2026-27 STUDENT HANDBOOK

River Falls
HIGH SCHOOL

River Falls High School Mission Statement

River Falls High School is a community of care serving students to empower them to become their personal best.

Name _____

W.I.N. Teacher _____

It is the policy of the School District of River Falls that no person be denied admission to any public school in this district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student service, recreational or other program or activity because of the person's sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability or handicap. This policy also prohibits student discrimination under Title IX of the Education Amendments of 1972 (sex), Title VI of the Civil Rights Act of 1964 (race, color, national origin), Section 504 of the Rehabilitation Act of 1973 (handicap) and Americans with Disabilities Act of 1990 (disability).

RFHS Student Handbook

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WELCOME

Welcome All Wildcats!

Welcome to the Wildcat family at River Falls High School! We are excited for you to join the outstanding tradition that was started decades ago and make us proud to be called Wildcats today. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding and a general overview of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community. You are responsible for knowing and adhering to what is stated in this handbook.

While at RFHS, you will have many opportunities to develop character and academic strengths in determining your path after high school. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions. Your purposeful engagement on a daily basis is critical and can lead to amazing experiences through your high school journey.

On behalf of the entire faculty and staff, we trust you will make it a great school year by challenging yourself to be your best as a unique individual who was created with special talents and abilities. We are proud to have you as a valuable member of RFHS and adding to our outstanding Wildcat legacy.

Leading with Character

The following traits are embedded into the Wildcat Way at RFHS. You will learn about, discuss, and reflect on the importance and development of these character traits.



District Mission, Vision, and Values

Our Mission

Inspire all students through challenging, meaningful, and engaging learning experiences, in a safe and collaborative environment.

Our Vision

In partnership with families and the community, the School District of River Falls is an innovative PK-12 grade educational leader committed to the academic, social, emotional, and physical well-being of every student.

Our Values

STUDENTS FIRST: We center our policies, practices, and actions on doing what is best for all students.

PEOPLE MATTER : We value and respect our staff, and will find success by supporting their participation in collaborative learning communities.

EQUITY: We ensure the individual personal needs of every child are supported by high quality education/resources to pursue their unique potential.

RESPECT: We affirm the worth and dignity of all students, employees and community members. We foster a climate of civility, acceptance, and reasoned debate, embracing our diversity as a strength.

INTEGRITY: We ground our actions in character, honesty, responsibility, service, and compassion toward others.

EXCELLENCE: We embrace the continuous pursuit of improvement in school operations, services, and programs.

INNOVATION: We inspire and empower innovative thought and practice.

COMMUNICATION: We are accountable and transparent in order to maintain public trust.

River Falls High School Mission and Pillars

Our Mission: River Falls High School is a community of care serving students to empower them to become their personal best.



Handbook Overview

This Student Handbook is a general reference guide only and is designed to be in harmony with board policy. Please be aware that it is not a complete statement or comprehensive listing of all policies, procedures, or rules that may be applicable in a given circumstance.

The River Falls School Board has other policies that are not included in this handbook, but are available for all students/parents upon request. In case of conflict between board policy and any provisions of the Student Handbook, board policy takes precedence and is to be followed. Also, please be aware that the handbook is updated yearly, while policy adoption and revision may occur throughout the year. The District reserves the right to modify provisions in the Student Handbook at any time, whenever it is deemed necessary.

Although the Student Handbook may refer to rights established through law or district policy, the Student Handbook does not create any additional rights for students and parents. It does not, nor is it intended to, create contractual or legal right between any students or parent and the district. If you or your student(s) has questions about any of the material in the handbook, please contact the principal or one of the assistant principals.

RFHS Contacts

818 Cemetery Rd., River Falls, WI 54022
http://www.rfsd.k12.wi.us/river-falls-high-school

RFHS Department Phone #s

Department	Phone
High School Office	715-425-1830 x 3700
Attendance	715-425-1830 x 3701
High School Fax	715-426-6513
School Counseling Office	715-425-1830 x 3717
Counseling Office Fax	715-426-6513
Activities Office	715-425-1830 x3710
Activities Fax	715-425-0784
Renaissance Academy	715-425-7687 x2224
Renaissance Fax	715-425-0794

River Falls High School Administration

Name & Title	Phone	Email
Mr. Kit Luedtke, Principal	715-425-1830 x3704	kit.luedtke@rfsd.k12.wi.us
Mr. Zac Campbelll, Assistant Principal	715-425-1830 x3716	zac.campbell@rfsd.k12.wi.us
Ms. Heidi Link, Assistant Principal	715-425-1830 x3702	heidi.link@rfsd.k12.wi.us
Mr. David Crail, Activities Director	715-425-1830 x3709	david.crail@rfsd.k12.wi.us

Central Office Administration

Name & Title	Phone	Email
Mr. David Bell, Superintendent	715-425-1800 x1117	david.bell@rfsd.k12.wi.us
Dr. Nate Schurman, Director of HR & Leadership Development	715-425-1800 x1102	nate.schurman@rfsd.k12.wi.us
MaryBeth Elliot and Amy Wise, Co-Directors of Academic Services	715-425-1800 x1103	marybeth.elliot@rfsd.k12.wi.us amy.wise@rfsd.k12.wi.us
Mark Inouye, Director of Special Education	715-425-1800 x1115	mark.inouye@rfsd.k12.wi.us

School Board

Name	Email
Ms. Lindsey Curtis	lindsey.curtis@rfsd.k12.wi.us
Mr. David (Bo) Hirstein	david.hirstein@rfsd.k12.wi.us
Ms. Monica LaVold	monica.lavold@rfsd.k12.wi.us
Dr. Stacy Johnson Myers	stacy.johnsonmyers@rfsd.k12.wi.us
Mr. Mike Miller	mike.miller@rfsd.k12.wi.us
Mr. Thong Moua	thong.moua@rfsd.k12.wi.us
Dr. Alan J. Tuchtenhagen	alan.tuchtenhagen@rfsd.k12.wi.us

Visitors

Visitors will only be approved by administration if it is deemed appropriate and educational in nature. For safety purposes, all visitors are to enter through the Main Office, provide their driver's license or other state issued identification card to run through our visitor management system, sign in, wear a school-issued badge, communicate their purpose for visiting with Main Office staff, and, upon leaving, sign out and return the badge.

Daily/Weekly Announcements

Daily and weekly announcements will be visible on our school website and posted in designated areas of the building. All student announcements posted in the building must be approved and signed by a school administrator or designee prior to posting. Emergency and special announcements will be made only with the approval of a school administrator.

Student Privacy & Rights

Student Privacy

At the beginning of each school year, School Districts that receive federal funding are required to provide their student privacy policy to parents. The School District of River Falls will provide reasonable notice to parents of any activities or surveys involving the collection of student data. When applicable, parents will have the opportunity to view survey questions in advance, and will be able to opt their child out of the activity or survey if they choose. (District Policy 333)

Career and Technical Education Notice

All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, religion, national origin, sex, sexual orientation, disability, etc).

Student Grievance Process for Rights Violations
Students who feel their rights under this handbook have been violated may file a written statement with the principal, or designee, within three school days of the date of the alleged violation. If another policy applies to the grievance, the grievance will be processed under that policy. If a grievance cannot be resolved to the student's satisfaction, the student may appeal to district personnel in the following order: (1) principal, and (2) superintendent.

School Calendar, Schedule, and Attendance Procedures

School Calendar 2026-2027 PDF link

Important Dates 2026-2027

Date	Event
August 26	Freshman Orientation/Parent Night Open House (5-8 pm
September 1	**First day of school**
September 7	Labor Day, No School
September 28	Parent-Teacher Conferences (4:30-7 pm)
October 5	Grades 9-12 Virtual Day; Teacher In-Service
October 30	**End of First Term**
November 2	No School: Teacher In-Service
November 25-27	Thanksgiving Break
December 7	Parent-Teacher Conferences (4:30-7 pm)
December 23-January 3	Winter Break
January 4	First day back to school after break
January 15	**End of Second Term**
January 18	No School: Martin Luther King Jr. Day/Teacher In-Service
January 25	Course Registration Night (5-8 PM)
February 15	Grades 9-12 Virtual Day: Teacher In-Service
February 18	Parent-Teacher Conferences (4:30-7 pm)
March 15-19	No School: Spring Break
April 1	**End of Third Term**
April 2	No School: Teacher In-Service
April 6	RFHS ACT Day for Grades 9, 10, 11
April 6	Service to Community Day for Grade 12
May 7	No school
May 10	Parent-Teacher Conferences (4:30-7 pm)
May 26	Seniors' Last Day of School
May 31	No School: Memorial Day
June 4	**Last Student Day (Grades 9-11): End of Fourth Term**
June 6	**Graduation Day**

Daily Bell Schedule (TUESDAY-FRIDAY)

Block	**Time**
Block 1	7:35-9:02
Snack & Passing	9:02-9:15
Block 2	9:15-10:42
Passing	10:42-10:49
W.I.N*	10:49-11:19
Passing	11:19-11:24
Block 3	11:24-1:21
● Lunch 1	11:24-11:54
● Lunch 2	12:08-12:38
● Lunch 3	12:51-1:21
Passing	1:21-1:28
Block 4	1:28-2:55

*W.I.N = Teacher support, intervention, study time, and ACP/character lessons/presentations.
**Blocks 3 & 4 will rotate every other day on an A/B class schedule.

PLC Late-Start Schedule (MONDAY)

Block	**Time**
Block 1	8:15-9:31
Snack & Passing	9:31-9:38
Block 2	9:38-10:53
Passing	110:53-11:00
W.I.N*	11:00-11:30
Passing	11:30-11:35
Block 3	11:35-1:33
● Lunch 1	11:35-12:00
● Lunch 2	12:20-12:45
● Lunch 3	1:03-1:33
Passing	1:33-1:40
Block 4	1:40-2:55

*W.I.N = Teacher support, intervention, study time, and ACP/character lessons/presentations.
**Blocks 3 & 4 will rotate every other day on an A/B class schedule.

Emergency School Closing Procedures

The administration of the School District of River Falls follows these procedures in the event River Falls area schools are forced to delay starting times, dismiss early, or cancel. If weather conditions or other circumstances develop that alter the normal school schedule, Campus Messenger parent notification system will be activated and the following stations will be notified and requested to announce the delayed start or school closing:

Radio stations:	WCCO (830 AM), WDMO (95.7 FM), WEVR (1550 AM & 106.3 FM) WIXK (1590 AM & 107.1 FM), KWNG (105.9 FM)
iHeart Media:	880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM; 98.7FM; 100.7FM; 106.7FM
Television stations:	WCCO (Channel 4) KSTP (Channels 5, 45, and KSAX-TV-channel 42) FOX (Channels 9, 25, 29 and 48) KARE (Channel 11) WEAU (Channel 13

Websites:	**wcco.com**	**b95radio.com**
	kstp.com	**rock921.com**
	myFOX9.com	**z100radio.com**
	kare11.com	**987thebrew.com**
	moose106.com	**wmeq.com**

Please do not contact these stations or the schools directly as this may limit the school district's ability to inform the media of its decisions relative to closing, delayed starts, early releases, and changes in athletic/extracurricular event schedules.

If severe weather conditions develop during school hours and it becomes necessary to dismiss students for home before regular dismissal times, the Campus Messenger notification system will be activated and the radio and television stations will be notified and asked to announce the time of the early dismissal.

In the event of school closing or early dismissal, all extra-curricular activities will also be canceled or postponed unless otherwise announced. RF4C sessions and the Kids Club Program will be canceled when schools are closed due to inclement weather. The announcement to delay or close school includes River Falls Public Schools, St. Bridget's Parish School, and Heartland Montessori School.

Eligibility of Resident/Nonresident Students

The School Board establishes the following policy for determining the eligibility of students to attend the schools of this District.

A. The School Board will educate, tuition-free, students who are residents of the District. Proof of residency will be required for registration in the District. If residency is with individuals other than a parent, the living arrangement may not be solely for the purpose of attending the District's schools.

B. The District will not make residency determinations on the basis of an individual's immigration status.

C. The District will consider those students who are homeless or in foster placement to be residents unless residency is determined to be in another district.

D. Upon request of a student's parent, or the request of an adult student, students who have gained twelfth-grade status and who no longer reside within the District will be permitted to complete their high school education tuition-free.

E. Resident students in grades nine (9) through twelve (12) who attend a tribal school, private school, or home-based private educational program will be accepted into the District's educational programs for up to two (2) classes at any time if the student satisfies the high school admission standards and sufficient space is available in the classes.

F. Students enrolled in a home-based private educational program in grades kindergarten through eight (8) who meet the minimum standards for admission to a course offered by the District will be accepted into the District's educational programs for up to two (2) classes at any time if the School Board determines there is sufficient space in the classes.

G. High school students who reside in River Falls School District due to a Chapter 117 reorganization—but who completed 9th and 10th grades in their former district—may finish their education at that former district. River Falls School District will pay the student’s tuition. If a parent has already paid the tuition, the River Falls School Board will reimburse the parent upon request, provided the request is made within three years. River Falls School District will include the student in its official membership count.

H. If parents (or adult students) present information to the District certifying that the parents (or adult students), their child, or a member of the parent's household is a participant in the Safe at Home/Address Confidentiality Program administered by the Wisconsin Department of Justice, the School Board will use the address designated by the Department of Justice to serve as the student's address for enrollment purposes. The District will place a copy of any certification provided by the parent in the enrollment files.

I. Children of joint custody orders may attend school without payment of tuition if the student otherwise meets residency requirements, unless a court order specifies a different District of attendance.

J. Foreign students, participating in a bona fide foreign-exchange program, may be admitted consistent with Federal law.

K. Minor students residing in the District, but not living with a parent, may be required to provide information sufficient to allow the administration to properly determine resident status under law.

L. Tuition students may be accepted in accordance with State law and the approval of the Superintendent.

M. Nonresident students may be accepted into the District's Summer School Program upon payment of appropriate fees.

N. Nonresident students may be accepted into the District's program under the Part-Time or Full-Time Open EnrollmentPrograms. Nonresident students accepted into the District's Part-Time Open Enrollment Program may attend no more than two (2) courses at any time if the School Board determines there is sufficient space in the classroom.

O. Students who have begun the school year as residents and who no longer reside in the District may be permitted to complete the school year tuition-free.

P. The following provisions apply to any student who has been expelled from another school or district and seeks to enroll in theDistrict during the term of the expulsion order:

1. If the student has been expelled from another Wisconsin public school district, the student is not entitled to enroll. However, the Superintendent may choose to recommend to the School Board that the student be enrolled in the district. The enrollment of a previously expelled student must be approved by the School Board.
2. If a student has been expelled by a Wisconsin charter school or a public school in another state, theSuperintendent or School Board may choose whether to enroll them.The Superintendent may choose to recommend to the School Board that the student be enrolled in the District. The enrollment of a previously expelled student must be approved by the School Board. If the Superintendent chooses not to enroll the student, the Superintendent must first confirm that the original conduct would have been grounds for expulsion under District Policy 5610. To facilitate this review, the student (or their parent, if the student is a minor) must request the following from the previous school:
    - A copy of the expulsion findings and order;
    - A written explanation of the reasons for the expulsion; and
    - The specific term (duration) of the expulsion.

