

Riverdale Elementary Parent and Student Handbook



2023-2024



August 2023

Dear Riverdale Elementary Students and Parents,

Welcome to the 2023-2024 school year! Back to School Time is an exciting part of the year! We are all eager to see those we missed over the summer and to meet new friends in the coming year! I am looking forward to continuing our work together in providing a positive educational experience at Riverdale Elementary.

This handbook provides answers to many of your questions. Please look through it as a family and discuss areas you would like to highlight for your children. Our staff is here to assist you, so please contact us if you have any questions! The Riverdale Staff is ready for another wonderful year at Riverdale Elementary!

Sincerely,

Shari Hougan

Mrs. Shari Hougan
PK-6 Principal

Table of Contents

Letter from Principal	2
Riverdale School Mission Statement	5
Nondiscrimination Statement	5
Riverdale Elementary School Staff	5
School Hours	6
Daily Schedule	7
Attendance	7
Accident, Injuries, Illness	8
Activity Tickets	8
Assignments, Assignment Notebooks and Homework	8
Athletics	9
Beverages and Food	9
Building Security	9
Bus Transportation	9
Care of Property	10
Child Abuse and Neglect Laws	10
Curriculum	10
Computer Access & Use	10
Detention for Students	11
Directory of Information	11
Discipline Plan	11
Discipline Violations	13
Dress and Appearance	14
Emergency Closing	15
Equal Educational Opportunities	15
Field Trips	15
Fire and Tornado Drills	16
Grades and Report Cards	16
Hall Conduct	16
Handicapped Accessibility	17
Head Lice	17
Health Program	17
Honor Roll and National Junior Honor Society	17
Incomplete Grades	18
Leaving the District	18
Leaving School Grounds	18
Lockers	19
Lunch/Breakfast/Mid-Morning Snack/Milk	19
Lunchroom Behavior	20

Media Coverage	20
Make-up Work	20
Medication	21
Medical Excuse	21
Parent Teacher Conferences	21
Physical Education	21
Parental Concerns	21
Playground Rules	21
Pictures (Student)	22
Presidential Academic Awards	22
Psychological Services	22
Registration Fee	23
Remediation and Retention	23
School Supplies	23
Sexual Harassment	23
School Counseling Services	24
Skyward	24
Student Conduct	25
Student Searches	25
Student Harassment (non-sexual) or Bullying	26
Study Hall Rules	28
Suspension and Expulsion	28
Talented and Gifted	29
Tardiness	29
Telephone, Cell Phone Access	29
Title IX	30
Tobacco Product Use	30
Visitors	31
Forms and Policies	31
Bullying	35
Bus Rules and Regulations	40
Computer AUP	43
Criteria for RNJHS	47
Agreement	49

Enter to Learn, Go Forth to Serve
The Riverdale Way

Nondiscrimination Statement

It is the policy of the Riverdale School District that no person may be denied admission to any public school in the district or be denied participation in, be denied the benefits of, or be discriminated against in any curricular, co-curricular, student services, recreational or other program or activity because of the person's sex, race, color, national origin, ancestry, creed, religion, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability in the educational programs or activities operated by the Riverdale School District.

Elementary Staff



Mrs. Bailey-Intervention
Mrs. Barry-Fourth Grade
Mrs. Bosworth-Speech and Language
Ms. Bruckner-Academy
Mrs. Butteris-Special Education K-6
Ms. Byrne-First Grade
Mrs. Campbell-Kindergarten
Mrs. Chitwood-English/Language Arts, Technology
Mrs. Cody-Speech and Language
Ms. Coggon-Educational Aide
Mrs. Conner-Educational Aide
Mrs. Daly-Science & Math
Mrs. Drone-Four Year Old Kindergarten
Mrs. Friederick-Educational Aide
Mrs. Goodman-Second Grade
Mrs. B. Goplin-Educational/Library Aide
Mrs. J. Goplin-Special Education K-6
Mr. Gundlach-Third Grade
Mr. Hinkle-Physical Education/Academy
Mrs. Horton-First Grade
Mrs. Hougan-PK-6 Principal
Mrs. Hudson-Third Grade
Ms.. Sara Johnson-Third Grade
Mrs. Sarah Johnson-Third Grade
Ms. Johnson-Educational Aide
Mrs. Keegan-Second Grade
Ms. Kinney-Fifth/Sixth Grade ELA/Social Studies
Ms. Kuester-Special Education
Mrs. Lee-Art
Mrs. Lilla-Early Childhood
Mrs. Makovec-Secretary

Mrs. Marabelli-Educational Aide
Ms. Mau-Physical Education and Wellness
Mrs. McCormick-Guidance
Mrs. McKay-Title I/Sixth Grade English
Mrs. Menke-First Grade
Mrs. Menne-Educational Aide
Mrs. Montgomery-Educational Aide
Mrs. K. Nondorf-Educational Aide
Ms. A. Mueller-Educational Aide
Ms. S. Mueller-Educational Aide
Mrs. Nelson-Educational Aide
Ms. Noll-Music
Mrs. S. Ottman-Educational Aide
Mrs. Post-Head Cook
Mrs. Puckett-Educational Aide
Mr. Redman-Maintenance Supervisor
Mrs. Rynes-Fourth Grade
Mrs. Salisbury-Four Year Old Kindergarten
Mrs. Schaefer-Coordinator of Technology & Instruction
Mr. Schmidt-School District Administrator
Mrs. C. Schneider-School Nurse
Mrs. J. Schneider-Kindergarten
Mr. Swiggum-Dean of Students & 6th grade Math
Mrs. J. Tarrell-Director of Special Education/School Psychologist
Mrs. L. Tarrell-Reading Specialist and Title 1 Services
Ms. Thayer-Educational Aide
Mrs. Werthwein-Special Education
Mrs. C. Wilkinson-Instructional Coach and Math Interventions
Mrs. R. Williams-Second Grade
Ms. S. Williamson--Secretary



School Hours

Elementary school days will begin at 8:00 a.m. for students in grades 4K-6. Doors to the elementary/middle school are not opened until 7:40 a.m. Students arriving before that time will need to wait outdoors. There is no supervision outside at this time. It is best if students do not arrive any earlier than 7:40 a.m.

K-2 lunch break will begin at 11:30 a.m. followed by recess and return to class by 12:10 p.m. 4K students will eat lunch at 11:00. Students in grades 3-6 will begin lunch at 12:00 returning to class by 12:40. Students will be required to go outside during recess and should dress appropriately.

Regular dismissal for PK-6 students will be at 3:20 p.m.

