
9. Truancy-Absence without a valid excuse.
10. Leaving school building and grounds during school hours without proper clearance.
11. Failure to report to the office when sent by an instructor or supervisor.
12. Occupying a parked vehicle on school grounds during the hours of 8:00 a.m. and 3:15 p.m., unless approved by the administration.
13. Parking in an unauthorized area on school grounds.
14. Student attire-manner of dress or personal grooming which is deemed inappropriate. See Handbook for further guidelines regarding attire.
15. Possession, concealing or storing lasers, beepers, two-way communication devices, portable phones, etc.
16. Excessive tardiness-Refer to tardy policy
17. In-school truancy-A student is considered an in-school truant if he/she is not in the appropriate classroom, gym, library or cafeteria without permission.

IGNORANCE OF THE RULES DOES NOT EXCUSE VIOLATION. The administration retains the right to deal with any action not covered by these rules. Administrators may vary from the discipline offense procedures whenever the act deems necessary.

Discipline Infractions and Consequences

A. SCHOOL ATTENDANCE

Explained in the River Ridge School Attendance Policy. After the first 10 parental excused absences per year, a physician (or other licensed person under 118.15(3) (a). A note will be required for further absences to be excused.

Right: All students living within the boundaries of the River Ridge School District who are under the age of 21 are entitled to a free public education through the twelfth grade.

Responsibility: Students are to attend school on a regular basis.

Policy: Students will attend school (all classes, assemblies, required meetings, etc.) unless properly excused by a parent/guardian and principal/designee as explained in the River Ridge School Attendance Policy. Students are required to report to school and classes on time and to remain on the school grounds during regular school hours unless excused by an administrator or designee. Students are to begin serving detentions assigned by a principal/designee within two school days of being assigned.

	Infraction	Step	Special Provisions
A-1	Unexcused Absence being absent from classes or all of school day without parental or administrative permission	1-4	The Grant County truancy warning letter Appendix A will be sent home.
A-2	Unauthorized Leaving of Campus: Leaving campus without permission of administrator or designee: failure to follow procedures	3	
A-3	In-school truancy	3	

B. STUDENT/STUDENT RELATIONSHIPS

Right: Each student has the right to attend school and school activities without fear of threats against his or her feelings, property and physical well-being.

Responsibility: Each student shall be responsible to respect the feelings, property and physical well-being of other students and staff.

Policy: Students will refrain from physical and verbal abuse directed at other students, as well as any damage or theft of the property of a fellow student.

	Infraction	Step	Special Provisions
B-1	Threatening or Intimidating Acts: The act of verbally, or by gesture, threatening the well-being, health or safety of any student on school property or en route to or from school.	3-4	Slander/Libel-The statutes (s942.01) prohibit intentionally defaming another whether a student or staff member. This involves anything which exposes the other to hatred, contempt, ridicule, or disgrace in their line of work.*Slander will automatically be considered a step 5 offense.
B-2	Disrespect: To insult, call derogatory names, use obscenity toward, dishonor, sexually harass, or in other manner abuse-verbally or in writing any member of the student body.	1-4	
B-3	Shake Down: The act of extorting things of value from a person in the school, under pressure of either implied or expressed threats.	5	Referral to police when appropriate.
B-3	Bullying, Cyber bullying, Hazing and/or Harassment: Is deliberate or intentional behavior using words or actions, intended to cause fear, intimidation or harm.		If it is determined that students participated in bullying behavior or retaliated against anyone due to the reporting of bullying behavior, the school district administration and school board may take disciplinary action, including: suspension, expulsion and/or referral to law enforcement officials for possible legal action as appropriate.
B-3a	Indirect – spreading cruel rumors, intimidation through gestures, social exclusion and sending insulting messages or pictures by mobile phone or using the internet-also known as cyber bullying	1-4	
B-3b	Verbal – threatening or intimidating language, teasing or name calling, racist remarks	1-4	
B-3c	Physical – assault, hitting or punching, kicking, theft, threatening behavior	5-8	
B-4	Fighting: The act of involving hostile		