School Attendance

The School Board will enforce regular student attendance in the District's program in which each student is enrolled as required pursuant to State law. Further, the School Board recognizes that the School District's educational program is predicated upon the participation of each student in the program of instruction in which the student is enrolled and required to attend. Student success requires continuity of instruction and program participation.

The primary responsibility for regular school attendance of a child rests upon the child's parent(s) or guardian. In addition, school officials have a legal responsibility to enforce student attendance. It is the intention of the district to work as closely as possible with parent(s) or guardian(s) regarding student attendance.

All children between six (6) and eighteen (18) years of age will attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session. Regular attendance is required until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, this policy, or administrative guideline issued under this policy. A child who is enrolled in five (5) year-old kindergarten will attend school regularly, religious holidays excepted, during the full period and hours that kindergarten is in session until the end of the school term.

Part 1: Definitions

1. Excused Absence: A student is considered excused when the student is absent with an acceptable excuse for all of part of a day during which school is held. As required by state law, acceptable excuses are described in Part 4: Excused Absences. Excused absences will be prorated in the following manner:
    a. Excused absences of 15 minutes to 50% of the school day will result in a half day absence.
    b. Excused absences of greater than 50% of the school day will be a full day absence.

2. Unexcused Absence/Truant. A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Part of a school day is defined as any time period that exceeds 15 minutes.

3. Habitually Truant. A student will be considered habitually truant if the student 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. Part of a school day is any time period that exceeds 15 minutes.

4. Tardy/Late Arrival: Occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

Part 2: School Attendance Officer

The Superintendent will designate an administrator or assigned staff member at each school to be the School Attendance Officer. The School Attendance Officer will perform any duties and responsibilities as required by State law, this policy, and any guidelines issued by the school. The duties of the School Attendance Officer will include, but not be limited to, the following:

1. Determining daily which students enrolled in the school are absent from school and whether the absence is excused.
2. Entering attendance data into the district's school information system.
3. Providing student attendance information to individuals and agencies for purposes authorized by State law and Policy 347 Student Records.

Part 3: Parent(s) or Guardian Notification of Absence Required

The School Attendance Officer or designee will require, from the parent(s) or guardian of each student or from an adult student, who has been absent for any reason either a written or oral notification stating the reason for the absence and the time period covered by the absence. The School Attendance Officer or designee reserves the right to verify such statements and to investigate the cause of each:

1. single absence;
2. absence of more than one (1) day duration;
3. repeated unexplained absence and tardiness.

Any absence not verified by a note or phone call within 24 hours following the absence will be considered unexcused.

Part 4: Excused Absences

As required by state law students will be excused for the following reasons:

1. The student is temporarily not in proper physical or mental condition to attend school.

a. Absences for this reason may be excused by oral or written notification to the School Attendance Officer by the student's parent(s) or guardian for all or part of four (4) school days per school year.
b. If the student is absent four (4) school days for these reasons, the district may request the parent(s) or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses will be made in writing, will state the period of time for which it is valid, and will not exceed 30 days.
c. If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused and not count towards the limit described in Part 4.1.a.
d. The School Attendance Officer or designee has the discretion to excuse a student not in a proper physical or mental condition to attend school.
e. Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.

2. The student has a chronic condition or is experiencing an extended illness.
    a. A student who is diagnosed with a chronic condition or illness that requires the student to miss school for an extended period of time will be excused.
    b. A Chronic or Extended Illness Verification Form will be completed by the student's physician every 30 days. The verification form will outline the condition and the specific impact that the chronic condition or extended illness will have on the student's attendance.
    c. The District Nurse has the discretion to adjust verification requirements in cases of severe medical conditions.
3. The student's parent(s) or guardian has provided a pre-planned notice of absence.
    a. Under Wisconsin State Statute §118.15(c) students can be excused in writing by their parent(s) or guardian before the absence for any reason.
    b. A student may not be excused for more than ten (10) days per school year.
    c. Absent students must complete any coursework missed during the absence.
    d. Examples of reasons for being absent that should be counted under this paragraph include, but are not limited to, the following:
        i. professional and other necessary non-medical appointments that cannot be scheduled outside of the school day;
        ii. to attend a funeral outside of the immediate family;
        iii. college visits;
        iv. job fairs;
        v. vacations.

4. The student is absent from school for one of the following School Board approved reasons:
    a. Obtaining religious instruction or observing religious holidays.
    b. A death in the immediate family.
    c. A court appearance or other legal procedure upon submission of proof.
    d. Approved school activities during class time.
    e. Suspension or expulsion.
    f. Program or Curriculum Modification: The School Board has excused the student from regular school attendance to participate in a program or curriculum modification leading to high school graduation or a high school equivalency diploma as provided by State law.
    g. High School Equivalency – Secured Facilities: The School Board has excused a student from regular school attendance to participate in a program leading to a high school equivalency diploma in a secured correctional facility, a secured child caring institution, a secure detention facility, or a juvenile portion of a county jail, and the student and the student's parent(s) agree that the student will continue to participate in such a program.
    h. Election Day Official: A high school student, age sixteen (16) or seventeen (17) is permitted to be excused to serve as an election official.
    i. Quarantine of the student's home by a public health officer.
    j. Severe Weather Conditions. In the parent(s) or guardian's reasonable judgment, weather conditions are a danger to the health and welfare or safety of the student.
    k. Sounding Taps. A student in grades 6-12 may be excused for the purpose of sounding "Taps" during a military honors funeral for a deceased veteran.

Part 5: Unexcused Absences/Truant

A student is considered unexcused/truant if he/she is absent without an acceptable excuse for all or part of a day during which school is held. Unexcused absences demonstrate a deliberate disregard for the educational program and are considered a serious matter.

A student will be unexcused/truant if the student is absent:

- Without the consent of their parent(s) or guardian.
- With the consent of their parents(s) or guardian, but the absence does not fall under the reasons listed in Part 4: Excused Absences as determined by the School Attendance Officer.
- With the consent of their parent(s) or guardian, but the student has exceeded the allowed absences for the school year.

The administration is authorized by the School Board to establish a building procedure to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to habitual truancy, including detention or supervised directed study program. All detentions must be completed as a requirement for participation in graduation ceremonies.

Part 6: Tardiness/Late Arrival
Tardiness occurs when a student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse. Tardiness and early dismissal can occur more than once per day. The administration is authorized to determine appropriate action to serve as a deterrent to student tardiness and late arrivals. These deterrents can include, but are not limited, detentions, supervised directed study, meeting with administration or school counselors.

If a student tardiness/late arrival is greater than 15 minutes, then it will be considered an unexcused absence. Justifiable reasons for tardiness/late arrival will align to the reasons outlined in the Excused Absences section of this policy.

Part 7: Make-up Course Work and Examinations
Students who are absent from school, whether the absence was excused or unexcused, will be permitted to make-up course work and examinations missed during the absence when they return to school. It is the student's responsibility to contact their teachers to determine what coursework and examinations must be made-up. Teachers will have the discretion to assign substitute coursework and examinations. The procedures for making up work and examinations missed during an absence utilized at each of the respective buildings are outlined in the Student Handbook.

A student who has been suspended will not be denied the opportunity to take any quarterly, semester or grading period examinations or complete any course work missed during the suspension period. The School District of River Falls will not deny student credit in a course or subject solely because of a student's unexcused absences or suspensions from school.

Part 8: ~~Promotion~~, Monitoring and Intervention
All schools will strive to create an environment that is welcoming, safe, and engaging for all students. School personnel will promote the importance of attendance and provide clear communication to students and families regarding attendance and absence reporting expectations.

Procedures will be developed by the administration to enhance the full attendance requirement and to determine appropriate action to serve as a deterrent to truancy. These procedures will be in accordance with Pierce and St. Croix County ordinances and state law, outlined in the Student Handbook, and will be approved by the School Board.

Student attendance will be monitored continuously. Prior to the student being referred to municipal or county for habitual truancy, the Student Attendance Officer or designee will provide targeted assistance to students identified as needing additional support. These interventions may include, but are not limited to,

- attendance reviews;
- consultation with the School Resource Officer;
- student attendance coaching;
- parent(s) or guardian meetings;
- home visits;
- meeting with school counselors;
- referral to School Social Worker.

Part 9: Parent(s) or Guardian Communication

Absence Reports on Report Cards

Absence information will be provided on all Report Cards. Absences on these reports will be identified as excused or unexcused.

Notice of Unexcused Absence

The School Attendance Officer or designee will notify a student's parent(s) or guardian of the student's unexcused absence using one or more of the following methods:

- An automated phone call will be sent to the student's parent(s) or guardian if it is determined that a student is absent from school without advanced notification. a valid reason.
- Notices following unexcused absence may be sent via email and/or 1st Class Mail. Records of these notices will be kept.
- The School Attendance Officer or designee may contact parent(s) or guardian to clarify the status of a student's unexcused absence.

Notice of reaching the maximum allowable excused absences.

The School Attendance Officer or designee will notify a student's parent(s) or guardian by first class mail, email, or phone call when the student reaches the maximum allowable excused absences as described in Part 4: Excused Absences.

Part 10: Referral to Municipal or County Court for Habitual Truancy

Notice and Attempt to Meet with Parent(s) or Guardian

If a student is at risk for becoming habitually truant, the School Attendance Officer will provide a notice to the student's parent(s) or guardian, by registered or certified mail, or by 1st class mail. The School Attendance Officer may simultaneously notify a parent(s) or guardian via electronic communication. The notice will contain the following:

1. A statement of the parent(s) or guardian's responsibility under State law to cause the student to attend school regularly;
2. A statement that the parent(s) or guardian or student may request program or curriculum modifications for the student under State law and that the student may be eligible for enrollment in a program for children at risk;
3. A request that the parent(s) or guardian meet with the appropriate school personnel to discuss the student's truancy;
4. The notice will include the name of the school personnel with whom the parent(s) or guardian should meet, a date, time, and place for the meeting and the name, address, and telephone number of a person to contact to arrange a different date, time, or place. The date for the meeting will be within five (5) school days after the date that the notice is sent, except that with the consent of the student's parent(s) or guardian the date for the meeting may be extended for an additional five (5) school days.
5. A statement of the penalties, under State law or local ordinances that may be imposed on the parent(s) or guardian upon failure to cause the child to attend school regularly as required by State law;
6. If the student is attending the District through the Open Enrollment Program, each notification will also inform the parent(s) or guardian: that the student's open enrollment may be terminated if the student is habitually truant.
7. The School Attendance Officer will also continue to notify the parent(s) or guardian of a habitual truant's subsequent unexcused absences.

Final Intervention Prior to Referring to Municipal or County Court

The School Attendance Officer will ensure that appropriate school personnel have done the following before any case is referred to the Municipal or County Court:

1. Notice was provided as described in above.
2. Met with the student's parent(s) or guardian to discuss the student's truancy or attempted to meet with the student's parent(s) or guardian and received no response or were refused;
3. Evaluated the student to determine whether learning problems may be a cause of the student's truancy and, if so, have taken steps to overcome the learning problems, except that the student need not be evaluated if tests administered to

the student within the previous year indicate that the student is performing at grade level;
4. Conducted an evaluation to determine whether social problems may be a cause of the student's truancy and, if so, have taken appropriate action or made appropriate referrals.

Part 11: Extra Curricular Participation and Attendance

A student must be in attendance for all academic and required activities (designated by the school for the entire school day 7:35 -2:55) to be eligible to participate in an extracurricular activity or practice scheduled on that specific day. The attendance officer will make determinations on daily attendance. The administration maintains the right to make the final determination regarding student participation.

Part 12: Attendance Records

The district will use the same technology-based attendance record keeping system at all schools. Attendance Records will be categorized in the following ways:

- Exempt
  - ACT: School activities during class time.
  - COUN: Visit to School Counselor
  - CMVF: Chronic Medical Condition
  - EXP: Expelled
  - HLTH: Visit to Health Office
  - ISS: In-School Suspension
  - MED
    - Absences for medical, dental, chiropractic, optometric, or other valid professional appointments that are accompanied by note from the professional will be excused.
    - The student has a chronic condition or is experiencing an extended illness.
  - HLTH-ILL
    - If a student becomes ill while at school, office staff and a parent/guardian must speak prior to the student leaving school grounds. An absence agreed upon by office staff and parent/guardian will be excused.
  - SUS: Out of School Suspension
- Excused
  - APL: Alternative Placement
  - EAP: Excused for an Appointment (no professional note provided)
  - EXE: Excused Absence

        - Obtaining religious instruction or observing religious holidays.
        - A death in the immediate family.
        - A court appearance or other legal procedure upon submission of proof.
    - ILL: Illness
        - The student is temporarily not in proper physical or mental condition to attend school. Absences for this reason may be excused by oral or written notification to the attendance officer by the student's parent(s) or guardian for four (4) school days.
    - PAR: Parent Pre-arranged
        - The student's parent(s) or guardian has provided a pre-planned notice of absence.
- Unexcused
    - UNX: Unexcused
        - The first four occurrences in which no valid excuse provided or excuse provided exceeds allowable yearly maximums.
    - TRU: Habitually Truant
        - No valid excuse provided for 5th or further unexcused absence or excuse provided but exceeds allowable yearly maximums.
    - TDY: Tardy
        - A student arrives at the student's registered class location 1-15 minutes after the bell that signals the start of the class period has sounded without a valid excuse.

LEGAL REFERENCE: Wisconsin Statutes Sections 118.15, 118.153, 118.16, 118.162, 118.16(4)(4), 118.165, 115.28(51) . Pierce County Ordinances, St. Croix County Truancy Policies and Procedures

Coursework Makeup Guidelines
Students are responsible for getting all missed coursework from teachers when they are absent for any reason and are responsible for completing all of the missed work. Students will be allowed to complete all coursework missed and are generally responsible for completion with the allotted time listed:

- 1 day absent = 1 day to make up work
- 2 days absent = 2 days to make up work
- 3 days absent = 3 days to make up work
- More than 3 days absent = one week to make up work.

Long-term illness or accidents/injuries that keep students from attending school are exceptions to this rule and will be addressed on an individual basis. Teachers will determine the appropriate timeline and coursework and will communicate this information to the student and/or parents.

For absences in excess of two or more days, please contact the High School Main Office at (715) 425-1830 and a request for coursework with teachers will be made. Please allow one full school day (24 hours) from the time of request to prepare and collect coursework. Much of the coursework may be available through the teacher's online Schoology/Google Classroom page.