Throughout the school year there will occasionally be early dismissals on Wednesday at 1:00 pm. These early dismissals are for staff in-services.

Daily Schedules

Elementary (K-6)

Regular Schedule	Late Start	Early Release
7:40 Breakfast	No Breakfast Served	7:40 Breakfast
7:55 Warning Bell	9:55 Warning Bell	7:55 Warning Bell
8:00 Start Day	10:00 Start Day	8:00 Start Day
9:30 K-2 Recess/Snack	11:00 4K Lunch	9:30 K-2 Recess
10:00 3-6 Recess/Snack	11:30 K-2 Lunch	10:00 3-6 Recess
11:00 4K Lunch	12:00 Grade 3-6 Lunch	11:00 4K Lunch
11:30 K-2 Lunch	3:20 Release	11:30 K-2 Lunch
12:00 Grade 3-6 Lunch		12:00 Grade 3-6 Lunch
3:20 Release		1:00 Early Release



Attendance

Student attendance is taken and recorded on the District Student Management System at the beginning of each day and after lunch in the elementary school. Fifth and sixth grade attendance is taken at the beginning of each period.

State law requires that all children between the ages of six and eighteen years of age must attend school full time unless they have a legal excuse. This also includes any student enrolled in a 5 year old kindergarten program. It is extremely important that students attend school regularly to achieve a quality education, and to develop a work ethic, which will promote success throughout their life.

In accordance with state law, a student should be absent from school ONLY for reasons of injury, illness, family emergency (accident, death in family, etc.). Students who are repeatedly absent due to illness may be required to submit a re-entry slip from a physician. Parents may excuse their child up to 10 days per semester. After 10 days, a medical note is required.

Any absence from school should be reported to the Riverdale Elementary School Office by 8:20 a.m. on the date of the absence, and should state the reason for the absence. An answering machine will receive and record messages from parents who call before regular office hours or parents may send an e-mail message to sara.williamson@riverdale.k12.wi.us.

Students, who have not had absences called in on the day they are missing, must bring a note to school signed by the parent the next morning upon returning to school. The note should identify the date the student was absent and the reason for the absence. Students who fail to bring a note or make a phone call will be considered unexcused. No absence will be excused without a note or a phone call.

Students in PreK-4 should bring their note to the classroom teacher. The teacher will pass the note along to the Riverdale Elementary School office.

Students in grades 5 and 6 should bring written excuses to the office before school. They will be issued a re-admit slip to be kept in their assignment notebook, and given to each classroom teacher to be signed. If a parent has called in a note is not necessary.

Pre-excused

Students may be excused from school for activities such as medical appointments or absence for other accepted reasons. Such requests are to be made in advance, reviewed and approved by the Principal. The student will be required to complete the coursework missed during the absence. A child may be excused (prior to the absence) by a parent for not more than 10 days in a semester. Students should bring back a note signed by a doctor, and absences will not count against their 10 days.

Unexcused Absences/Truancy

All other absences from school are considered unexcused absences and may face disciplinary action. The reporting requirement for “habitual truancy” is 5 unexcused partial or full days of school during a semester [Wis. Statute 118.15 (1) (a)]. Students may be referred to law enforcement for “simple truancy”. Simple Truancy refers to one unexcused absence from school. Truancy is a violation of the law and may result in a citation and/or a referral to the Department of Social Services. State law requires that all children between the ages of six and eighteen years of age must attend school full time unless they have a legal excuse. It is extremely important that students attend school regularly for educational reasons and also to develop a work ethic, which will promote success throughout their life.



Accident, Injuries, Illness

Students are expected to report any injury to the adult in charge of the activity at the time, promptly. All accident report forms will be filled out if deemed necessary by the school nurse.



Activity Tickets

Activity passes may be purchased at the Riverdale High School office. The pass allows admittance to any high school athletic activity taking place in the Riverdale School District. This pass applies to the regular season, but it includes all sports for the entire year. Lost or stolen passes should be reported to the office as soon as possible.

Season Adult passes \$50.00

Season Student Pass (grades 4-12) \$40.00

Family Passes \$90.00

Grades PK-3-Free with an adult

Senior Citizens-Free



Assignments, Assignment Notebooks, and Homework

All students (grades 3-6) will be provided with an assignment notebook. Students are to take assignment notebooks with them to each class and study hall. At the end of the day students are encouraged to check their assignment notebook to assist them in packing their book bag for the evening.

It is a reasonable expectation that students do some independent study and work outside of the class period. If you are concerned about your child’s homework, please contact your child’s teacher or guidance counselor.



Athletics

Students in grade 6 may be asked to participate in Middle School Athletics if enrollment numbers in 7th and 8th grade do to fill a team. To participate, students will need to pay an Athletic Fee. A student who participates in sports will pay a \$20.00 fee per sport or \$60.00 fee per family. These fees must be paid before an athlete can start practice.

Students must also attend an athletic code meeting, have a physical card on file, and be in good academic standing.

Club Sports are available to students in elementary school. Please check out the district webpage or Facebook page for announcements regarding club sports.



Beverages and Food

Each student should have their own water bottle. Encourage your child to bring their water bottle home regularly for washing. Please be aware of the concerns for those with food allergies.



Building Security

All students are to enter the building through the main door. Doors will open at 7:40 a.m.

As a safety measure all outside doors will remain locked throughout the school day. Visitors must enter through the main door and report to the office before traveling to any other part of the building. As an added safety precaution the building has video surveillance cameras in all hallways.

We ask that parents sign in the office before going to the classroom. Please do not go directly to a child’s classroom without notifying the office.



Bus Transportation

(See Forms and Policies section of this handbook)

Students who ride the Riverdale School Buses are governed by the same rules that apply on all school grounds. It is important that student behavior does not distract the driver from his/her

attention to the road. Students are to ride the bus and route, which they are assigned. Any request to ride a different bus home on a specific day needs to be presented in writing to the Principal or Transportation Supervisor. No student should take it upon themselves to change buses.

Each family annually receives a complete set of Riverdale School Bus Rules and Regulations (in this handbook), violations of which may result in suspension or expulsion from the bus. Absence from school due to bus suspension will not be excused.

All rules apply to any field trip or extracurricular activity as well as regular daily transportation. Students riding a bus to an athletic event or other school activity must return on that bus unless the parents personally transport the student home from the event. In this case the parents are to sign the coach's or supervisor's log at the time they take responsibility for the child's transportation and supervision. An exception to this policy is when prior arrangements have been made with the coach or supervisor in accordance with Board Policy.