	bodily contact in or on school property, or going to or from school, including any activity under sponsorship:		
B-4a	Scuffle-Battery, pushing & shoving no blows	4	Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of one of the students.
B-4b	Fight-Blows thrown or other forceful physical contact.	4-7	Referral to police when appropriate. Both parties involved are to be equally disciplined and share in damages, unless self-defense can be shown on the part of the students.
B-5	Physical Attack: The act of physically battering or in some manner attempting to injure any student on school property or going to or from school or at any school sponsored activities.	5-8	Referral to police when appropriate.
B-6	Property Damage: Of another student's or school personnel's property.	5	Restitution required through parent contact. Referral to police when appropriate.
B-7	Theft: From another student, school personnel or school.	2-5	Restitution required through parent contact. Referral to police when appropriate.
B-8	Horseplay	1	
B-9	Endangering the health or safety of any student by any means.	2-5	

C. STUDENT/STAFF RELATIONSHIPS

Right: Students and staff have a right to work, study and teach in an atmosphere of mutual respect. They also have the right free and responsible inquiry and expression while being mindful of the responsibilities listed below.

Responsibility: Students have the responsibility to respect authority, feelings, physical well-being and property of members of the school staff,

Policy: Student shall refrain from disobedience, insubordination, disrespect, threats, or attacks directed at members of the school staff, as well as damages due to thefts of property belonging to school staff members.

	Infraction	Step	Special Provisions
C-1	Insubordination: The willful failure to respond or carry out a reasonable order or request by authorized school personnel.	2-5	
C-2	Threatening or Intimidating Acts: Verbally or by gesture threatening the	7-8	Notification of police when appropriate.

	well-being, health or safety of any member of the school staff.		
C-3	Physical Attack: The act of physically assaulting any member of the school staff on school property, at any activity under school sponsorship or to and from school.	7-9	Notification of police.
C-4	Disrespect: To insult, call derogatory names, dishonor, sexually harass, make gestures or in any manner abuse verbally or in writing any member of the school staff.	4-6	
C-5	Disrespect for the Property of a Member of the School Staff:		
C-5a	Damage	3-5	Repair or restitution required through parental contract at discretion of the administration. Referral to police when appropriate.
C-5b	Theft	3-5	Referral to police when appropriate and restitution through parental contract.
C-6	Failure to Report Alternate Learning Area or detention.	3	
C-7	Failure to Serve Teacher Assigned Detention	3	

D. SCHOOL PROPERTY

Right: Each student is entitled to a well-equipped, well-maintained, clean and esthetically pleasing school environment.

Responsibility: Each student is responsible to respect and help maintain the appearance and cleanliness of the building.

Policy: Acts of vandalism, theft and abuse of the school building and grounds are prohibited.

	Infraction	Step	Special Provisions
D-1	Vandalism: The act of willful destruction of public property:		
D-1a	Destruction –to render unusable	5	Restitution required through parental contract. Policy referral.
D-1b	Defacing-damage requiring cleaning or repair	3-5	Restitution required

It is the student's responsibility to keep his/her locker clean. Even if the student is not responsible for the writing on you locker, it is your responsibility to clean it off. Inform the office staff of any incident.

D-1c	Abuse of printed material or AV materials	2-4	Restitution required
D-2	Theft:		

D-2a	Theft not serious enough to be reported to police	3-4	Restitution required through parental contract
D-2b	Major theft-considerable enough to be reported to police	5-6	Restitution required through parental contract. Police contact
D-3	Littering	1	

E. PROTECTION OF THE PUBLIC SAFETY

Right: Each student has a right to be safe and secure from physical harm while attending school.

Responsibility: Students have a responsibility to conduct themselves in such a manner as not to pose a threat to the health and safety of other students.

Policy: The infractions listed below, as well as any act that pose a threat to the health and safety of students and/or staff, are strictly prohibited.