Academics

Classroom Expectations

The adult(s) leading learning will establish specific expectations for classrooms; however, these guidelines generally apply in all classes:

- act respectfully towards self and others;
- demonstrate responsibility and respect towards the teacher by being prepared with completed coursework, necessary materials for class, and arriving on time;
- demonstrate cooperation through active participation and support of others during learning activities;
- show respect to property, equipment, and facilities;
- maintain a positive attitude towards learning;
- demonstrate compassion towards others; and
- maintain academic integrity; see separate section below for the definition of *academic integrity.*

Course Registration

An informational meeting will be held in January or February each year for parents and students regarding registering for classes for the upcoming school year. Students have the opportunity to work on course selection materials during the school day in W.I.N. (What I Need, an advisory time) during Registration Week. Students are encouraged to discuss course selections with their parents. A parent/guardian signature is required before course requests may be submitted. *All meeting and registration dates can be found in the calendar section earlier in this handbook.*

Grading Scale

Grade	Score
A	93-100
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	60-66
F	0-59

Special Grading Codes and Definitions

P	Recognized for credit, but not included in the GPA. Prior permission from the Principal is required to allow a "P" grade.
F	Failure = 59% or below
W	Withdrawal
I	Incomplete: given for class work which is not completed because of a long-term absence due to illness or emergency. Arrangements for completion of a course must be made with the teacher. Incompletes must be made up within one week of the end of the grading period or the grade will be changed to an "F." If more time is needed due to unusual circumstances, approval of the principal is required.

Plus and minus signs may be used with letters A, B, C and D to indicate a position within that grade range. Exceptions: no A+ or D- grades are awarded. (A = 4.0, A- = 3.7, B+ = 3.3, B = 3.0, B- = 2.7, C+ = 2.3, C = 2.0, C- = 1.7, D+ = 1.3, D = 1.0, F = 0). See Board Policy 345.1 and 345.11.

Academic Lettering and School Attendance

To be eligible for academic lettering, a student must have no unexcused absences during the school year and have not been suspended in or out of school during the school year. A student must be a full time student in the school year he/she wishes to qualify and must be passing 20 hours (four classes, five days per week) of instruction at all times during the school year. Contact the RFHS Activities Office with questions.

Academic Awards

Academic Letters (which are not connected to the Laude System) are awarded based on the following criteria:

- Maintain a 4.0 grade point average through the conclusion of the freshman year.
- Maintain a 3.85 grade point average through the conclusion of the sophomore year.
- Maintain a 3.75 grade point average through the conclusion of the junior and senior year.
- All incomplete grades must be resolved.

Laude System

River Falls follows a Laude System. The purpose of our laude system is to encourage and recognize high school graduates for completion of challenging coursework and preparation for future success. There are three levels of recognition correlated to a range of honor points:

- Summa Cum Laude: *Highest Honor*
- Magna Cum Laude: *Great Honor*
- Cum Laude: *Honor*

A student's score is computed by multiplying cumulative GPA by the number of points earned from specifically identified laude courses successfully completed by a student. Our school profile, as well as our laude system, will help inform colleges in gaining a more holistic perspective of our students.

*Contact your student's school counselor for more information or visit the following link: RF Laude System. (Note: RFHS does not designate a valedictorian or salutatorian.)

Graduation Ceremony Participation

- Students graduating must have completed a minimum of 27.5 credits.
- Honor cords will be awarded to seniors who qualify under the Laude System no later than midterm of term 4.
- Students who have 27.5 credits or fewer may not receive a signed diploma until completion of .5 credits or more to meet the 28-credit graduation requirement.
- Students not in attendance for more than 85% of their academic year due to habitual truancy may not be eligible to participate in graduation ceremonies and/or the senior class party. See Board Policy 345.62.

Deadline
All graduating seniors should meet all obligations to the district by Memorial Day to participate in graduation. This includes, but is not limited to, the following: fines, fees, detention time, food account balance, return of library items, school-owned electronic devices, textbooks, and physical education locks.

Early Graduation
The River Falls School Board believes that it is advisable for students to complete a sixteen-term high school sequence for graduation. Recognizing, however, that unusual circumstances may arise and that some students and their parents/guardians may wish to pursue alternative educational paths, students may be allowed to graduate from high school following their 14th or 15th term of high school.

The following procedures are established for the purpose of consideration for early graduation.

1. A student must meet all graduation requirements and will not be eligible for early graduation prior to the completion of the 14th term. Required courses shall not be waived. Students requesting early graduation after the 14th term of high school will be expected to pursue post-secondary education; evidence of acceptance and/or anticipated enrollment must be presented. Students requesting early graduation after the 15th term of high school must show extenuating and/or familial circumstances for leaving school early.

2. The student and their parent(s)/guardian(s) must make a written request to the building principal or program coordinator at least one term prior to the anticipated early graduation describing the student's plan for immediately following early graduation, if early graduation is granted (e.g., pursue alternative educational paths). Requests filed less than one term before the anticipated early graduation date may be considered, but only due to unusual circumstances.
3. A screening committee made up of the building principal and a counselor or program coordinator shall review the request.
4. A student must meet all graduation requirements and will not be eligible for early graduation prior to the completion of the 14th term. Required courses shall not be waived. Students requesting early graduation after the 14th term of high school will be expected to pursue post-secondary education; evidence of acceptance and/or anticipated enrollment must be presented. Students requesting early graduation after the 15th term of high school must show extenuating and/or familial circumstances for leaving school early.
5. A student who graduates early shall not be eligible to participate in any interscholastic or Wisconsin Interscholastic Athletic Association-sponsored activity, as appropriate. A student who graduates early shall be eligible to participate in graduation exercises. Students who graduate early may participate in other school related activities at the Principal's or Activity Director's discretion.

See Board Policy 345.61

Final Transcript for Seniors

Official transcripts are available online at www.Parchment.com. There is a small fee, approximately $5, to do so. Grades are available online at https://wicloud.infinitecampus.org/campus/portal/riverfalls.jsp. Username and password are available through the High School Main Office.

Promotion, Placement, and Retention

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It will be the policy of the School Board that each student be moved forward in a continuous pattern of achievement and growth appropriate for each student's development.

Definitions

Promotion: Occurs when a student is demonstrating learning that indicates the student has met the criteria established in this policy and will be moved forward to the next grade.

Placement: Occurs when a student is not demonstrating learning that indicates the student will be promoted to the next grade, but a determination has been made that it is in the student's best interest to move forward to the next grade. A placement determination is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

Retention: Occurs when a student is not demonstrating learning that indicates the student should move forward to the next grade,and the student should repeat the current grade. A retention decision is made by the Principal in consultation with the Student Support Team and parent(s)/guardian(s).

A student will be promoted to the succeeding grade level when the student has demonstrated learning by:

A. completing the course requirements at the presently assigned grade;
B. in the opinion of the professional staff, achieving the instructional objectives set for the present grade;
C. demonstrating sufficient proficiency to permit the student to move ahead in the educational program of the next grade.

Following sound principles of child guidance, the School Board discourages the skipping of grades.

Appeal Process

Any person appealing a decision regarding promotion to grade nine under this policy will submit a written appeal to the Superintendent within five (5) business days of notification. The person must state in writing the portion of this policy they believe was administered in error including the reasons supporting that belief and the proposed remedy for the alleged error.

The Superintendent will meet with the parties involved and will issue a written decision within ten (10) business days. The decision of the Superintendent is final.

Academic Integrity

Honesty is a highly valued character trait at River Falls High School. Students are responsible for holding themselves and each other accountable for ethical use of information and ideas. When a student cheats, he/she is being dishonest with themselves and their teacher(s). Our goal is for students to learn and practice ethical behavior in regard to information and information technology. Academic integrity is an *obligation* for **all students** at RFHS. Additional details regarding district Academic Integrity expectations can be found in Policy 5505.

Definitions:

Academic integrity involves adhering to the values of honesty, trust, fairness, respect, and responsibility in all facets of the learning process. **Academic misconduct** is considered a violation of academic integrity, either when acting alone or assisting others. Below are six (6) general areas that constitute academic misconduct including examples of each. Examples of academic misconduct include but are not limited to the following:

1. Committing plagiarism (see information below).
2. Submitting falsified or invented work/information instead of actually doing the work, research, or task themselves (changing or creating data in a lab experiment; writing up a fake interview). **This includes students turning in A.I.-created work as their own.**
3. Using unauthorized tools or materials in any academic work (using notes, programmable calculators, or other electronic devices) on an assessment when such use is not allowed (stealing, selling, or providing others with tests or course materials; using an online translator for more than words or phrases).
4. Misusing or falsifying academic documents (altering a transcript or report card; signing another person's name to an attendance roster or grade check; forging a hallway pass).
5. Purposefully damaging or hindering the work of others (hiding books or reference materials needed to complete an assignment; tampering with lab experiments, art projects, or electronic files of another student).
6. Assisting other students in any of these acts (allowing a person to use your notes on a test).

Plagiarism is taking credit, whether deliberate or not, for another person's or source's (print or non-print) ideas or words, works or processes without proper citation or credit. Sources do not need to be cited for material that is considered to be "common knowledge" i.e., factual information that is considered in the "public domain" because it is published in multiple standard reference works. Likewise, when common knowledge is related to a field or specialty, sources may not need to be cited if the information is widely known to people within that field. Because it may be hard to determine what is considered common knowledge, it is a good idea to cite sources or ask your teacher for guidance. **Students turning in any A.I.-created work as their own is prohibited as well.**

Use of Artificial Intelligence/Natural Language Processing Tools For School Work

In order to ensure the integrity of the educational process and to promote fair and equal opportunities for all students, except as outlined below, the use of Artificial Intelligence (AI) and Natural Language Processing (NLP) tools (collectively, "AI/NLP tools") is strictly prohibited for the completion of school work, without the express permission/consent of a teacher. The use of AI/NLP tools,without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge,skills, and understanding of course material rather than relying solely on AI/NLP tools and they should ask their teachers when they have questions and/or need assistance. Unauthorized use of AI/NLP tools is considered a form of plagiarism and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Handbook. (SeePolicy 7540.08 - Artificial Intelligence (AI))

Notwithstanding the preceding, students can use AI/NLP tools in the school setting if they receive prior permission/consent from their teacher, so long as they use the AI/NLP tools in an ethical and responsible manner. Teachers have the discretion to authorize students to use AI/NLP tools for the following uses:

A. Research assistance: AI/NLP tools can be used to help students quickly and efficiently search for and find relevant information for their school projects and assignments.
B. Data Analysis: AI/NLP tools can be used to help students to analyze, understand, and interpret large amounts of data, such as text documents or social media posts. This can be particularly useful for research projects or data analysis assignments –e.g., scientific experiments and marketing research.
C. Language translation: AI/NLP tools can be used to translate texts or documents into different languages, which can be helpful for students who are learning a new language or for students who are studying texts written in a different language.
D. Writing assistance: AI/NLP tools can provide grammar and spelling corrections, as well as suggest alternative word choices and sentence structure, to help students improve their writing skills. Proper citation when using AI/NLP tools is required when AI/NLP generated content is incorporated into any work product.
E. Accessibility: AI/NLP tools can be used to help students with disabilities access and understand written materials. For example, text-to-speech software can help students with specific learning disabilities or visual impairments to read texts andAI-powered translation tools can help students with hearing impairments understand spoken language.
F. Study Tool Creation: AI/NLP tools can be used to generate flashcards, study guides, quizzes, slides, AI-generated audio,interactive chats, and summaries from course study materials to improve student understanding and retention.

Cooperative Learning /Group Work: Because this type of work presents unique learning opportunities, it is important that each student complete their assigned part in a timely manner consistent with the teacher's rubric or timeline. When a student relies on others to do their work, either intentionally or not, this may be considered academic misconduct, and the student may be subject to the consequences outlined below. Other members of the group who fully participate and complete their work will not be subject to consequences.

Student Responsibilities: Students at RFHS are committed to practicing ethical behaviors when it comes to learning and using information and information technology. Students are expected to complete and submit their own work consistent with teacher guidelines for individual or group work and accepted standards such as the MLA (Modern Language Association) format and students should ask for help/clarification early and often if they do not understand an assignment or are experiencing difficulty which may prevent the timely completion of their work. When enrolled in Advanced Placement (AP), Early College Credit Programs (ECCP), or any other third-party, District-sponsored programming, students are expected to follow the corresponding policies and guidelines regarding the use of AI/NLP.

Staff and Administration have the responsibility for monitoring students' work for compliance with this policy.

Parents will be contacted as soon as practicable to report any alleged acts of academic dishonesty by their child.

Procedure if misconduct is suspected: When a teacher or staff member has reason to believe that academic misconduct has occurred, the following procedure will be followed: The teacher and/or an administrator will investigate the alleged misconduct with the student(s) by providing the student with a written or verbal description of the academic misconduct. The student will have the opportunity to present their perspective of the alleged misconduct either verbally or in writing. If it is determined that misconduct has occurred, the appropriate consequences will be assigned based on the protocol below.

Teachers are authorized, in consultation with their Principal, to apply appropriate consequences for violations of this policy. Disciplinary consequences for significant violations may include removal from the class with a failing grade, removal from student leadership positions, elimination of honors recognition, loss of membership in honor organizations, as well as other disciplinary consequences appropriate to the nature of the violation.

Repeated violations of this policy at the high school level will result in additional disciplinary consequences, up to and including suspension and expulsion.

Students who violate this policy are subject to disciplinary consequences.

Consequences for academic misconduct: When a teacher and/or an administrator has concluded academic misconduct has occurred, the following process may be used:

1. The teacher and/or an administrator will meet with the student to discuss the academic misconduct.
2. The teacher and/or an administrator will communicate with the parent(s)/guardian(s) in person or through a phone call to discuss the academic misconduct.
3. To earn credit on the activity/assignment/assessment after academic misconduct occurred, the teacher:
    a. will determine what revisions must take place on the original submitted work,
    b. will provide an alternate learning activity which will be used for the student to demonstrate proficiency of the learning target, and
    c. will determine the appropriate timeline for the student to submit newly assigned coursework.

    The student must complete the assigned revisions or new learning activity as provided by the teacher in order to be eligible for **any credit** for that activity/assignment/assessment.
4. Administration will meet with the student to reinforce academic integrity and expectations for learning.
5. The student may also be assigned detention, in-school suspension, or other academic consequences. Additionally, any incident of academic dishonesty is considered a code of conduct violation and will be referred to the activities office. A pattern of student academic misconduct will result in progressive disciplinary action. *Students who have already had one incident of academic misconduct may not be able to receive credit for the assignment if a second incident takes place.*

Enrollment, Withdrawal, Transfer

Any person who wishes to enroll in, withdraw, or transfer from River Falls High School must meet with the principal/designee and complete the required forms for record updating/transferring. Students who are not 18 years of age must be accompanied by a parent/guardian. A parent/guardian should sign the student out of RFHS in order for records to be transferred. Fees should be paid and school district resources returned before records are transferred to another institution. See Board Policy 420.