Care of Property

When your child enters school they will be using textbooks, lockers, computers and other equipment paid for by parents and all taxpayers. They should at all times take care of the materials entrusted to them. Other children will be using these items and will not want them dirty, torn, or marred. The building also is to be taken care of; defacing it will not be tolerated. Destruction of property will result in student discipline, cost of replacing damaged items, and possible notification to law enforcement.

It is suggested that students in grades 5 and 6 purchase a padlock for their locker. Things taken from unlocked lockers will not be the responsibility of the school.



Child Abuse and Neglect Laws

Wisconsin educators are required by law to report suspected child abuse and neglect to the appropriate authorities. Specified neglect or abuse may be in the form of physical injury, neglect, exploitation, or sexual assault. Educators making such reports are acting in good faith, in compliance with the law, and in the interest of the child.

Curriculum

Curriculum is available on the Riverdale Website.



Computer Access and Use

(See Forms and Policies Section of this handbook)



Detention for Students

Detention is part of the discipline plan for the Riverdale Elementary School. The following process will be adhered to for detentions:

1. Detention will be held after school or during the lunch period.
2. Parents will be notified in writing or by phone of assigned after school detentions.
3. Students serving detention will need to be picked up by a parent or guardian.
4. Failure to serve the assigned detention will result in an additional detention and reassignment of the original detention resulting in two nights of detention.
5. Continued non-attendance of assigned detentions may result in suspension and a parent conference.

Directory of Information

The Riverdale School District designates the following personally identifiable information contained in a student's education records as "directory information".

1. The student's name
2. The student's address
3. The student's telephone listing.
4. The student's date of and place of birth.
5. The student's participation in officially recognized activities and sports.
6. The student's weight and height if a member of an athletic team.
7. The student's dates of attendance.
8. The student's photograph.
9. The student's degrees and awards
10. The name of the school most recently attended by the student.

As per State Statute 118.125(2) (J) any parent, legal guardian objecting to the release of the "Directory Information" may inform the building principal or district administrator in writing to withhold all or any part of the "Directory Information" within two (2) weeks of publication.

Under Wisconsin's Act 239 (effective June 1998) a pupil's attendance record must be provided when requested by law enforcement investigating truancy.

Discipline Plan

The Riverdale Elementary School is proud of their students' conduct and behavior. The emphasis on student discipline is the development of mature and self-disciplined young adults.

Each teacher has within their classroom discipline procedures. If a student's behavior continues to be disruptive to the learning of others, the student may be removed from class and sent to the Principal or Dean of Students. Continuous removal from classes including study halls may result in further disciplinary action. The Principal or her Designee will provide the child with consequences depending on the severity of misbehavior.

In case of chronic or severe misbehavior a student may be provided an alternative education plan.

Riverdale Way



The Riverdale Way

Be Responsible


Be Respectful

Be Caring

...and Remember to be
Honest & Accountable

At Riverdale Elementary School we strive to reinforce and acknowledge positive behavior. Students that follow the “Riverdale Way” are great examples for everyone at the school. Following the Riverdale Way helps create a positive, safe climate for learning. Students who show the Riverdale Way qualities are rewarded in a number of ways.

Riverdale Way Bumps Ticket : Staff members reward students who they observe exemplifying the Riverdale Way. Students are then entered into a weekly drawing for prizes. Winners are announced over the announcements each Friday.

The Riverdale Way		You were caught being:	
	Be Responsible	<input type="checkbox"/> Responsible	
	Be Respectful	<input type="checkbox"/> Respectful	
	Be Caring	<input type="checkbox"/> Caring	
	... and Remember To Be	<input type="checkbox"/> Honest	
	Honest & Accountable	<input type="checkbox"/> Accountable	
Student:		Staff:	

Discipline Violations

Illegal Behaviors (Major Violations)

The following are illegal behaviors in school buildings, on school sites, in District owned vehicles, or at school sponsored curricular or extracurricular events sponsored by the District. Violations of this nature may result in disciplinary action taken by the school district including filing of police reports, payment for damages, and referral to Social Services or expulsion from school.

1. Dangerous Weapons Policy

- The possession of any dangerous weapon as defined in WI Stats. 939.22 on school property is strictly forbidden. Any violation of the dangerous weapons policy must be reported to legal authorities.
- The possession of any facsimile firearm that could reasonably be expected to alarm, intimidate, threaten or terrify another person on school property.
 - This does not apply to peace officers in the discharge of his/her duties.
 - This does not apply to any person engaged in military activities acting in the discharge of his/her official duties.
 - This does not apply to any person with the consent of the principal or other designated official of the school district.
 - Legal Reference: WI Stat. 939.22(10), 941.235, 948.605 and 948.61.

2. Sexual Harassment (WI Act 427)

3. Possession, manufacture, use, delivery, or sale of alcoholic beverages or controlled substances.
4. Misuse of prescription drugs.
5. Possession or use of tobacco, lighters, matches, fireworks, or combustible materials.
6. Possession or use of electronic paging or two-way communication devices or systems (WI Stats. 118.258)
7. Vandalism or destruction of school property.
8. Stealing

Unacceptable Behaviors (Minor Offenses)

The following are unacceptable behaviors in school buildings, on school sites, District owned vehicles, or at school sponsored curricular or extracurricular activities sponsored by the District.

1. Throwing snowballs, rocks, or other objects that may be dangerous.
2. Gambling
3. Physical contact of an affectionate nature.
4. Physical aggression, which injures or is potentially dangerous to others.
5. Profanity of speech, written word or gesture, is not an acceptable form of communication within the Riverdale School District or at any school-related activity.
6. Other behaviors which cause a disturbance.
7. Bullying
8. Cheating

It is the philosophy and belief of the administration of Riverdale School District that the responsibility of dealing with student discipline violations rests with us. Thus, we will make every effort to handle such problems in-house, according to the policies and procedures

established by the district and the school. However, when violations of state laws or municipal ordinances occur, or when students or parents refuse to work within the established policies of the district and school, or where security of person or property appears to be in jeopardy we will not hesitate to call the police and initiate arrest and prosecution proceedings.



Dress and Appearance

Students are expected to observe community standards in their appearance and dress at school. Hats (including scarves worn on the head) are not to be worn within the school building. Clothing with inappropriate words, phrases or graphics are not allowed. This includes dress which displays a message supporting alcohol, tobacco, drugs or drug paraphernalia, nudity, violence, sex or vulgar language.