	Infraction	Step	Special Provisions
E-1	Detonation or Possession of firecrackers or other nuisance devices.	5-7	Referral to police when appropriate.
E-2	False Alarm:		
E-2a	The act of initiating a fire alarm or initiating a report warning of a fire of other catastrophe without just cause.	6-7	Referral to police when appropriate.
E-2b	Bomb Threats	8-9	Referral to police
E-3	Fire:		
E-3a	Unauthorized use of matches, lighters or other flammable devices.	5	
E-3b	Arson-the willful and malicious burning of/or attempt to burn any part of any property of the school or of its staff and students.	6-9	Referral to police when appropriate.
E-4	Improper Use of Motor Vehicles:		
E-4a	Reckless driving on or around campus	3	Report to police when appropriate.
E-4b	Unauthorized driving during the school day.	3-5	
E-4c	Parking in unauthorized (handicapped, fire lane, etc.) areas or improper parking	2-4	Referral to police when appropriate.
E-4d	Entering parked cars during the school day with the permission of a school personnel.	1	
E-5	Weapons:		
E-5a	Possession of a weapon.	5-9	Referral to police.
E-5b	Threats involving a weapon.	5-9	Referral to police.
E-5c	Use of a weapon.	9	Referral to police.

F. ALCOHOL, TOBACCO, AND DRUGS

Right: Each student has the right to associate with students who are free from the use of alcohol, tobacco and drugs and may not be subjected to those wishing to buy, sell, or use such substances.

Responsibility: Each student has the responsibility to keep his or her mind and body in a sound healthy condition.

Policy: The use or sale of any illicit non-prescription drugs, alcoholic beverage, or tobacco is prohibited on school grounds, as well as, at or before school-sponsored activities.

	Infraction	Step	Special Provisions
F-1	Alcohol and Drugs:		
F-1a	Possession of alcohol and/or drugs	6-9	3-5 day out-of-school suspension. Notify police.
F-1b	Selling or transmitting alcohol and/or drugs.	7-9	5 day out-of-school suspension. Notify police.
F-1c	Noticeably under the influence of alcohol or drugs as indicated by obvious behavior and mood changes and/or the smell of substance on the person.	6-9	3-5 day out-of-school suspension.
F-2	Tobacco: All smoking and use of all tobacco products is prohibited by state law (ss120.12(19)) and school policy on school grounds, in school buildings or at school functions.	4-6	Any use of tobacco products or paraphernalia on premises owned or rented by or under the control of the School Board shall be considered disorderly conduct and prohibited in this Section. Police will be notified.

G. OTHER DISCIPLINARY INFRACTIONS

	Infraction	Step	Special Provisions
G-1	Prohibited items, including cellphones, digital camera, PDA's, Blackberry Smartphones, Bluetooth-enabled devices, MP3 players, email/messaging devices or any other electronic or communication devices are prohibited during the instructional day.	1-7	<ol style="list-style-type: none"> 1. Electronic or communication devices are prohibited during the instructional day. 2. All electronics or communication devices even where stored, shall be kept off during the instructional day. 3. Electronic or communication shall be locked in their hall locker or in their backpacks at all times.
G-1	Removal from class for violation of classroom behavioral rules.	2-4	<ol style="list-style-type: none"> 1. All staff must develop, distribute and display reasonable classroom behavioral rules. 2. Student returns to class after teacher or administrator/student conference. 3. Students may be permanently removed from a class by the administration for gross and/or repeated violation of classroom behavior rules. If this occurs

			parents are notified and any “F” grade will be given.
G-2	Disruption of School Events, Games, Meetings and Assemblies	2-5	Removal from events and possible exclusion from other events.
G-3	Cheating: The attempt to advance your or another student’s performance in an unfair and deceitful manner.		Grade will be affected.
G-3a	In class	2-4	“F” grade on task.
G-3b	Outside of class (tampering with grade book, tests or copying).	2-5	
G-4	Inappropriate Attire: See Handbook for further description	1-5	A student will be asked to remove or change inappropriate clothing.