Open Enrollment

Students in kindergarten through grade 12 may attend any public school in the state, as permitted by either law or board policy. Applications must be submitted to the non-resident's school during the Open Enrollment window. Forms are available at the District Central Office (715-425-1800) and on the River Falls School District website. See Board Policy 423 which requires the district to designate available seats for open enrolled students.

Schedule Changes

Please note that every effort is made to honor student course requests. It is imperative that students choose courses thoughtfully during the registration process as they will be expected to follow their given schedules. After the school year begins, students **must** meet with their school counselor to request a schedule change. Counselors and school administrators determine the rationale of schedule changes and reserve the right to approve or deny any requests.

Except as set forth in this subsection, all schedule changes must be made before the start of the term. Schedule change forms are available in the School Counseling Office. **ALL** schedule change requests require a parent/guardian signature.

Schedule changes will be made only for the following reasons:

A. An error has been made on your schedule.
B. A change is needed to meet a graduation requirement.

School administrators and counselors will validate requests and whether the request warrants a schedule change. Schedule changes based on requesting a specific teacher for a class, time of day for a class, or change in format from A/B day to regular block, will not be honored, (except for special, unavoidable circumstances).

Graduation Requirements

In general, a total of 28 credits must be earned for a student to graduate from River Falls High School including the following:

4 credits of Language Arts, including Speech
3.5 credits of Social Science, including Geography
3 credits of Science
3 credits of Math
1.5 credits of Physical Education
.5 credit of Health
.5 credit of Personal Finance
12.5 credits of electives

1 Term class = 0.5 credit
Semester class = 1.0 credit
A/B class = 0.5 credits per semester

See Board Policy 345.6 and 345.61

Capstone Learning Opportunities

A “Capstone Opportunity” is an academic experience that involves a variety of scholarly opportunities and results in a synthesized outcome. There are a variety of Capstone learning opportunities available to help each student personalize their learning. Detailed information about the following options can be found in the Academic & Career Planning PDF Guide linked at: GUIDE_AcademicCareerPlanning

Capstone Learning Opportunities include:

- Advanced Standing articulated courses
- Advanced Placement courses
- Career Technical Education (CTE) Capstone
- Dual Academic Credit Program (with UW-River Falls)
- Dual Credit High School Academies
- Early College Credit Program
- Industry Certifications
- Start College Now
- Transcripted Credit courses
- Work and Career Based Learning

Alternative Opportunities to Earn High School Credit

Hybrid Courses

Hybrid course content is delivered 60-80% online, and 20%-40% in person. Students work independently for the online portion of the class. Hybrid courses are offered on a limited basis.

Independent Study, Service Credit, or Office Help

Juniors and seniors may apply for Independent Study, Service Credit, or Office Help. Students may take a maximum of two courses per year or two credits during the course of their high school career. In the case of an independent study, an established curriculum must be in place, and teachers will expect students to complete the coursework somewhat independently. Students must have successfully exhausted all appropriate course offerings in the designated area to be eligible for the independent study opportunity. For all three options, requests must be approved by the principal and scheduled in advance of the term in which the course is to be taken. If approved, the course is added to the student’s schedule. Forms are available in the Counseling Office. See Board Policy 343.3.

Wisconsin Virtual School

Students have an opportunity to take online enrichment courses not offered at RFHS. Students should meet with their school counselor if interested. Course descriptions may be found in the resource appendix of the Course Planning Guide and online at www.wisconsinvirtualschool.org. Students/families will be required to reimburse the school district for tuition costs in the event of failed or incomplete WVS classes.

Requests for Program or Curriculum Modification

Any student's parent/guardian, or the student if the parent/guardian is notified, may request in writing that the District provide the student with program or curricular modifications. A request for a program or curriculum modification(s) shall be considered by the District under the following circumstances:

1. The student is temporarily not in proper physical or mental condition to attend a school program. In this case, the parent or guardian must obtain a written statement of the physical or mental condition from a licensed physician, dentist, chiropractor, optometrist, psychologist, physician's assistant, nurse practitioner, certified advanced practice nurse practitioner, or Christian Science practitioner (living and residing in Wisconsin and who is listed in the Christian Science Journal), as sufficient proof of physical or mental condition of the student.

2. This written statement, as indicated above, is a Statement from Medical Professional to Consider Homebound Instruction, is to be included in the administrative procedure and shall indicate the time period for which it is valid, not to exceed 30 calendar days.

3. A team consisting of the parent/guardian and school personnel knowledgeable about the student, shall review the physical or mental condition statement and make a determination regarding the need for homebound study. These program or curricular modifications may include, but are not limited to nonsectarian correspondence courses or other courses of study approved by the District or nonsectarian tutoring provided by the District.

4. The team shall review the need for curricular or program modifications at least every 30 calendar days.

If the District denies the request for program or curriculum modifications, the parent may appeal the denial using the Complaint Procedure outlined in Practice Statement-Equality of Educational Opportunity, or the Pupil Non-Discrimination/Anti-Harassment. (District Policy 411-Rule 1)

Wisconsin Higher Education Board (HEAB) Scholarships for Seniors

Wisconsin Academic Excellence Scholarship

Academic Excellence Scholarships (AES) are awarded to Wisconsin high school seniors who have the highest grade point average in each public and private high school throughout the State of Wisconsin. The number of scholarships each high school is eligible for is based on total student enrollment grades 9-12. Eligibility for the Wisconsin State Scholarship is first based on grade point average (GPA) for grades 9-12. To be eligible, a student must be in attendance at RFHS for six terms: four terms of the junior year and the first two terms of the senior year. The scholarship is granted to the top two

students who meet established criteria and plan to attend a Wisconsin university. See Board Policy 461

Wisconsin Technical Excellence Scholarship
Technical Excellence Scholarships (TES) are to be awarded by the State of Wisconsin to Wisconsin high school seniors who have the highest demonstrated level of proficiency in technical education subjects.The School District of River Falls shall annually designate certain scholars for purposes of the Wisconsin Technical Excellence Higher Education Scholarship Program. These scholars shall be designated on the basis of their level of proficiency in career and technical education (CTE) subjects, and who enroll, on a full-time basis, in a technical college. Applicants shall be seniors who have met the criteria outlined below. The scholars shall be named in accordance with timelines required by law and in accordance with established board policy.

To be eligible, students must be enrolled in the district full-time for six consecutive terms prior to the awarding of the scholarship (i.e., four terms of their junior year and the first two terms of their senior year). To attain senior standing, a student must meet the requirements outlined in board policy.

The committee shall apply the following criteria in noted order. Students must exhibit interest in and have a career plan related to a technical field, and must meet a minimum of three (3) of the outlined criteria for graduation:

1. Have completed at least three (3) high school CTE courses in the student's identified career pathway. The student may be enrolled in the third course at the time of the nomination.
2. Have participated in a Youth Apprenticeship Program under the supervision of the Wisconsin Department of Workforce Development.
3. Have completed a minimum of one course in a transcripted credit program.
4. Have successfully participated in a Skills Standards Program or Certification offered by the Wisconsin Department of Public Instruction.
5. Have completed or in progress to complete an industry-recognized certification program approved under WI Stats. 115.367 (2).
6. Have participated in a Career and Technical Student Organization (CTSO) in Wisconsin: DECA, FBLA, FCCLA, FFA, HOSA, Skills USA, etc.
7. Have completed an identified Career and Technical Training pathway as defined by the Wisconsin Department of Public Instruction.

Students meeting the identified initial criteria will be ranked based on the following point system reflective of coursework and technical education experience.

1. Two points will be awarded to a student for each credit earned in high school CTE courses. (For the purpose of assigning a ranking among eligible candidates, credit hours in process at the time of nomination will be counted toward the number of credits the student has earned.)

2. One point will be awarded to a student for each year of activity in a Career and Technical Student Organization in Wisconsin (CTSO). Note: For activity in multiple CTSOs, one point will be awarded for each year of participation in each CTSO.
3. An additional one point will be earned for each of the following activities:
    - participation in an approved Youth Apprenticeship Program,
    - completion of a Skills Standards Certification, and
    - completion of an industry-recognized certification program.
4. If students are tied with total points, the first tiebreaker will be that students with equal points will be ranked by their GPA in CTE courses.
5. The second tiebreaker will be that students will be ranked by their overall composite GPA.
6. The third tiebreaker will be that students with the highest composite score on the ACT by December 31 shall be designated as the recipient or alternate.
7. Should there remain any further tied students, a representative committee of high school faculty members shall select the recipient or alternate based on the number of additional CTE criteria met as well as student leadership positions held by the student. School leadership positions shall be defined as an officer position in an established, district-approved activity.

See Board Policy 462

In the event a student qualifies for both the Academic Excellence and Technical Excellence scholarships, the student shall identify which award he/she intends to accept.

Activities

Activities Participation and Guidelines

It is highly encouraged for students to participate in school clubs and social organizations. Participation in such clubs fosters growth in the areas of responsibility, leadership, and accountability. However, no student may serve as president or vice-president in more than one club or organization in any given year. In addition, students are limited to serving in an officer capacity (*officer*=leadership role other than president or vice president) in no more than two organizations a year. This guideline is in place to ensure that all students serving in a leadership position have the ability to dedicate and manage their responsibilities of being a leader or officer for their club or organization. It should be noted that students are still encouraged to participate and serve in as many clubs and organizations as they see fit.

Student Sport Seasons

Season	Activity
Fall	**Girls**: Cross Country, Golf, Swimming/Diving, Tennis, Volleyball **Boys**: Cross Country, Football, Soccer
Winter	**Girls**: Basketball, Gymnastics, Hockey **Boys**: Basketball, Hockey, Swimming/Diving, Wrestling
Spring	**Girls**: Soccer, Softball, Track **Boys**: Baseball, Golf, Tennis, Track

Athletics

River Falls High School is a member of the Big Rivers Conference in the sports listed above.

Activities Guidelines

As a member of the Wisconsin Interscholastic Athletic Association (WIAA), student athletes are governed by the general rules and specific rules of our school Activities Handbook/Code. The **Activities Handbook/Code** deals with conduct and academic requirements for the athlete. All students participating in athletics must submit the following forms prior to participating in any athletics: a current physical (good for two years), or an alternate physical form (for the alternate year); the Activities Handbook/Code signed by the student and parent one time for the entire high school career; an Impact (Concussion) test every other year (scheduled through the Activities Office); and pay the activity fee. These may all be done via the registration process. Students who cannot afford the activity fee need to contact the Activities Office and obtain a form to fill out to have the fee waived.

Extra Curricular Participation and Attendance

A student must be in school attending classes during the entire day in order to participate in a school sponsored activity, an event that evening, or the following weekend day, which include but are not limited to dances, sporting events, concerts, etc. Furthermore, if the student has been considered habitually truant within the current school year, consequences may include nonparticipation. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the administration or the designated attendance officer.

Should a student be absent all day on a Friday due to illness, that student shall be permitted to participate in an activity on the following Saturday or Sunday if the student feels physically fit, has the recommendation of parents/doctor, and the approval of building administration.

A student who will miss part or all of a school day due to an extracurricular event, and is aware in advance of that date(s), is responsible to communicate with their teaching staff in advance, complete required coursework for the date(s) to be missed, and be prepared to complete any scheduled assessments, projects, or assignments on the day of their return, unless otherwise determined in advance with individual teachers.

Club Offerings & Guidelines

Students participating in clubs or activities are subject to the rules and guidelines listed in the Activities Handbook/Code. The **Activities Handbook/Code**, available in the Activities Office or online, is to be signed by both the student and a parent or guardian. All paperwork, along with required fees, is due into the Activities Office before the student can participate in the club or activity.

Activities at RFHS include Art Club, Biology Club, Cheerleading, Chemistry Club, Chess Club,Costume Carolers, Connecting All Together Socially (C.A.T.S.), Community Club, Dance Team, Drama Club, Fishing Club, Future Business Leaders of America (FBLA), Fellowship of Christian Athletes (FCA), Fishing Club, Future Farmers of America (FFA), Forensics, Gay-Straight Alliance (GSA), Game Club, International Club, Mock Trial, Musical, National Honor Society (NHS), Pep Club, Ping Pong Club, Powerlifting, Robotics, Rock Climbing Club, Students Offering Support (SOS), Strive, Student Council, Trap Shooting, Yearbook. Students who have a common interest, secure an advisor, write a constitution, and have the club authorized by the principal or designee may form new clubs.

School Events

School events are considered an extension of the classroom, so the expectations are the same, and school discipline extends to the behavior of our students at both home and away activities. Students who are absent, unexcused, or suspended (in or out of school) may **not** participate **nor** practice in school sponsored co-curricular events that day.

The school provides transportation, by bus or school car, for all participants to school-sponsored events held away from the school. The participants are required to ride the bus to the event and to return by bus from the event. On occasion, student participants may return from school-sponsored events with their parents (providing parental request has been made, in writing, to the principal or coach/supervisor prior to departing for the event). The parent must be in direct contact with the activity supervisor/coach after the activity for the participant to be excused. Failure to follow this procedure will result in being withheld from competition at the next event.

Social Functions

Social functions held at the high school are a part of the school's co-curricular activities. The following guidelines are used for school events:

- School functions are supervised by chaperones (teachers, administrators, and/or parents).
- School social functions end by midnight on Friday and Saturday, and 10:30 PM on school nights. Exceptions to this rule must be cleared through the principal or designee.
- Only River Falls High School or Renaissance Charter Academy students and their guests, age 20 or younger, are eligible to attend school social events. Each guest must have a guest pass, which can be secured from the RFHS Activities Office. Exceptions to this rule must be cleared through the principal or designee. Middle school students are not allowed to attend high school dances/social events.
- Students and guests are expected to stay in the building while at a social function. Anyone leaving without permission will not be readmitted.
- Acceptable school conduct is expected at all social events. Guests will be expected to adhere to the RFHS rules that apply to our students.

Family Night

Wednesdays have been designated as Family Night by the School District of River Falls pertaining to the scheduling of school-sponsored events. No school events may take place after 6:00PM without advance approval of a school administrator.

Spectator Buses

Spectator busing is provided when there is strong student interest. At least 30 students must sign up to ride a bus by 9:00 AM on the game day before a bus will be ordered. The cost of the bus ride is determined by the length of the trip and thus may vary from game to game. Students who ride spectator buses must return from the game or event on the bus unless a parent makes arrangements with the chaperone/advisor to transport a student home. The principal or designee and the bus chaperone/advisor must be aware of this arrangement before the game/event. The parent must present him/herself to the chaperone when picking up their son/daughter. Failure to adhere to this procedure will result in denial of this privilege in the future.

Conduct at All School Events

Every individual in attendance at a school-sponsored event should observe the accepted rules of good sportsmanship, citizenship, and conduct. Exemplary conduct is expected from our students, adult fans, players, cheering squads, coaches, and staff. Inappropriate behavior that results in a fan being removed from a game will have the added consequence of missing the next game as well (new WIAA regulation).