Students dressed in clothing which affects student health or safety or is distracting to the learning environment will be referred to their parents by the Guidance Counselor or Principal. Students may be instructed to change their clothing before being allowed to return to class. These examples refer to students in grades 4-6.

1. Shirts which reveal a student's midriff or undergarments.
2. Pants worn low to reveal undergarments.
3. Excessively short skirts or shorts.



Emergency Closing

If the weather necessitates closing school before regular dismissal time, it will be announced over radio station WRCO (1450 AM or 100.9 FM) Richland Center. The stations will also announce if school will not open for the entire day or start late. Emergency school closings are also carried on some Madison television stations. You may also be notified through a district automated phone call. You may check the school's website, www.riverdale.k12.wi.us or Facebook page for emergency closings.

Equal Educational Opportunities

The school district 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, extracurricular, student services, recreational or other programs or activities shall not be abridged or impaired because of a student's sex, color, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability.

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

Complaint Procedure

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

1. Any student, parent or resident of the district complaining of discrimination on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation or physical, mental, emotional or learning disability in school programs or activities shall report the complaint in writing to the district administrator.
2. The district administrator, upon receiving such a written complaint, shall immediately undertake an investigation of the suspected infraction. The district administrator will review with the building principal or other appropriate persons, the facts comprising the alleged discrimination. Within 15 days after receiving the complaint, the district administrator shall decide the merits of the case, determine the action to be taken, if any, and report in writing the findings and the resolution of the case to the grievant.
3. If the grievant is dissatisfied with the decision of the district administrator, he/she may appeal the decision in writing to the Board. The Board shall hear the appeal at its next regular meeting, or a special meeting may be called for the purpose of hearing the appeal. The Board shall make its decision in writing within 15 days after the hearing. Copies of the written decision shall be mailed or delivered to the grievant and the district administrator.
4. If the grievant is dissatisfied with the Board's decision, he/she may within 30 days appeal to the State Department of Public Instruction.
5. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with exceptional education need shall be processed in accordance with established Appeal procedure outlined in the district's special education handbook.

Field Trips (Local)

From time to time students will be taking classroom field trips. These field trips are to provide students with educational experiences and are related to the curriculum. These field trips may be to the library, businesses in the surrounding area, fundraiser walks etc. Instead of sending a permission slip for each of these local field trips, we will take the signing of the handbook form as a child's permission to attend these various local activities. Field trips that are out of the school district will still require a formal signed permission slip.



Fire and Tornado Drills

Become acquainted with the fire drill and tornado drill evacuation procedure from all areas of the school building. Instructions are posted to assist you.

1. No talking-it may be necessary to give orders during a drill and if you are talking the order may not be heard.
2. Move rapidly, but do not run or crowd others.
3. Move as far from the building as possible in a fire drill.
4. Do not re-enter the building until instructed to do so.
5. Know your exits.
6. During tornado drills do not leave the building but remain in your assigned area until instructed to leave.



Grades and Report Cards

The criteria utilized for assigning grades is left to each teacher's professional discretion, under the Principal's authority. The District has adopted letter grades as the standard for reporting to parents in grades 3-6. In grades 4K-2 teachers have a standards-based report card. Students must be provided with details of the teacher's expectations in each class, as well as the criteria by which they will be evaluated and grades will be assigned. No single test should count for more than 20 percent of a student's grade. No combination of tests should count for more than 50 per cent of a student's grade.

Grades 3-6: Student report cards are issued each nine weeks, the following letter grades reflect student performance in grades three through six.

<i>A</i>	<i>90%-100%</i>	<i>Excellent or Superior Work</i>
<i>B</i>	<i>80%-90%</i>	<i>Good or Above Average Work</i>
<i>C</i>	<i>70%-80%</i>	<i>Average Work</i>
<i>D</i>	<i>60%-70%</i>	<i>Poor Work, Just Barely Acceptable</i>
<i>F</i>	<i>0-60%</i>	<i>Failing Work</i>

If you would like a weekly progress report you can sign up for these notifications through Skyward. These reports are a method of keeping parents informed of their child's academic performance. Your child's grades may be accessed at any time through Skyward. If you do not have a password, please contact our Technology Department to set up your account.



Hall Conduct

Students are to be in hallways only to pass from room to room. The right side of the hallway is used to avoid congestion. No running or loud talking is permitted as it interferes with safety and a positive learning environment.



Handicapped Accessibility

Any individual with a physical or sensory impairment needing assistance is asked to contact the office so that staff can discuss and help to accommodate individual needs. Any such request can be made in person, or by phone at (608) 739-3101, or in writing.



Head Lice

Incidents of head lice or nits may occur. Students who have active lice will be sent home as soon as parents can be located to pick them up. Students should be treated at home. Upon returning to school, the school nurse will do a recheck to determine whether readmittance to school is appropriate.



Health Program

The purpose of the Riverdale School Health Program is to help each student achieve and maintain optimum physical, emotional, and social fitness. It is the function of the school health program to assist parents, teachers, and other medical services in the maintenance of student health. This is accomplished through such activities as:

1. Vision and hearing screenings.
2. Emergency care under the guidance of the school nurse.
3. First-aid care to students who become ill or injured at school.
4. Assisting students with basic health needs, including hygiene.
5. Updating Individual Child's health records.

Students who do not feel well should notify their teacher who will then refer them to the school nurse or office personnel. If it is necessary for the student to go home, the school nurse will contact the parents or designated emergency contact to pick up the student. The nurse must have up-to-date home and emergency contact telephone numbers in order to accomplish this.

Be certain that the school nurse is not a substitute for seeing a physician for health problems arising at home. Students who are too ill to function in the classroom will be sent home, and a parent or authorized person will be requested to pick up the student. In the event of serious illness or injury requiring immediate medical attention, an ambulance will be called and the parents notified.

Honor Roll

(See Forms and Policies Section of this handbook)

Each quarter students in Grade 5 and 6 are recognized for their academic achievement. Students who have an overall GPA of 3.0 to 3.49 earn an Honor Roll Status. Students who earn 3.5 or higher are members of the High Honor Roll.

National Junior Honor Society

The Riverdale Junior High has established a National Junior Honor Society. This honor, recognized throughout the nation, is both the public recognition of accomplishment and the

private commitment to continued excellence on the part of the new member. The Riverdale National Junior Honor Society uses a selection process that conforms to the National guidelines.

Selection to RNJHS is a privilege. Eligible students provide information to be used by the local selection committee to support their candidacy for membership. Membership is granted only to those students selected by the Faculty Council. This is not an election nor is membership automatically conveyed simply because a student has achieved a specified level of academic performance. RNJHS is more than an honor roll. RNJHS also emphasizes leadership, service, citizenship, and character in their selection process.