The fundamentals of good sportsmanship include the following:

- Show respect for the opponent at all times. The opponent should be treated as a guest.
- Show respect for the officials. The officials should be recognized as impartial arbitrators who are trained to do their job to the best of their abilities.
- Know, understand, and appreciate the rules of the contest.
- Maintain self-control at all times.
- Recognize and appreciate skill in performance of all teams playing.
- At concerts or performances of other school groups, or by visiting groups, it is expected that behavior will be appropriate for the occasion.Students asked to leave a contest due to misbehavior will not be allowed access to any other for one calendar week. (minimum one contest)

Music

Music groups that are both curricular and co-curricular (require in-school and after-school time):

Choir: Concert Choir, Symphonic Choir, Chamber Choir
Band: Concert Band, Symphonic Band, Wind Symphony, Marching Band

Music groups that are extra-curricular:

Choir: Costumed Carolers, Solo/Ensemble, Musical
Band: Jazz Band, Pep Band, Solo/Ensemble

Student and Parent Conduct

Students and parents are expected to conduct themselves in a manner that is appropriate and respectful. In order to achieve the shared responsibility for the maintenance of good behavior, adhere to the following expectations:

Parents should:

Communicate regularly with the school concerning their child's conduct and progress;

- Utilize online resources, such as Infinite Campus and Schoology, to monitor student progress;
- Ensure the daily attendance of their child, follow the attendance laws and procedures outlined in this handbook, and promptly report and explain absences or tardies to the attendance secretary;
- Provide the resources for the child to complete school assignments;
- Assist their child in being healthy, well-groomed, and clean;
- Discuss report cards and assignments with their child; and
- Maintain up-to-date home, work, and emergency telephone numbers at the school.

Students should:

- Be responsible and attend all classes daily and on time;
- Be prepared to come to class with appropriate work materials;
- Be positive and refrain from profane or inflammatory statements;
- Cooperate with and respect all individuals and property;
- Conduct themselves in a safe and reasonable manner;
- Be well-groomed and clean;
- Be responsible for their school coursework; and
- Abide by the behavioral and academic expectations set forth by the school and classroom teachers.

See Board Policy 443

Student Supports & Services

School Counseling Services

School Counseling services are provided for all students. School Counselors are assigned to the student by W.I.N. period. (W.I.N. stands for *What I Need* and is a period in the day that allows students time to work on Academic and Career Planning goals/activities, work on homework, study, meet with teachers for help, and participate in activity/club meetings during the school day.) Students and parents are encouraged to check the Counseling Department tab on the River Falls High School website for updates on services provided and scholarship information.

Academic and Career Planning

Academic & Career Planning (ACP) is a student-driven, adult-supported process in which a student creates and cultivates their own unique information-based visions for post-secondary success. It is a planning process which includes self-exploration and career exploration. Through this planning process, a student develops a concrete plan that identifies academic and career goals and how the student's goals will be achieved. Each year, specific activities in Xello (the designated tool for the State of Wisconsin for students to develop their Academic & Career Portfolio beginning in 7th grade and continuing through 12th grade) will be completed at each grade level.
The Wisconsin Department of Public Instruction in the PI26 legislation requires public school districts to provide ACP services to all students in grades 6-12.

All students at RFHS have a Xello account. Students' login information has been tied to their high school Gmail accounts. If they are logged into their high school Gmail accounts, they can access Xello from our high school webpage under "Students."

Career Clusters and Pathways

Career Clusters are broad occupational groupings based on a set of common knowledge and skills required for a group of careers. The 16 Career Clusters are as follows: Agriculture, Food & Natural Resources; Architecture & Construction; Arts, A/V Technology & Communication; Business Management & Administration; Education & Training; Finance; Government & Public Administration; Health Science; Hospitality & Tourism; Human Services; Information Technology; Law, Public Safety, Corrections & Security; Manufacturing; Marketing; Science, Technology, Engineering & Mathematics (STEM); and Transportation, Distribution & Logistics.

Career Pathways are a sub-grouping of careers used as an organization tool for curriculum design and instruction. Each pathway highlights a specific part of each cluster. The River Falls High School Academic & Career Planning divides into the Career Clusters of six broad pathways and is shown in a pathways wheel. These are the broadest level of career options. Each pathway is broken down into more specific information that allows students and families to explore each on a deeper level. View PDF of Career Clusters and Pathways information can be found in the Academic & Career Planning Guide.

Health Services

Communicable Disease
The Health Office works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases and control measures can be found on the district website. See Board Policy 453.3.

Immunizations
The Student Immunization Law requires that all students through grade 12 meet the minimum number of required immunizations prior to school entrance. These requirements can be waived for medical/health, religion, or personal conviction reasons--waivers are available in the Health Office and on the district website. These students may be subject to exclusion from school in the event of an outbreak of diseases against which they are not completely immunized.

Students who do not have the required immunizations and/or a properly completed waiver on file with the Health Office may incur a fine or possible exclusion from school. Please contact your practitioner or the Health Office for required immunizations.

Illness/Injury at School
- Students who become ill or injured during the school day should report to the Health Office.
- If a student is sent home due to illness or injury, the Health Office/Main Office must speak with either the student's parent/guardian or an emergency contact prior to the student leaving school. Please keep your child's school informed when changes to phone numbers occur.
- Parent(s)/guardian(s) should inform the Health Office if their child needs accommodations during the school day due to crutches, casts, etc.

Is my child well enough to go to school?
Many students and parents are frequently concerned about when students should stay home or attend school. *Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.*

The following information is intended to help with this decision:
- If a student has had a fever of 100.4 degrees or more, the student should stay home for a minimum of 24 hours after temperature returns to normal without fever-reducing medication.
- If a student has vomited or has had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with a family practitioner before sending the student to school. The Health Office may request a doctor's note from parents.

Drug, Alcohol, Substance Use/Abuse Services

RFHS recognizes that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances can affect a student's personal, academic, and behavioral success as well as injure the school community. School counselors, school psychologists, the district social worker, and building administrators attempt to work with parents and students to assist with substance abuse-related problems. Please contact the school psychologist or a school counselor with concerns. Support services available include counseling information and education and referral assistance. See Board Policy 456.

Academic Assistance

Homebound Instruction

Homebound instruction may be provided for students who are kept out of school for ten consecutive school days due to illness or injury. Verification by a physician is required. Contact your student's school counselor for information about homebound instruction.

Renaissance Charter Academy

The Renaissance Charter Academy is an extension of River Falls High School. The program is designed for students whose needs would be met more positively in an alternate setting with smaller class sizes and a focus on each student's specific needs for their graduation plan. The program is held at a different site and includes opportunities for integrated studies, independent studies, and mentoring experiences. Renaissance Charter Academy students receive a diploma from the School District of River Falls. Applications are available in the High School Main Office, Renaissance Charter Academy, or from a RFHS School Counselor. The coordinator of the Renaissance Charter Academy can be reached at 715-425-7687, ext. 2224.

Student Discipline

Progressive Discipline

When actions taken by the teacher have failed to work or the rule infraction is of a serious nature, the incident will be reported to a principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline record of the student. In order to incorporate these two factors, a progression of consequences called a step system may be implemented based on the discretion of the building administrator. A student who is referred to the office for violating a rule contained within this handbook may receive the consequences that correspond to that offense and the number of prior disciplinary incidents. (With each successive referral, the student consequences may advance.) See Board Policy 447.

Harassment or Bullying

It is the policy of the School Board to maintain an educational environment that is free from all forms of bullying and harassment. All students, administrators, teachers, staff, and other school personnel share responsibility for avoiding, discouraging, and reporting any form of harassment. This policy applies to conduct occurring in any manner or setting over which the District can exercise control, including on school property, or at another location if such conduct occurs during an activity sponsored by the District.

The District will not tolerate any form of bullying or harassment and will take all necessary and appropriate actions to eliminate it, including suspension or expulsion of students, and disciplinary action against any other individual in the District community. Additionally,appropriate action will be taken to stop and otherwise deal with any third party who engages in harassment against our students.

Harassment

Under the Wisconsin Pupil Nondiscrimination Law, “Pupil harassment" means behavior towards pupils based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability which substantially interferes with a pupil's school performance or creates an intimidating, hostile or offensive school environment (PI 9.02(9), Wis. Admin. Code). The district additionally recognizes any behavior directed towards pupils based on gender identity as a form of pupil harassment. (District Policy 411.1).

Harassment means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student based on one or more of the student’s Protected Class that:

A. places a student in reasonable fear of harm to their person or damage to their property;
B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
C. has the effect of substantially disrupting the orderly operation of a school.
D. “Harassment” also includes “hate speech” directed against a student—the use of language, behavior, or images/symbols that express prejudice against a particular group or groups on the basis of any protected characteristic(s).

    Examples are:

    A. making statements that promote violence toward a racial or ethnic group;
    B. drawing, displaying, or posting images or symbols of prejudice.

Sexual Harassment

For purposes of this policy only and not sexual harassment under Title IX, addressed in Policy 2266 - Nondiscrimination on the Basisof Sex in Education Programs or Activities, "sexual harassment" is defined as unwelcome sexual advances, requests for sexualfavors, sexually motivated physical conduct or other verbal or physical conduct or communication of a sexual nature when:

A. submission to that conduct or communication is made a term or condition, either explicitly or implicitly, of access to educational opportunities or program;
B. submission or rejection of that conduct or communication by an individual is used as a factor in decisions affecting that individual's education;
C. that conduct or communication has the purpose or effect of substantially or unreasonably interfering with an individual's education, or creating an intimidating, hostile, or offensive educational environment.

Bullying

Bullying is prohibited by School Board Policy 5517.01 – Bullying. It is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. Bullying need not be based on any Protected Class. Bullying behavior rises to the level of harassment when the prohibited conduct is based upon the student's sex (including gender status, change of sex, or gender identity), race, color, national origin, religion, creed,ancestry, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability, or any other characteristic protected by Federal or State civil rights. Complaints brought under this policy that are more appropriately handled under the Bullying policy will be referred for investigation consistent with the procedures in that policy.

The School District of River Falls believes that a safe and civil environment is needed for students to learn and attain high academic standards and to promote healthy human relationships. Bullying, like other violent or disruptive behavior, interferes with students' ability to learn and teachers' ability to educate students in a safe environment. The purpose of this policy is to assist the school district in its goal of preventing and responding to acts of bullying, intimidation, violence, and other similar disruptive behavior. (District Policy 411.2)

- Bullying includes aggressive or hostile behavior that is intentional and involves an imbalance of power between the bully and the bullied. It is typically repeated over time.
- Bullying takes many forms, including, but not limited to, physical or verbal assaults, nonverbal or emotional threats or intimidation, social exclusion and isolation, extortion, and the use of a computer or telecommunications to send embarrassing, slanderous, threatening, or intimidating messages.
- Bullying is a form of victimization and is not necessarily a result of or part of an ongoing conflict.
- Bullying can be characterized by teasing, put-downs, name-calling, cruel rumors, false accusations, and hazing.

"School district property" or "at school-related functions" means all school district buildings, school grounds, school property, school technology, school bus stops, school buses, or any other vehicles approved for school district purposes, the area of entrance or departure from school grounds, premises, or events, and anywhere students are under the jurisdiction of the School District of River Falls. School district property also may mean a student's walking route to or from school for purposes of attending school or school-related functions, activities, or events. While prohibiting bullying at these locations and events, the school district does not represent that it will provide supervision or assume liability at these locations and events.

An act of bullying, by either an individual student or a group of students, is expressly prohibited on school district property or at school-related functions. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying. This policy also applies to any student whose conduct constitutes bullying that interferes with or obstructs the mission or operations of the school district or the safety or welfare of the student, other students, or employees, regardless of whether that conduct is on school district property or at school-related functions, as well as bullying by an adult staff member toward a student or another staff member.

Cyberbully Definition: Cyberbullying is the use of electronic information and communication devices, to include but not limited to email messages, instant messaging, text messaging, cellular telephone communications, Internet blogs, Internet chat rooms, Internet postings, and defamatory websites.

Any act online, through the Internet or through electronic devices (cellular phones, computers, electronic tablets) that deliberately threatens, harasses, intimidates an

individual or group of individuals; places an individual in reasonable fear of harm to the individual or damage to the individual's property; has the effect of substantially disrupting the orderly operation of the school; is conduct that disrupts both a pupil's ability to learn and a school's ability to educate its pupils in a safe environment, is considered cyberbullying.

The School District of River Falls (SDRF) will not tolerate cyberbullying and, therefore, each reported instance will be handled in accordance with district, state, and federal rules, laws, policies and guidelines. SDRF prohibits acts of cyberbullying by students through the use of any district owned, or personally owned technologies.

The misuse of personal or home-based social media, depending on its potential effect on the health, safety and welfare of students/others and/or the maintenance of the educational setting in school, may result in referral to law enforcement and/or school discipline, including but not limited expulsion.

Any student or school staff member that believes he/she has or is being subjected to cyberbullying, as well as any person who has reason to believe a student or school staff member has knowledge or reason to believe another pupil or school staff member is being subjected to or has been subjected to cyberbullying, shall immediately make a report to the school principal or designee.

No employee of the School District shall permit, condone, or tolerate bullying.

Consent by a student being bullied does not lessen the prohibitions contained in this policy.

Retaliation against a victim, good faith reporter, or a witness of bullying is prohibited.

A person who engages in an act of bullying, reprisal, or permits, condones, or tolerates bullying shall be subject to discipline for that act in accordance with school district's policies and building procedures.

The school district may take into account but not be limited to the following factors: the developmental and maturity levels of the students involved; the circumstances; the severity of the behavior; and past incidences or continuing patterns of behavior.

Consequences for students who commit acts of bullying may range from positive behavioral interventions up to and including suspension and/or expulsion. Consequences for employees who permit, condone, tolerate or engage in bullying may result in disciplinary action up to and including termination or discharge. Consequences for other

individuals engaging in acts of bullying may include, but not be limited to, exclusion from school district property and events.

The school district will act to investigate all complaints of bullying and will discipline or take appropriate action against any student or employee of the school district who is found to have violated this policy. Bullying that rises to the level of Sexual Harassment is covered by Policy 2266 - Nondiscrimination on the Basis of Sex in EducationPrograms or Activities, i.e., sexual harassment prohibited by Title IX, and is not included in this policy. Allegations of such conduct will be addressed by Policy 2266]- Nondiscrimination on the Basis of Sex in Education Programs or Activities. Harassment reports related to Title IX should be made to Mark Inouye or Nate Schurman. Details relating to the Title IX reporting can be found here.

While it is the intent of the school district to prevent bullying, take actions to stop bullying, and protect reporters of bullying, the school district cannot monitor the activities of students at all times and eliminate all incidents of bullying between students, particularly when students are not under the direct supervision of school personnel.