Selection into the RNJHS will be made after the first semester of the school year. Students in grade 6 may apply for RNJHS membership in the Spring of their 6th grade year. The induction ceremony will take place in the spring of each school year.

Incomplete Grades

Students who have not completed requirements for a course due to hardship circumstances will receive an incomplete grade at the nine week grading periods only. To complete requirements, the Riverdale Elementary School requires all incomplete grades to be corrected within fourteen (14) days after the end of each quarter.

Leaving the District



If your child is leaving our school, it is necessary for you to call the office (608-739-3101) and notify us before the child's last day at school. There are several forms to be completed. The office staff and classroom teacher appreciate as much advance notification as possible.

Final school clearance requires that students return all books and pay all fees.

Leaving School Grounds



The Riverdale Elementary School operates on a “closed campus”. Students who walk to school, are not to leave the school once they are on school property, until the end of the school day. For bus riders, this means from the time they board the bus in the morning until they get off the bus at the end of the day. Students may NOT leave the school grounds during the day at any time without a pass from the office. Any student leaving school without a pass will be considered unexcused. Students are NOT allowed to leave school during the day to, shop or go to lunch at any businesses in town, go over to the High School, or go to any other student’s house.

Any student leaving during the day for doctor, dentist, illness or other appointments needs to sign out in the RES Office before leaving.

Lockers



Each student is assigned one locker in the hallway at the beginning of the school year. Lockers are furnished to students for storing books and belongings, but are the property of the school. The school reserves the right to check individual student lockers at any time and periodic locker checks may be made. The following rules apply to lockers:

1. Store books and belongings only in the locker you are assigned.

2. Only the office makes changes in locker assignments.
3. Locker decorations on the inside of lockers should not be offensive or inappropriate. Locker decorations on the outside of the lockers must be approved by a teacher or principal.
4. Lockers are not a safe place for valuables. The Riverdale School District or staff cannot be held responsible for valuables missing from a locker. Any money or valuable items, which must be brought to school, for any particular reason, can be stored in a safe place by the office staff.
5. Students are strongly encouraged to purchase a lock for their lockers.

Lunch—Breakfast— and Mid-Morning Snack-Milk Program

The Riverdale School hot lunch program is designed to provide students and staff with a well-balanced morning and/or noon meal.

Lunch and breakfast prices are established by school district policy annually, and are to be paid in advance. Funds are credited to a family lunch account and the cost of each meal is deducted on a daily basis as the student/staff go through the lunch line. Lunch account statements will be made by automated telephone calls. Parents will receive a phone call when their child’s balance reaches \$10.00. Students who have a negative balance may be offered an alternative lunch.

All lunch money is to be paid directly to the office aide responsible for the lunch program, or given to the classroom teacher. Such payments can be made by mail or in person in the office.

One carton of milk is included in the cost of each lunch or breakfast. Additional cartons of milk can be purchased at any mealtime using the student lunch card or lunch ID number.

Students who lose their cards may have it replaced twice. After the second time students will be asked to pay \$1.00 for the replacement.

If we are informed of any changes in this program parents will be notified.

	Cost of Breakfast	Cost of Lunch
Students PK-6	\$1.30	\$2.70
Adults	\$2.66	\$4.75
Reduced	\$.30	\$.40

Breakfast & Mid Morning Snack

Breakfast will be served from 7:40 a.m. to 8:00 a.m. for RES students. MidMorning Snack will be served at 9:30 and 10:00.

Lunch

Lunch menus are available at www.riverdale.k12.wi.us.

Meal Plans

Meal plan forms should be filled out by parents at the start of the school year. The plan allows you as a parent, to choose what your student is able to purchase through their lunch account. If you would like your child to be able to purchase mid-morning snack, ice cream, additional milks, super sized meals, etc. permission must be signed by a parent/guardian. Students are not allowed to purchase additional items on their account without parent permission.

Lunchroom Behavior



- Students must present their card with the barcode before picking up their breakfast, mid-morning snack or lunch. Quiet voices should be used when standing in the lunch line.
- Lunchroom supervisors will expect students to clean their area before dismissing them.
- When leaving the cafeteria, students' trash will be thrown away as they exit.

Media Coverage



From time to time the district submits articles to the local paper, or the local paper comes and covers events here at school. **If you do not want your child's name or picture submitted to the newspaper please notify the school.** Otherwise, it will be assumed that it is acceptable to post your child's picture in the newspaper concerning school events.

Make-up work

Students who miss school due to illness, family vacations, appointments etc. must make up the work they have missed. Students will get 1 day for every day they missed to make up their work, plus an additional day. Example: If a student misses two days of school he/she will get 2 days plus 1 day for a total of three days to make-up their work. Work not made up during this time will be considered zeros.

Medication



No medications will be administered by school personnel until the “Authorization to Give Medication at School” form is completed and returned to the person administering the medication and the school nurse.

Any medication that is to be brought to school should come directly to the office and will be stored and administered under the School Nurse’s authorization. No medication is to be kept in lockers, desks, or with child unless so indicated by medical personnel.

Parents may indicate on the student emergency form if they give the school permission to give their child Ibuprofen, Tylenol, etc. as needed.

Medical Excuse



If a child cannot participate fully in all phases of the school program, a written statement from a doctor must be provided. The School Nurse may contact the parent and/or physician to clarify any concerns over the child's participation in school activities.

Parent Teacher Conferences

The School Board has established two regular times each year for Parent/Teacher Conferences. This year the first parent teacher conference will be on November 10, 2023 from 1:00 p.m. to 7:30 p.m. and February 7, 2024, 1:00 p.m. to 7:30 p.m.

Physical Education



Physical Education is a Department of Public Instruction requirement for all students in Elementary School. Fifth and sixth grade students will be required to change from street clothes to clothes for phy ed. Phy Ed clothes may be shorts, T-shirts, sweatpants and tennis shoes.

Parental Concerns



As partners in the education of students in our school community, a major part of our mission is to involve all parents in their child's learning. We encourage parents to volunteer in the classroom and attend school-wide activities.

As in all partnerships, we realize that miscommunication, confusion, questions, concerns, and even discontent can occur. If you experience such a problem, we request that you please contact your child's teacher to resolve the problem. If after meeting you are unable to resolve the problem it is appropriate to involve your child's guidance counselor and/or principal.

Playground Rules



The Riverdale playground is divided into three sections. All students are to stay on their own designated area of the playground. Individual classroom teachers or playground supervisors may make exceptions to this arrangement when they are on duty and if there are no students on the other side of the playground. Duty teachers/supervisors will circulate and monitor students' behavior.

These are the general rules that must be followed by all students in order to make our playground a safe and fun place to play.

1. All playground equipment is to be shared.
2. Students are to come in immediately when the whistle blows or bell rings.
3. Students will remain on the playground at recess. Students will not be permitted to return to the building by themselves to get drinks or go to the bathroom without adult permission.
5. Students will obey all playground equipment rules.
6. When going to and from recess, students should walk.
7. Footballs, soccer balls, playground balls, frisbees etc... are to be used in the open field space of the playground; not near the climbing equipment.

8. No "tackle" games are allowed on the playground.
9. Students will not pick up or throw rocks, wood chips, snowballs or sand on the playground.
10. The playground supervisors are there to help and keep everyone safe!



Student Pictures

Student pictures will be taken on **Wednesday, September 18, 2023**. Parents will be able to purchase pictures online, through Lifetouch.

Presidential Academic Awards

At the end of a student's 4th, 8th, or 12th grade year they may earn the Presidential Academic Award. For a fourth grade student to earn the award they must have an overall GPA of 3.5 or higher. They need to have scored at the advanced level on their most recent WI Forward Test in Reading or Math.

Students will receive a pin, certificate, and a letter of accommodation.

Psychological Services

The school psychologist will serve the school's education program. The psychologist's services are available to all students. The psychologist's primary responsibility is to serve the district's children, their parents and teachers as they attempt to meet the child's educational objectives. In addition to the school-testing program, the psychologist may administer tests designed to identify a student's specific learning problem.



Registration Fee

The school district furnishes all textbooks. A \$20.00 annual registration fee is required of all elementary school students per year. Registration fees **will be waived** if your family fills out a free or reduced school lunch form. You do not have to qualify for the program to receive the fee waiver. Forms must be filled out by September 20th. The cost of books (textbooks and library books), or other school materials lost, destroyed, or badly misused must be paid for by the student.

Remediation and Retention

It is our philosophy that continuous progress is best for the individual student. Sometimes students need additional time to mature. If your child's teacher is recommending retention, the teacher will notify you of their concerns. Students who fail to make academic progress will be provided with remedial help throughout the school year. Various programs may be used, and the district will work with parents to assist the student.

Fifth and sixth grade students will be assigned to summer make up courses if they do not produce a passing average in each core course. For more information on the district's retention policy, please see the board policies on the district's website or contact your child's guidance counselor.



School Supplies

Elementary School teachers compile a school supply list for students. These lists may be picked up in the elementary school office, or accessed at our website, www.riverdale.k12.wi.us.

Students who need assistance with obtaining supplies should see the principal or guidance counselor. Each year several community individuals and groups donate supplies for students in need.

Sexual Harassment

Student sexual harassment is considered a form of discrimination. It is the policy of the Riverdale School Board to maintain an education environment free from all sexual harassment, intimidation, hostile, or offensive behavior, and to seek to provide a learning environment in which all students are treated with dignity, respect, and courtesy. Therefore, the District shall not tolerate any sexual harassment or intimidation and shall take the necessary and appropriate action to eliminate it, up to and including discipline of offenders.

“Sexual harassment” means unwelcome, undesirable, or inappropriate sexual advances, unwelcome, undesirable, or inappropriate physical contact of a sexual nature, or unwelcome, undesirable, or inappropriate verbal or physical conduct of a sexual nature, either actual or threatened. “Verbal or physical conduct of a sexual nature “ includes but is not limited to the deliberate, repeated making of unsolicited gestures or comments, or the deliberate, repeated display of offensive sexually graphic materials.

Examples of sexual harassment are:

1. Unwelcome, undesirable, or inappropriate physical contact: This includes, but is not limited to, touching, patting, pinching, hugging, intentionally brushing against another’s body, pulling at another’s clothing, or forcing another to a wall or corner through body position or movement.
2. Request for demands of sexual favors: This includes, but is not limited to, subtle or blatant expectations, pressures, or requests for any type of sexual favor accompanied by an implied statement or promise of preferential treatment or negative consequences.
3. Verbal comments or other expressions: This includes, but is not limited to, commenting about an individual’s body or appearance where such comments go beyond mere courtesy, telling “dirty jokes” that are clearly unwanted or inappropriate and considered offensive by others, or any other tasteless sexual-oriented comments, innuendos, gestures or actions that offend others.
4. Display of sexual, graphic or illicit materials: This includes, but is not limited to, photographs, drawings, posters, and so forth, regardless of their form.

All complaints should be made to the building principal or designated person in the district.



School Counseling Services

School counselors are available as advocates for students and supporters of education to help all students with academic achievement, personal/social development and career-life planning. Their goal is to aid in the educational development of all students by promoting a safe and equal learning environment. Counselors provide information and resources about prevention and intervention strategies to students, parents, teachers, and community, offering counseling and make referrals. School counseling services are provided through Wisconsin Developmental Guidance Model based curriculum in the K-6 classroom and topics include problem solving, diversity and fairness, conflict management, personal safety, decision making, and goal setting. Students may meet with the school counselor individually or in small groups. Private concerns of students are held in confidence, developing a trusting counseling relationship to better help students resolve or cope with problems or developmental concerns. Parents are encouraged to contact the counselor with questions or concerns about their child's success.

Skyward

Parents and students may access their grades at any time by logging into Skyward. Skyward allows students and parents access to the student grade book. If you would like to sign up to view Skyward, please contact the school office or visit our website at www.riverdale.k12.wi.us.

Student Conduct

BASIC RULES OF CONDUCT

1. Students are to show respect for all adults while at school or on school grounds. Rudeness and defiance will not be tolerated.
2. Students are to walk quietly in a manner appropriate for safety and a good learning atmosphere.
3. Profanity, inappropriate language, verbal abuse, threats, harassment, racial slurs and name-calling will not be tolerated.
4. Fighting, dangerous horseplay, assault of another person, wrestling and inappropriate touching of another person are not allowed.
5. Use/possession of drugs, tobacco and alcohol is forbidden.
6. No student shall go onto the school premises with any dangerous or illegal instrument, or any instrument represented as such. No student shall interfere with normal activities, occupancy, or use of any building by exhibiting, using or threatening to exhibit or use a dangerous or illegal instrument, or any instrument represented as such. Any student violating this policy may be suspended or expelled.
7. Students are never to bring the following items to school: Cigarettes or any form of tobacco, firecrackers, matches, lighters, sharp or pointed instruments, or any other dangerous or inappropriate objects, substances or weapons.