Reporting Bullying

A. Any person who believes he or she has been the victim of bullying or any person with knowledge or belief of conduct that may constitute bullying shall report the alleged acts immediately to the building employee most closely connected to the student or the incident. This reporting procedure is not intended to prevent any person from reporting bullying directly to the building principal or school district human rights officer.
B. Any employee who receives a report of, observes, or has other knowledge or belief of conduct that may constitute bullying, is required to report to the building principal or principal's designee in a timely manner.
C. The school district encourages the reporting party or complainant to use the report form available from the principal of each building or available from the school building office. However, oral reports shall be considered complaints as well. Anonymous reports will be investigated but the school district's ability to take action on such reports may be limited.
D. Reports of bullying are classified as private educational and/or personnel data and/or confidential investigative data and will not be disclosed except as permitted by law.
E. The school district will respect the privacy of the complainant(s), the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's obligation to investigate, take appropriate action, and comply with any legal disclosure obligations.

F. Submission of a good faith complaint or report of bullying will not affect the complainant's or reporter's future employment, grades, or work assignments, or educational or work environment.

School District Response to Bullying

A. Upon receipt of a complaint or report of bullying, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district.
B. The school district may take immediate steps, at its discretion, to protect the complainant, reporter, students, or others pending completion of an investigation of bullying, consistent with applicable law.
C. Upon completion of the investigation, the school district will take appropriate action. Such action may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation, termination, or discharge. Disciplinary consequences will be sufficiently severe to try to deter violations and to appropriately discipline prohibited behavior. School district action taken for violation of this policy will be consistent with the requirements of applicable collective bargaining agreements; applicable statutory authority, including the state statutes; school district policies, and other regulations.
D. The school district, both immediately and pending completion of an investigation, will take strong, appropriate measures to ensure the rights of the victim and victim's family are addressed. School officials, counselors, staff, care groups, and other professionals may be enlisted to support the victim and their family.

Reprisal

The school district will discipline or take appropriate action against any student or employee of the school district who retaliates against any person who makes a good faith report of alleged bullying or against any person who testifies, assists, or participates in an investigation, or against any person who testifies, assists, or participates in a proceeding or hearing relating to such bullying. Retaliation includes, but is not limited to, any form of intimidation, harassment, or intentional disparate treatment.

Severe Infraction Clause

These examples of severe infractions may lead to a student being placed on Step 4 or higher in the discipline step system on the first offense:

1. Fighting, threats, or harassing students or school personnel;
2. Insubordination or defiance of authority; disregard of reasonable requests, directions, or commands by school personnel;
3. Disruptions that interfere with the learning process;
4. Vandalism or theft;

5. Using or possessing disruptive or explosive devices, weapons, or any paraphernalia associated with these items. Any student with a gun at school may be expelled for no less than one year per Wisconsin statute. Police referral may occur.
6. Involvement in an activity that may threaten the safety of others;
7. Tobacco use or possession (including nicotine pouches, any type or kind of vapes or e-cigarettes or look-alikes of any paraphernalia) anywhere in the building, on the grounds, or at a school-sponsored event on or off school grounds. Police referral may occur.
8. Alcohol or drug use and/or possession on school grounds or at a school-sponsored event. Police referral may occur.
9. Any act that is covered under the disorderly conduct statute. Police referral may occur.
10. Academic misconduct, including but not limited to plagiarism and cheating.

Truancy Infraction Clause

Attendance violations such as unexcused absences and truancies will not be placed in the Step System. Students who are found to be truant may serve one hour of after-school detention for each infraction and may also be referred to municipal or county court when appropriate.

Suspension & Expulsion

Suspension

This penalty involves the loss of school attendance privileges for a limited period of time from one to five days per infraction. In all cases of out-of-school suspension, parents will be notified via phone call or meeting. For suspension of two or more days, a re-entry meeting with the parent/guardian, student, teacher (if appropriate), and a principal designee may be required before readmittance. Students suspended may earn credit for the work they have missed; however, it must be completed in a timely manner, and it must satisfy the teacher's requirements for that coursework. It is the student's responsibility to contact teachers regarding coursework after they return.

Suspended Students

Students suspended from school by a building administrator for violations of rules and expectations of this student handbook will be regarded neither excused nor unexcused and should be recorded as *suspended from school* versus *absent from school*. Such students will be allowed to make up all class assignments, assessments, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate in or attend any after school activities.

Expulsion

To be expelled from the River Falls School District means a student is removed for a specified time period, which could last until their twenty-first birthday.

For the health and safety of students and staff, suspension or expulsion may be the consequence for certain behaviors, which include, but are not limited to, the following:

- ***Noncompliance with the school rules:*** Actions related to disruptive behavior, alcohol, tobacco, drugs, fire drills and alarms, attendance policy, searches, excessive tardiness, etc. fall into this category.
- ***Assault and Battery:*** A student causing bodily harm to another by an act done with intent to cause bodily harm to that person harmed is guilty of a misdemeanor.
- ***Vandalism:*** Any student who intentionally causes damage to the school building and/or school property is guilty of a misdemeanor.
- ***Slander/Libel:*** The statutes prohibit intentionally defaming another, whether a student or a staff member. This involves anything which may expose the other to hatred, contempt, ridicule, or disgrace in their line of work.
- ***Disorderly Conduct:*** Students who engage in violent, abusive, indecent, profane, unreasonably loud, or otherwise disorderly conduct in which such conduct tends to cause or provoke a disturbance, is guilty of disorderly conduct.
- ***Obscenity:*** A student who imports, prints, advertises, sells, has in possession for sale, or publishes, exhibits, or transfers commercially any lewd, obscene, or indecent written matter, picture, sound recording, or film, or who has in possession with intent to transfer to a person under 18 years of age any of the above materials or whoever makes any lewd, obscene, or indecent drawings or writings (may apply to cell phone or internet use) in school, is guilty of a felony by Wisconsin state statutes.
- ***Theft:*** "The unlawful taking and carrying away of personal things with the intention to deprive the rightful owner of the same" is theft and larceny, punishable by law. Parents, school personnel, social services personnel, and law enforcement officials may be involved as necessary in cases of theft.
- ***False Fire Alarm:*** Anyone interfering with firefighting or fire alarms is guilty of a Class A misdemeanor.
- ***Harassment:*** All forms of discrimination are prohibited, and any behavior that creates an intimidating, hostile, or offensive environment will not be tolerated. Actions or words repeatedly directed toward another for no apparent purpose are considered harassment.
- ***Threat*:** As defined by Wisconsin state statutes; expulsion may be considered for students who were indirectly related to the threat or had prior knowledge of the threat and made little or no attempt to inform authorities. The contents of electronic devices involved in a potential threat are subject to search when appropriate, including text messages, photographs, videos, or other forms of social media when they impact school safety.
- ***Explosives and other dangerous devices:*** No student is to bring into the school or any part of the campus any of the following: firearms, incendiary devices (matches, lighters, etc.) explosives (including firecrackers), knives, mace, pepper spray, other weapons, or "facsimile firearms." (Facsimile firearm means any replica, toy, starter pistol, or other object that bears a reasonable resemblance to, or that

reasonably can be perceived to be, an actual firearm.) This category applies to any object that may threaten or endanger the welfare of others or the student personally. *This is a very serious violation and will be treated as such.*

- ***Use of or Possession of Drugs, Alcohol or Tobacco*** on school property and/or during school activities: If a student is found to be in possession of and/or under the influence of an illicit substance, a conference with the student and a principal (or designee) will be held, the parent informed, and the police authorities notified. The student will be referred for school assistance. The student will be suspended (1 to 15 days) pending a possible expulsion hearing. It will be assumed that any student bringing drug-related paraphernalia into the school environment does so with the intent to use it or entice others to use it. Students found to be in possession of such paraphernalia are subject to the same proceedings as outlined above. For the purpose of this policy, drug related paraphernalia shall be defined as any item commonly used for the purpose of using drugs. In the event that a student is caught in the act of a look-alike substance, the offender will be subject to disciplinary action up to, and including expulsion, on the first offense. Due process procedures will apply. Possession or use of alcohol, tobacco products, illicit drugs, or look-alike substances (i.e. vape, smoking of electronic, or other substitute forms of cigarettes) by students on school property or at school activities is prohibited at all times. The expectations for use of tobacco and nicotine by students at school is outlined in Policy 5512.

Student Due Process for Expulsions

- Notification of school rule(s) violated
- A fair hearing of infraction of school rules
- Written notification of reasons for expulsion
- Appeal to higher administrative authority applicable, which may include the following:
  1. Principal
  2. District Administrator
  3. Board of Education
  4. Wisconsin Department of Public Instruction per Wisconsin State Statute §120.13(1)(c)3

(See Policy 5610)

Technology, Textbooks, and Supplies

Non-School Issued Personal Communication Devices

The School Board is dedicated to maintaining a focused environment where instructional time is protected and students can fully immerse themselves in learning. In recognition of the impact personal communication devices (PCDs) have on student conduct, mental health, and academic achievement, the School Board has established limitations on their

use during the school day. In partnership with parents and students, these expectations are designed to foster
schools that support academic, social, and emotional growth.

The expectations for acceptable use of school issued devices are outlined in Policy 7540 Technology and Policy 7540.03 Acceptable Use of Technology.

Personal Communication Devices (PCDs): Portable wireless devices (also referred to as non-school issued wireless communication devices) that have the capability to provide voice, messaging, or other data communication between two (2) or more parties and includes but is not limited to all of the following:

A. cellular/mobile telephone;
B. tablet computer;
C. laptop computer;
D. gaming device;
E. smartphone;
F. e-reader;
G. smartwatch;
H. earbuds or headphones;
I. wearable technology;
J. any other web-enabled device of any type.

Expectations for 9th-12th Grade Students
Students may possess PCDs in school and on school property. Use of PCDs during instructional time is prohibited. Classroom phone lockers will be available in every classroom. Students who bring PCDs to school will be required to place PCDs in the classroom phone locker or keep PCDs in hallway lockers.

Students are allowed to possess and use PCDs before school, after school, during non-instructional (passing) time during the school day, and while on the school bus or other District provided transportation. However, use will be prohibited during these times if it is causing a distraction, disruption, or interfering with the school environment. Students will be required to power off and store PCDs if instructed to do so by an administrator, teacher, bus driver, or support staff.

Students are not allowed to possess and use PCDs during co-curricular activities. However, advisors and coaches have the discretion to allow PCD use for educational purposes.

Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet websites that are otherwise blocked for students at school.

Expectations for All Students

Except as authorized by a teacher, administrator, or IEP team, students are prohibited from using PCDs during the school day ,including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e.,pictures/video) of any student, staff member, or other person. Using a PCD to capture, record, and/or transmit audio and/orpictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person will be subject to the disciplinary action as outlined in the Policy Violations section of this policy. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The Superintendent and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students will have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon any Protected Class consistent with School Board Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity; and (2) engage in "sexting" - i.e., sending, receiving, sharing,viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions will result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during co-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Policy Violations
Violation of any of the above expectations will lead to disciplinary action. Specific disciplinary actions will be outlined in the StudentHandbook at each school. In addition, the building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity, in which case the PCD may be turned over to law enforcement.

A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's main office until it is retrieved by the parent or turned over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy 5771 - Search and Seizure. If multiple offenses occur, a student may lose the privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Student use of PCDs in the following circumstances will not be considered a violation of this policy:

A. **Emergency or Threat**: Student use of a PCD is allowed in the event of an emergency or a perceived threat to address the safety and security of students and staff.
B. **Health Care Management**:Student use is authorized as necessary to manage or support a specific student’s health care needs as defined in the individual student health plan.

C. **Individualized Education Plans**: Student use is authorized consistent with a student's Individualized Education Program(IEP) or a plan developed under Section 504 of the federal Rehabilitation Act of 1973.
D. **Educational Purposes**: Student use is authorized by a Principal for legitimate educational purposes during instructional time as described above

Duty to Report
An employee is expected to follow established building procedures for documenting and reporting PCD violations.

Students Responsible for Their PCDs
Students are personally and solely responsible for the care and security of their PCDs. The School Board assumes no responsibility for theft, loss, damage to, or misuse or unauthorized use of PCDs brought onto its property. Parents are expected to call the school office to contact their child during the school day.

Annual Notice
No later than October 1 of each year, the Department of Public Instruction (DPI) will be notified by the District of whether any changes have been made to this policy and, if so, the updated policy will be submitted to the DPI.

Electronic Devices

Students are to use only district issued devices during designated class activities. Students must demonstrate respect and responsibility by refraining from using cell phones, other electronic communication, audio, video and gaming devices during instructional time. Electronic devices (included but not limited to cell phones, iPods, iPads, etc (See PCD definitions referenced above in the Non-Issued Personal Communication Device Policy.) not necessary during instructional times are not to be used during instructional time. Issues with these items in the classroom may be referred to the principal's office.

Devices should be placed into the classroom phone locker prior to the start of each class period. Any PCD present or in use during instructional hours for non-educational purposes will be handed to school personnel by the student and returned after an appropriate consequence is served. This may include being returned at the end of the period, the end of the school day, after detention, or after meeting with a parent/guardian. Subsequent offenses may require detention, and/or a parent/guardian conference with the electronic device being turned over only to the parent or guardian. The school will not be responsible for lost or stolen items. See Board Policy 443.5.

Textbooks, Electronic Devices, and Supplies

Textbooks and electronic devices, which are furnished by the School District of River Falls, are to be taken care of appropriately. Students are urged to exercise care in using them so that they do not become soiled or damaged. Charges will be made for lost or damaged school-owned items. Students who withdraw from RFHS are required to turn in their textbooks and/or school-owned electronic devices before leaving.

Supplies are furnished at no cost to the students in most classes, except Technology Education, Agriculture, Family Consumer Sciences (FCS), Physical Education, and Art classes that are involved with projects requiring materials for purchase at cost. In other classes, the students are encouraged to buy materials related to the course of study, although these items will not be mandatory, i.e. a graphing calculator for math courses. (NOTE: Students who need financial assistance to purchase supplies are encouraged to speak to their teacher or administration.)

Technology Device Student User Agreement

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st century learning skills. All students, and their parents or guardians, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology. Student use of technology devices falls under the guidelines of the District's Internet Safety and Acceptable Use Policy (Board Policy 363.2). Technology devices will be distributed within the first two weeks of each school year. Parents/Guardians and students must sign and return the Student User Agreement before the device can be issued. The user agreement can be found at www.rfsd.k12.wi.us >Parents>Technology Resources, or use this link K-12 Device User Agreement.

Taking Pictures or Videos of Students or Staff Without Their Consent:

Taking photos or videos of students or staff without their consent is prohibited for privacy purposes. If a student violates this rule, consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation) will result. Repeated violation of rules will result in further and possibly more serious consequences.

Using Student or Staff Member pictures or videos (or their likenesses) without their permission or using the River Falls Logo without permission:

Using a photo or video of a student or staff member, or their likeness, without their permission is prohibited. Students violating this rule will be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Students using the River Falls logo without permission will also be subject to consequences (including but not limited to parent notification, documentation, detention, or suspension, depending on the situation). Repeated violation of rules will result in further and possibly more serious consequences.

Social Media & Networking Sites

While RFHS respects the right of students to use social media and networking sites, it is important that students' personal use of these sites does not damage the school's or district's reputation, its employees, its students, families, and community. What is private in the digital world can become public, even without knowledge or consent; therefore, students are to maintain appropriate boundaries between personal and public life when conducting online activities at all times.

Students are not allowed to use school-issued technology to access social media or networking sites for non-academic purposes. RFHS does not actively monitor students' use of social media and networking sites outside of school hours. However, inappropriate activities that become public and/or are brought to the attention of RFHS staff will be handled on a case-by-case basis. The information posted online through the use of cellphone, computers, or other electronic devices that damages the school's reputation, its employees, students, families, and/or community can be grounds for disciplinary action. RFHS and the School District of River Falls take electronic bullying very seriously. Inappropriate information includes (but is not limited to) acts of bullying & harassment, threats, and/or criminal activities.

Students experiencing bullying & harassment via online social media & networking sites should report incidents to staff so that the issue can be addressed and/or handled as needed.

Students are responsible for the ethical and educational use of the technology resources of the River Falls School District. Students should recognize that their reputation in cyberspace should be taken seriously as one's digital footprint can last a lifetime. See Board Policy 443.5.

Technology Device Damage Fee

Any student who damages their school district issued device or charging cord will be issued a fee of $20.00 for each incident. In the event that a student loses or has their device stolen, or if there is irreparable/purposeful damage, the amount of the fee will be

left to the discretion of Administration and is not to exceed the replacement cost of the device.

Student Device Damage Fees apply to all students in grades K-12. A student's repeated damage and misuse of district-issued devices may result in a loss of device use, greater fine amounts, and/or other disciplinary action as determined by the building administration.

(Cross Reference: 363.2--Rule, Internet Safety and Acceptable Use)

General Information

Student Expectations

- Respect for self
- Respect for staff
- Respect for personal property
- Respect for privacy
- Respect for other students
- Respect for learning
- Respect for the building and its contents

Emergency Preparedness

Fire, evacuation, and severe weather drills are held regularly to prepare students and staff for emergencies. Safety routes and drill procedures are posted. Instructions for special situations will be announced. Student cooperation during drills is expected in order to ensure a safe and orderly response to a situation that might arise.

Reunification Plan in Case of Emergency

Student/Parent Reunification

Circumstances may occur at the school that require parents to pick up their students in a formalized, controlled release. The process of controlled release is called a "reunification" and may be necessary due to weather, a power outage, hazard, or a crisis occurring at the school. The Reunification Method is a protocol that makes this process more predictable and less chaotic for all involved. Because a controlled release is not a typical end of school day event, a reunification may occur at a different location than the school a student attends. If this location is another school, then those students may be subject to a controlled release as well.

Notification

Parents may be notified that a Reunification Plan is in effect in a number of ways to include the district's phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student will look something like this: "The school has closed. Please pick me up at 3:25 p.m. at the main entrance. Bring your ID."

Parent/Guardian Expectations
If a parent or guardian is notified that a controlled release and Reunification is needed, there are expectations that parents or guardians should keep in mind:

- Bring identification. That will streamline the Reunification process.
- Please refrain from calling the schools or district office. Keeping the cellular network usage at a minimum may be important during a reunification.
- If a parent is driving to the reunification site, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations.
- Please be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.
- Parents are asked to then go to the Reunification "Check In" area and form lines based on the first letter of their students last name. During check in, identification and custody rights are confirmed.
- While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.
- From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

How the Reunification Process Works for Students
For students, the school asks that students be orderly and quiet while waiting. Students may be asked to text a message to their parents or guardians. Students are also asked not to send other text messages either in or out of the school or reunification area. Keeping the cellular network usage at a minimum may be important during a reunification.

What if a Parent Can't Pick-up Their Student?
When a parent can't immediately go to the reunification site, students will be released to individuals previously identified as a student's emergency contact. Otherwise, the school will hold students until parents can pick-up their student(s).

Interviews and Counseling
In some cases, parents may be advised that a law enforcement investigation is underway and may be advised that interviews are necessary. In extreme cases, parents may be pulled aside for emergency or medical information.

Police Interviews

School officials retain the right to maintain proper order and safety of the school. School officials have the responsibility to cooperate with police when communication with a student is required. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview.

Messages/Items from Home/Food Deliveries to School

- Flowers, balloons, and other gifts should **not** be delivered to students during the instructional day.
- Parents are asked to keep messages to a minimum and **call before 10:30 am** so that messages can be delivered during W.I.N, thus avoiding classroom disruption. Every effort should be made to make arrangements before or after school with your student.
- Students should check in the office if they are expecting something from parents.
- Parents should use the storage cubbies inside the high school office for all items they are leaving for their child EXCEPT for expensive items such as phones, chromebooks, etc. (Expensive items may be left with the school secretaries.) Please let your child know where you left the item(s) for pick up.
- Students are **not** allowed to have food delivered to them at school during the school day.
- Medication should be delivered to the High School Health Office.

Personal Bags and Other Items

Book bags, backpacks, duffel bags, purses, fanny packs, satchels, other type bags, blankets, and any other unnecessary items will not be allowed in any classroom/study area during school hours (7:35 am-2:55 pm). Students are expected to cooperate by storing personal items in the locker(s) during the school day or by simply **not** bringing these items to school.

School Transportation

Students are expected to act respectfully and follow school rules while riding on school transportation. Drivers are instructed to report infractions to the Bus Garage. Such reports will be dealt with as if the incident had occurred on school grounds and may involve school administrators. *Please be advised that when on a school bus, conduct may be monitored and/or recorded by these camera systems. Cameras are present on RFSD buses as an added measure of safety.* (See Policy 751.21 / 744.01 for more information regarding Security Cameras on School Buses)

Closed Campus

River Falls High School maintains a closed campus for the safety of our students. This includes the three lunch periods. Leaving campus during the school day must be requested by a parent/guardian and authorized by a building administrator or designee prior to departure. Students leaving campus during the school day are to enter and leave

the school building through the Main Office during school hours (7:35 am to 2:55 pm) and are to sign only themselves out at the time of their departure (not earlier) and are to sign in when they return, if they return to school the same day. Students who choose to not cooperate and leave campus without proper authorization are subject to disciplinary action.

Dress and Appearance

Through this dress code, we seek to prepare students for the expectations in the world of academics and work beyond high school while fostering a welcoming school climate that leads to student engagement in a healthy, safe, supportive and positive educational environment.

The District believes parents/guardians hold the primary responsibility in determining their child's personal attire. Schools are responsible to ensure that a student's personal attire does not interfere with the health and safety of any student and does not contribute to any disruption to the school environment.

School administration will enforce the dress code consistently and in a manner that allows students to observe religious customs or beliefs. School administration will enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any individual or group on the basis of race, color, religion, sex, gender, gender identity, gender expression, sexual orientation, national origin, disability, age, immigration status, cultural or religious identity, household income,body size/type, or body maturity, or any other basis that adversely affects the student, or is prohibited by law.

Responsibility for the personal appearance of students enrolled in the School District of River Falls will normally rest with the parents and the students themselves. School dress should be appropriate to the school environment and comply with state health laws.

Student dress will be considered inappropriate if it:
(1) presents a "clear and present" danger to health and safety;
(2) causes an interference with work or creates classroom or school disorder;
(3) is disruptive to the school climate; or
(4) is damaging to school property.

Student dress will adhere to expectations outlined in student handbooks at each individual school which are annually approved by the School Board.

DRESS CODE ENFORCEMENT

The building administration will enforce the dress code policy. If/when staff have concerns, they should direct said concerns to administration.

Students will not be "shamed" or required to display their body in front of others (students, parents, or staff) in school. "Shaming" includes, but is not limited to: asking students to account for their attire in the classroom or in hallways in front of others; calling out students in spaces, hallways, or classrooms about perceived dress code violations in front of others. Students refusing to change or cover inappropriate dress may face disciplinary consequences.

Parent/guardian notification by administration will occur if/when a student is in violation of this policy. Students will be provided three (3) options to be dressed in an appropriate manner that aligns to this dress code during the school day:

1) Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more in alignment with this policy for the remainder of the day.
2) Students will be provided with temporary school clothing to be dressed more in alignment to this policy for the remainder of the day.
3) If necessary, students' parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

ADDITIONAL CONSIDERATIONS

Special Occasions - Clothing guidelines and expectations for special occasions (i.e., homecoming week, dress-up days, etc., and/or individual coach/advisor expectations) will be approved by school administration.

Extracurricular Activities - The principal, in cooperation with the advisor/coach of an extracurricular activity, may regulate the dress and grooming of students who participate in the activity.

Time and Place - These dress code guidelines will apply to regular school days and summer school days, as well as any school-related events and activities, such as graduation ceremonies, dances, field trips, school trips, prom, etc.

Exceptions - Exceptions to these dress requirements are to be made as necessary to accommodate medical or health needs, fieldtrips, and/or special school activities (as approved by the principal).

Litter Responsibility

Students are expected to take pride in RFHS by not littering. Trash receptacles are located near each door for the students' convenience. Students should take great care to throw away only the disposable items (not silverware or plastic trays) in the commons area during lunches and breaks. Food purchased at school during the morning snack break or at lunch must be consumed in the commons.

Medication Guidelines

To ensure the health and safety for all students and staff, we expect cooperation with all medication related issues. If your child will be taking daily and/or as needed medication at school, a Medication Request Form needs to be completed. (Forms are available in the Health Office and on the district website).

- Parents are advised that, if possible, medication should be given at home and on a schedule other than school hours.
- Student medication taken at school, either daily or as needed, must be administered in the Health Office.
- Students should not have medication on their person or in their locker. In a few cases, prescription medications may be carried by the student and self-administered only with written parent and written practitioner permission on file in the Health Office.
- All prescription and non-prescription medications should be brought into the Health Office by the parent/guardian. If it is not possible for the parent/guardian to bring the medication to school, the medication bottle should be put in a sealed envelope, with the child's name and number of pills in the bottle on the front of the envelope. The child should be instructed to bring the medication to the Health Office when he/she arrives at school. The parent/guardian shall call the Health Office and inform them of the medication coming to school with the child.
- Please check expiration dates of medication before bringing it to school. The Health Office staff cannot administer expired medication and/or medication that is not in its original manufacturer's package.
- The Health Office is **unable** to take verbal requests from parents to administer prescription and/or non-prescription medications. A properly completed Medication Request Form(s) needs to be on file in the Health Office before medication(s) will be administered.
- It is recommended that students with asthma keep an inhaler in the Health Office at school.
- The Health Office has a nebulizer available for student use. Students must supply tubing, medication, and proper documentation.

- A severe allergic reaction can be life threatening. Parents/Guardians are required to inform the Health Office and provide/supply appropriate medical documentation and prescription or emergency medication(s).

See Board Policy 453.1, 453.4, and 453.61

Students violating medication procedures and/or dispensing their medicines to others will be subject to disciplinary action (re: Expulsion /Use or Possession of Drugs p. 24) from the school district as well as law enforcement.

W.I.N

This period is designed to ensure that every student has a consistent daily connection with an adult. Students are assigned to the same advisor for four years. The advisor will serve as a student advocate.

- There will be no travel during W.I.N on Mondays, and no travel to other classrooms for non-academic purposes;
- Attendance will be taken daily, and all regular attendance rules apply;
- Students should bring reading materials or school coursework materials with them each day;
- Students may not bring food or beverages (except for water) to classrooms;
- Expectations listed under “Classroom Expectations” in this handbook will also be applied during W.I.N.

Search, Seizure, and Surveillance

The Board of Education has charged school authorities with the responsibility of safeguarding the safety and well being of the students in their care. As part of that responsibility, and as permitted by law, school authorities may search school property such as lockers, items on school property such as student backpacks, vehicles on school premises, and students themselves due to reasonable suspicion. Metal detector wands may be used for these searches.

School Lockers

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books; backpacks, purses, and other bags; school supplies; cell phones; other non-school-related items; and outdoor garments. Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed. Students are to care for their lockers to prevent damage or a repair and/or cleaning fee will be assigned to the student. Students are to report any locker issues to the main office.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school

employee. Reasons for routine checks include, but are not limited to, locker condition; tidiness; suspicion of concealing items such as alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules, and the student will potentially face expulsion proceedings.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to school and leaving them in the locker. Students are also encouraged to keep their lockers locked. (Any issues with the lock should be reported by the student to the main office.) Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others their combination. See Board Policy 446.1.

Use of Dogs

The River Falls School Board authorizes the use of specially trained dogs to detect the presence of drugs and devices, such as bombs, on school property. Such dogs may be used under the following conditions:

A. The presence of the dogs on school property is authorized in advance by the principal, designee, or pursuant to a court order or warrant.
B. Law enforcement officers must handle the dog or certified organizations specially trained to safely and competently handle the dog.
C. The Sheriff or Chief of the law enforcement agency providing the service as capable of accurately detecting drugs and/or devices represents the dog.

The principal or designee shall be responsible for the prompt recording of each student search, including the reasons for the search; information received that established the need for the search and the name of the informant, if any; the persons present when the search was conducted; any substances or objects found and the disposition made of them; and any subsequent action taken. The principal or designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student.

The principal or designee may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the principal or designee, the law enforcement officers in accordance with the legal standards applicable to law enforcement officers shall conduct the search.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a particular law or school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items shall be returned to the owner if the owner may lawfully possess the items. Seized items that may not lawfully be possessed by the owner shall be destroyed.

Video Surveillance
The River Falls School Board authorizes the use of video surveillance in public areas of school buildings, grounds, and other property including, but not limited to, entryways, other instructional areas such as labs, storage areas, school buses, and areas outside the building on district property for the primary purpose of documenting disciplinary problems and vandalism on school grounds. Video surveillance cameras will not be placed in restrooms, locker rooms, changing rooms, or any other location prohibited by law. The intent of the video surveillance is to reduce disciplinary problems and protect school property. Video recordings do not include an audio component.

Additional information regarding Search and Seizure (District Policy 5771).

Student Use and Parking of Motor Vehicles

The School Board will permit the operation and parking of motor vehicles on District property by students, in accordance with the rules of this District, provided that such students are licensed drivers and have been granted permission to park a motor vehicle on school grounds.

Students may only bring onto District property vehicles that are owned by the student or vehicles for which the student has express permission to operate. Bringing other vehicles onto District property will be considered a violation of school rules and this policy; school officials may contact law enforcement, as appropriate, when vehicles are brought onto District property without legal authorization.

At no time may a student enter a vehicle without the owner's consent, or the driver's consent if the owner has granted the driver express permission to operate the vehicle. School officials may contact law enforcement for unauthorized entry of a vehicle.

School officials may search a vehicle located on District property in accordance with School Board Policy 5771 - Search and Seizure.