8. Students are not to leave the classroom or school grounds without appropriate written permission or authorized passes, or to be absent from school, without proper reason. Excessive unexcused tardiness is also unacceptable.
9. Vandalism is forbidden.
10. Students are expected to be honest.
11. Students are expected to come to school prepared to learn. Students are not to interfere with the educational process of others.
12. Students will not be allowed into their classrooms after school has been dismissed for the day and teachers have left their rooms, unless accompanied by a school official. This is a safety and security issue for our students and their property.
13. Ipods, electronic games, cameras and cellphones are not to be used during the school day unless permission is given by a teacher or administrator.
14. Laser pens are not permitted.

Student Searches

The Riverdale School District recognizes its responsibility to provide students and staff with a safe, drug-free environment that is conducive to learning. It also recognizes that students have basic constitutional rights that are not necessarily shed at the schoolhouse door.

405.071 Lockers and Vehicles

The Riverdale School District expressly reserves the right to search lockers and vehicles parked on the school property, with or without reasonable suspicion of a violation of the district's substance abuse policy, harmful equipment policy, or other school policy, or other state law.

The School Board retains ownership and possessory control of all pupil lockers at all times and thus retains the right to conduct searches. In the event a school administrator or a designee of the administrator determines it is necessary or appropriate to search a student's locker, the locker may be searched without the consent of the student, without notification to the student and without obtaining a search warrant. Searches may be carried out by school administrators or their designees.

405.072 Personal Searches

Because searches of a student's person or personal effects such as purses, pockets, etc. are more intrusive than locker or vehicle searches, these personal searches may be undertaken only with reasonable suspicion that the district's substance abuse policy, harmful equipment policy, or other school policy, or state law has been violated. This search shall be conducted by a school administrator and at least one other person. Strip searches are not allowed under any circumstances by school personnel.

405.073 Canine Searches

Searches by dogs specially trained to detect the odor of narcotics may be conducted by law enforcement officials on school grounds. These searches will be scheduled by school officials on a random, unannounced basis. The searches will be criminal and treated as any other law enforcement search. Students face prosecution if narcotics are discovered. Lockers and vehicles parked on school property will be searched—the student's person and personal belongings carried by students will not be searched unless reasonable suspicion exists that a school policy or law has been violated.

LEGAL REF: Wisconsin Act 329 of July 1998

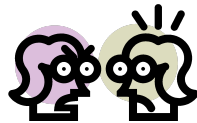
Drug Free Workplace Act of 1998
34 CFR Part 85, Subpart F (Regulations implementing Drug-Free
Workplace Act)

405.08 Electronic Monitoring

Videotaping and/or audio recording may be used in the Riverdale School District to assist in providing a safe and secure learning environment, and to monitor/record student behavior. When video cameras are in use to monitor public areas of a school facility (example: hallways, entrance areas, parking areas, cafeterias, playgrounds, etc) for security purposes signs shall be posted at the facility entrances to notify persons utilizing the facility of this security measure.

Tapes may be reviewed by the following individuals: the School Board, the superintendent, the building administrator, staff with direct responsibilities for students shown on the tape, parents of students shown on tape, and law enforcement personnel. Tapes will be recycled except under the following circumstances:

- a) If needed as evidence in legal proceedings.
- b) If needed to demonstrate and/or evaluate behavior



Student Harassment (non-sexual) or Bullying

The Administration supports a secure school climate, conducive to teaching and learning that is free from threat, harassment and any type of bullying behavior. Bullying will not be tolerated at Riverdale Elementary School.

Students who believe they are victims of harassment or parents/guardians who believe their child is a victim of harassment, should immediately report their concerns to the principal/designee according to the student discrimination, including complaint procedure.

An intent of this procedure is to respect the rights of all parties, including the protection of personal privacy interests.

“Student harassment” means behavior directed at students, based on sex, race, religion, national origin, color, ancestry, creed, pregnancy, marital or parental status, sexual orientation, handicap or physical, mental, emotional or learning disability, or any other characteristic protected by law which substantially interferes with a student’s performance or creates an intimidating, hostile or offensive school environment.

It is essential that staff and students have a clear understanding of behaviors that fall within the definition of “harassment” (non-sexual). Harassment is engaging in any type of conduct, verbal or physical, that denies or limits a student’s ability to participate in or benefit from the school’s services, programs and activities, including learning in the school environment.

Examples of such behavior include, but are not limited to, the following:

- Physical contact, including striking, shoving, kicking, throwing objects at, or otherwise subjecting another person to unwanted and offensive physical contact, or attempting, coercing, or threatening to do the same.
- Verbal or written comments or other expressions, including gestures and graphic material, which insult, degrade, or stereotype any person or group because of sex, sexual orientation, race, national origin, ancestry, color, creed, relation, pregnancy, marital or parental status, or physical, mental, emotional or learning disability.

- Discriminating remarks which are offensive or objectionable to the recipient or which cause the recipient discomfort, anger, or humiliation or which interfere with the recipient's academic performance.
- Engaging in a course of conduct or repeatedly committing acts which intimidate, that is to make a student timid or fearful, to frighten, or to compel or deter by or as if by threats.

Riverdale School Board Policy 5517.01 – BULLYING

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business.

Bullying is 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of bullying behavior need not be based on any of the legally protected characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building Principal or Dean of Students, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. The Riverdale School Board Bullying Policy may be found in its entirety on the Riverdale School Board Webpage.



Study Hall Rules

1. Study halls are to be quiet and orderly at all times.
2. Students are to bring all their needed materials, including their assignment notebook, to the study hall.
3. Students who wish to leave the study hall must have a pass from a teacher before they will be allowed to leave.
4. Students who leave the study hall should remain at that destination, and not return to the study hall until they receive a pass from the adult supervisor. (Except for those attending music lessons)

Suspension and Expulsions

Any pupil whose conduct or behavior is such as to be detrimental to the learning environment may be suspended for 1-10 days or until parents come to school with the child for an interview with the teacher and/or Principal. If this action is not sufficient to correct the pupil's behavior, the case will be presented for review to the Principal or District Administrator. Only by vote of the School Board may a pupil be expelled from school.

When a student is on an in-school or out-of-school suspension it is the requirement of the district that students are to receive all work missed. Students on suspension or expulsions are not allowed on school grounds during the suspension and expulsion period.