The School Board will not be responsible for motor vehicles that are stolen or damaged on District property.

The School Board will not permit the use of snowmobiles for travel to and from school.

The School Board will not permit the use of Off Highway Vehicles (OHV).

Student Vehicle Registration and Parking

The School District permits students to bring cars and cycles to school if the following requirements are met:

- Vehicles are registered and display the parking hanger. The cost of the parking hanger is $40 (or $10 per term to be determined by administration). Hangers are to be displayed on the rearview mirror. The owner of the permit hanger may not sell or transfer the permit hanger to any other person. Both parties may lose parking privileges in such cases.
- Students park in assigned areas (East student parking lot). If the parking lot is full, students are expected to legally park on city side streets. Parking spots are on a first come, first served basis.
- Safe driving regulations are followed.
- No loitering in the parking lot or in vehicles at any time.
- Non-compliance may result in the following: loss of parking privileges or assignment of fines on a progressive basis, or towing of the vehicle from the parking lot (at owner's expense).
- If a parking permit is lost, the owner may apply for a new one at a replacement fee of **$40.00.**
- Vehicles on school property may be searched by administration at any time.

Library Media Center and Computer Labs

The Library Media Center (LMC) is used to access print materials, to access electronic resources for research and leisure reading, for large-group assessments, for learning activities, and/or as a quiet area of study. Students are to sign in when they arrive and sign out when they depart from the library, unless they are there with a class. The LMC availability will be posted at school. Most items can be checked out for two weeks. Students are responsible for all materials checked out in their name. Overdue reminders are issued, and students must pay for lost or damaged items. On travel days, students may use the LMC during W.I.N and daily during lunch and passing times. At the end of the school year, all students must pay for borrowed materials that are not returned.

Students must have a signed *Acceptable Use Policy* on file to access computer resources. Deliberate attempts to access files or information that a user is not authorized to access are prohibited. Consequences for failure to follow the policy include loss of computer access. RFHS students are issued an email account to be used for academic purposes. Misuse of email accounts (bulk emails, harassment, etc.) can result in a suspended account. Students should use computers for school use only, supervised by a staff member.

The School District of River Falls has policies and procedures for selecting materials for our school media centers (Policy 361.2 Rule). School media collections are developed to appeal to a wide range of diverse ages, interests, and tastes. Library collections are curated to meet the interests of all library users. The District supports the right of all users to decide what material is appropriate for themselves and their families.

River Falls School District has partnered with Follett Destiny Library Systems to review student history and to provide parents or guardians the option to select the titles their child(ren) can access. This information can be found on the Academic Services page of the RFSD district website.

Work Permits

If a student is under the age of 16, he/she must have a work permit on file. **The State of WI has moved all work permit applications to online status only.** Obtain them at Work Permits (wisconsin.gov)

Food Service Information

The School District participates in the National School Lunch/Breakfast Program and is committed to serving nutritious, high quality, and affordable meals that appeal to teenagers. The school district uses an automated lunch accounting system to record payments and purchases for family accounts. This is a debit system, similar to a checking account. It is expected that a positive balance will be maintained in each food service account at all times. Please go to School District of River Falls - Food Services, for complete information.

School Accident Insurance

The school district does not provide any type of health or group accident insurance for injuries incurred by a child at school. The school makes accident insurance available to parents through a private insurance carrier. School officials do not promote any private insurance company. See Board Policy 451.

Use of Buildings

School facilities are not to be used without the specific permission of school authorities. School personnel are to be present when the building is open to students. The school building is open usually from 7:15 AM to 3:15 PM. Students in the building beyond those hours are to be supervised by staff. The school is closed on Saturdays and Sundays unless there is a planned activity.

The faculty lunchroom is off limits for students; this rule also applies whether or not school is in session.

Public access to the track, pool, and gyms:

Walking track	Open to the public before school M/W/F through RF Community Education's Early Morning Walking program. Registration required.
Pool	Activities such as early morning lap swim and water aerobics classes offered through RF Community Education. Registration required.
Gyms	Contact Activities Director for reservations.

Required Notices

Student Records Notification

Student Records Notification to Parents of Students in the School District of River Falls

The School District of River Falls maintains student records for each student attending school in the district. These records include: (1) "progress records" which include a statement of the courses taken by the student, the student's grades, the student's co-curricular activities, the student's immunization records, and the student's attendance records; and, (2) "behavioral records" which include tests relating specifically to achievement or measurement of ability, psychological tests, the student's physical health records other than their immunization records, personality evaluations, records of conversations, written statements relating specifically to an individual student's behavior, law enforcement agency records obtained by the district, and any other student records which are not progress records.

The following shall apply in the district:
- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review, and obtain copies of the student's school records upon request in accordance with established procedures. The district shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 7 a.m. to 2:30 p.m. during the summer and 7 a.m. to 3:30 p.m. during the school year.

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading, or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the district's procedures are available upon request as outlined above.

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the district who is required by

the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the district as an administrator, supervisor, instructor or support staff member (including health or medical staff, and police-school liaison personnel); a person serving on the Board; a person or company with whom the district has contracted to perform a specific task (such as an attorney, auditor, medical consultant, or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing their tasks. A school official has a "legitimate educational interest" if the official needs to review a student record in order to fulfill their professional or district responsibility.

The district shall transfer a student's records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

- An adult student, or the parent(s)/guardian(s) of a minor student, has the right to file a complaint with the U.S.Department of Education for alleged District noncompliance with federal Family Educational Rights and Privacy Act (FERPA) requirements. The name and address of the office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue SW, Washington, DC 20202-4605.

Further, the following categories of information are hereby designated as directory data.

CATEGORIES OF DIRECTORY DATA	**GRADE LEVELS AT WHICH DIRECTORY DATA CATEGORIES APPLY (MARKED WITH "X")**		
	K-5	6-8	9-12
Student name, grade level, and name of school presently attending	X	X	X
Student photographs	X	X	X
School activities in which student participates	X	X	X
Awards and honors received	X	X	X
Height and weight (athletic teams only)			X

Directory data may be disclosed to any person UNLESS the adult student, or parent, legal guardian, or guardian ad litem of a minor student informs the school that all or any part of the directory data may not be released without the prior consent of the adult student, parent, legal guardian, or guardian ad litem. To require consent before the district can release directory data, a written statement to that effect must be completed and signed by the adult student or parent, legal guardian, or guardian ad litem of a minor student and given to the building principal within 14 days of receipt of this notice.

Secondary School Students
A secondary school student or the parent(s)/guardian(s) of the student may request that the student's name, address, and telephone listing not be released to military recruiters or institutions of higher education without prior written parental consent. The district shall comply with such requests.

Unless access to such information has been restricted by the secondary school student, or the student's parent(s)/guardian(s) as outlined above, the district shall provide access to secondary school students' names, addresses, and telephone listings, on request made by military recruiters or institutions of higher education. The district shall also provide military recruiters the same access to secondary school students as provided generally to post-secondary educational institutions or to prospective employers of those students.

Informational Notice to Parents and Guardians Regarding Access to School District Records under the Wisconsin Public Records Law

State law requires the School District to provide this informational notice to parents and guardians on an annual basis. No response is required. The River Falls School District is subject to the Wisconsin Public Records Law (WPRL). By submitting a request to the superintendent that sufficiently describes the records being sought, parents, guardians, and other members of the public may request access to District records under the WPRL. Fees authorized by law may apply. The District individually evaluates and responds to records requests as required by law. Under the WPRL, governmental records are presumed to be open to public inspection and copying, but there are exceptions. A public records request may encompass records regarding school employee discipline. A requester often has a right to inspect or copy such employment-related records. However, the WPRL does apply some special District processing procedures to such records; and, in some situations, such records or portions of such records are not disclosable. See, for example, Wis. Stat. § 19.36(10)(b), §19.356(2)(a)1, and §19.356(9). The WPRL is codified in Subchapter II of Chapter 19 of the Wisconsin Statutes.

Administrative Office
852 E. Division Street, River Falls WI 54022
PHONE: (715) 425-1800 FAX: (715) 200-5771
www.rfsd.k12.wi.us

Public Notification of Equal Educational Opportunities/Student Nondiscrimination Policy

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

The right of the student to be admitted to school and to participate fully in curricular, co-curricular, student services, recreational and other programs or activities shall not be abridged or impaired because of a student's sex (including gender identity, gender expression and nonconformity to gender role stereotypes), race, national origin, color, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability.

All district career and technical education opportunities are offered to students on a nondiscriminatory basis. Additional information regarding such program offerings and the applicable admission/participation criteria can be obtained on the high school's website or by contacting any school's counseling office.

Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by school personnel.

The District shall provide appropriate educational services and/or programs for students who have been identified as having a disability and shall make school facilities reasonably accessible to such students as required by law. The District shall ensure that students with disabilities are not excluded from academic, career and technical education programs, courses, services or activities due to equipment barriers or because necessary related aids and services or auxiliary aids are not available. Reasonable accommodations shall be made for students with disabilities in accordance with legal requirements.

The District shall also provide for the reasonable accommodation of a student's sincerely held religious beliefs with regard to examinations and other academic requirements.

Requests for accommodations shall be made in writing and reviewed for approval by the building principal. Accommodations may include, but not necessarily be limited to, exclusion from participation in an activity, alternative assignments, and released time from school to participate in religious activities and opportunities to make up work missed due to religious observances. Any accommodations granted under this policy shall be provided to students without prejudicial effect. Students, parents/guardians, and teachers shall receive written notification of this policy and the procedures for requesting an accommodation. Complaints regarding the interpretation or application of this policy shall be processed in accordance with established procedures.
The Superintendent or designee (located at 852 E. Division St., River Falls, WI, 54022, telephone 715-425-1800) is designated to receive grievances regarding discrimination according to the established procedures.

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

Title IX Notice

As mandated by the current provisions of Title IX of the Education Amendments of 1972 and under the regulations set forth in Chapter 106 of Title 34 of the Code of Federal Regulations ("the federal Title IX regulations"), the District does not unlawfully discriminate on the basis of sex in any education program or activity that the District operates. Title IX's requirement not to discriminate in any education program or activity extends to cover, but is not limited to, District students, certain admissions processes, and District employment. Inquiries regarding how Title IX and the federal Title IX regulations apply to the District may be referred to a District Title IX Compliance Officers (as designated below), to the Assistant Secretary for Civil Rights at the U.S. Department of Education, or to both.

Any questions regarding Title IX compliance may be directed to the District's Title IX Compliance Officers.

Title IX Compliance Officer - Student (i.e. when the complainant is a student)
Mark Inouye, Director of Student Services
852 E. Division Street
River Falls, WI 54022
715-425-1800
mark.inouye@rfsd.k12.wi.us

Title IX Compliance Officer - Staff (i.e. when the complainant is an employee)
Nate Schurman, Director of Human Resources
852 E. Division Street
River Falls, WI 54022
715-425-1800
nate.schurman@rfsd.k12.wi.us

Alternate Title IX Compliance Officer - Student and Staff
Lynette Coy, Director of Finance and Facilities
852 E. Division Street
River Falls, WI 54022
715-425-1800
lynette.coy@rfsd.k12.wi.us

Title IX Compliance Officers are authorized by the Board to coordinate the District's efforts to comply with Title IX and this policy. The District's nondiscrimination policy and grievance procedures relate to sex discrimination are set forth under Policy 411.11. To report information about conduct that may constitute sex discrimination or make a complaint of sex discrimination, please refer to Policy 411.11

Student/Parent Rights

The School Board recognizes that students possess not only the right to an education but the rights of citizenship as well.

In providing students the opportunity for an education to which they are entitled, the District will attempt to offer nurture, counsel,and custodial care appropriate to their age and maturity. At the same time the School Board recognizes that no student may be deprived of the basic right to equal access to the educational program and the student's

constitutional right to due process and free expression and association as appropriate for the school environment.

Attendant to the rights afforded to each student, however, are certain responsibilities, which include respect for the rights of others,obedience to properly constituted school authority, and compliance with the guidelines and rules of the District.

Since a student who has reached the age of majority possesses the full rights of an adult, the student may authorize those schoolmatters previously handled by their parents, but the student also assumes the responsibility for their performance in school,attendance, and compliance with the guidelines and District rules.

Acceptable Use Policies

School District of River Falls Access to District Technology Tools

The School District of River Falls encourages student use and application of technology to enhance students' education by providing the ability to conduct research and to efficiently communicate with staff and other members of the District and the community. The technology tools include, but are not limited to, computers, on-line library databases, E-mail and Intranet/Internet.

The District encourages staff use and application of technology to support research, teaching and efficient completion of administrative tasks and other school-related work. The District strives to take advantage of technology and offers staff access to technology tools including, but not limited to, computers, telephones, faxes, voice mail, E-mail, and Intranet/Internet.

Technology tools can provide students and staff easy access to resources on and off campus, enable students and staff to communicate worldwide, provide students and staff with timely information and provide the ability to enhance the strategic competitive advantage. Access to various technology tools available through the District is a privilege extended to current students and staff and requires that individual users act responsibly. Users must respect the rights of others, respect the integrity of systems and related physical resources, and observe all relevant laws, regulations and District policies.

The District reserves the right to access all information in its technology tools for operational
purposes. It is not the intent of the District to monitor technology use for the sake of monitoring. Monitoring may occur with or without notice for operational purposes. Operational purposes may include day-to-day management of the systems, monitoring user performance or productivity where applicable, investigating possible violations of this or other District policies, such as its policy prohibiting harassment, the unauthorized disclosure of confidential information, misuse of District resources or property or a violation of law. District technology tools are the property of the District and there is no

privacy nor expectation of privacy associated with a user's District account or E-mail. In the case of an internal investigation involving a staff member's use of technology, the Superintendent or designee and one other administrator must authorize access to a user's account. The District reserves the right to extend, limit, restrict or deny privileges or access to its technology tools.

The District is not responsible for any materials (e.g., materials created, stored, received or sent via district technology tools). District filters shall be in place to prevent access to areas of the Internet deemed inappropriate for student or staff use or harmful to minors.

Users shall be expected to keep passwords confidential and user passwords may be overridden by the District as necessary for educational or administrative reasons. The individual to whom the account is assigned shall be the only person authorized to use the account. An individual discovering unauthorized use of his/her account should report the unauthorized use to the Superintendent or designee.

Any suspected student violation of this policy should be directed to the building administrator. Violations may result in disciplinary action including suspension or termination of privileges, suspension, expulsion and/or restitution for property damage. Also, law enforcement or other appropriate agencies may be notified. Student accounts shall be terminated at the end of the last semester in which the student was enrolled or upon withdrawal from the District.

Each user of the District's technology tools shall be expected to understand and follow relevant laws, regulations and District policies. Each user shall be required to sign a document that indicates that he/she understands relevant laws, regulations and District policies and agrees to abide by them.

LEGAL REF.: Sections 120.13(1) Wisconsin Statutes
943.70
947.0125