Talented and Gifted

Students may be referred at any time for the GT program. The coordinator along with other staff members will look at students' scores, grades, and recommendations to develop a program to fit the child's needs. Mrs. Stacey Troxel is the District's GT Coordinator.



Tardiness

Tardy is defined as any student not in his/her assigned classroom when the bell rings.

1. Tardies are recorded in Skyward either as excused or unexcused.
2. Excessive tardies may result in truancy

Missing more *than 15* minutes of a class without an excuse will result in an unexcused absence.



Telephone, Cell Phone Access and other Communication Devices

Students may use the phone in the office before classes begin, at noon, and after school. We advise students not to miss classes to make phone calls. Students are NOT to use any other phones in the building unless authorized by a staff person.

Parents are asked not to call students during class time and ask that they be called to the phone unless it is an emergency.

A teacher or the office staff on behalf of students will make any phone communication with parents when a student is ill or injured. The office staff should handle emergency phone calls.

Cell phones may be used by students, before and after school. Students may check messages at their locker during their lunch break. They are not to be used during instructional time unless permission is given by a staff member. Students who bring their cellphones to school are to keep them off during the school day. Students who are found using their cell phone during class time may have the phone taken from them. The cell phone will be kept in the office until the end of the day. Continued offenses will result in the phone remaining in the office until a parent picks the phone up.

The use of cell phones and other recording devices are prohibited in the locker rooms and bathrooms!!

Students are prohibited at all times from using or possessing an electronic paging or two-way communication device while on Riverdale School District property including but not limited to, school buildings, school sites, district owned vehicles, premises or vehicles rented or leased by or under the control of the Riverdale School District when off school premises while participating in any curricular or extracurricular program sponsored by the district.

An exemption to this policy may be allowed for the use or possession of such a device if the Riverdale Board of Education or its designee (Principal or District Administrator) determines that the legitimate use and permission is granted by the Board or its designee in writing. Students violating this policy shall be disciplined in accordance with established procedures. Riverdale Board Policy 407.082.

Title IX

The Board of the Riverdale School District does not discriminate on the basis of sex in its education program or activity and is required by Title IX and its implementing regulations not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The District's Title IX Coordinator(s) is/are:

Jeff Campbell
JH/HS Principal
608-739-3116
235 East Elm Street, Muscoda, WI
jeff.campbell@riverdale.k12.wi.us

Shari Hougan
Elementary Principal
608-739-3101
800 N 6th Street, Muscoda, WI 53573
shougan@riverdale.k12.wi.us

Any inquiries about the application of Title IX and its implementing regulations to the District may be referred to the Title IX Coordinator(s), the Assistant Secretary for the U.S. Department of Education’s Office for Civil Rights, or both.

The Board has adopted a grievance process and procedures that provide for the prompt and equitable resolution of student and employee complaints alleging any action that is prohibited by Title IX and/or its implementing regulations. The grievance process and procedures are included in Policy 2266 – Nondiscrimination on the Basis of Sex in Education Programs or Activities, which is available at: www.riverdale.k12.wi.us. The grievance process and procedures specifically address how to report or file a complaint of sex discrimination, how to report or file a formal complaint of Sexual Harassment, and how the District will respond.



Tobacco Products

Consistent with State Statutes, smoking or use of tobacco products is prohibited in all buildings and on school grounds, regardless of whether or not students are present.



Visitors

All visitors should register/sign in at the elementary school office before going to other parts of the building.

FORMS AND POLICIES

PARENT/GUARDIAN AND STUDENT CHROMEBOOK RESPONSIBILITY AGREEMENT

The Riverdale School District provides each student in Grades 5-12 with a district-issued Chromebook and charger. Each student in these grades will check out a Chromebook and charger through their school's library. The use of a District Chromebook in these grades is extended to students for inside and outside the school facility. Students in Grades K-4 will have access to Chromebooks while in school and may have one checked out to them at the district's discretion if virtual learning becomes necessary. All Chromebooks, related equipment and accessories are Riverdale School District property. The Chromebooks are for use as an educational tool for education-related purposes. To participate in this program, students and their Parent/Guardian are required to sign this 'Responsibility Agreement' in the spaces provided below and to comply with all of the following terms as a condition of using RSD Chromebooks:

Student Network and Internet Acceptable Use and Safety Policy

- The Parent/Guardian and Student agree to comply with the Riverdale Student Network and Internet Acceptable Use and Safety policy as a condition of using District Chromebooks and District provided Internet access. The terms of the Acceptable Use and Safety Policy are incorporated by reference in this Agreement.
- Student use of "proxy" websites to access sites blocked by the District content filters is not allowed as a part of the Acceptable Use Policy. Student use of "proxy" websites is a deliberate effort to circumvent content filtering software. Students using "proxy" websites for any reason, or otherwise purposely bypassing District content filters will be disciplined accordingly. This can include but is not limited to revocation of network access privileges, confiscation of student Chromebook and other school discipline procedures.

- These rules include, but are not limited to the following:
 - o taking full responsibility for the general care of the Chromebook.
 - o never leaving the Chromebook unattended.
 - o never loaning out the Chromebook to other individuals.
 - o knowing where the Chromebook is at all times.
 - o keeping food and beverages away from the Chromebook.
 - o not disassembling any part of the Chromebook or attempting any repairs myself.
 - o protecting the Chromebook by storing it and transporting it securely and safely.
 - o using the Chromebook in ways that are appropriate, meet RSD expectations, and are educational.
 - o refraining from downloading or installing apps other than those approved by the district.
 - o not placing inappropriate or impermissible decorations (stickers, markings, etc.) on the Chromebook.
 - o not disabling, tampering with, altering or otherwise rendering nonfunctional any district or manufacturer software or apps installed on the Chromebook, including but not limited to any firewalls or other protective services.
 - o being personally responsible for all damage or loss caused by accident, neglect, or abuse.

Ownership & Responsibilities

Parent/Guardian and Student understand that the Chromebook is RSD property and that access to and use of the RSD Chromebooks inside and outside of the school facility is a privilege. Parent/Guardian and Student agree to surrender the Chromebook to RSD immediately upon the request of District personnel.

- Parent/Guardian understand and agree that the District does not warrant the fitness or performance of District Chromebooks and that the District shall not be responsible for the loss of any document, file or other information created on the Chromebook.
- Parent/Guardian and Student understand that because Chromebooks are public property of the District, appropriate District staff may read or look at any item on District Chromebooks; or students' RSD Google Drive profile; or review computer activity logs and Internet history to ensure compliance with the Acceptable Use Policy. Parent/Guardian and student will not alter or delete computer activity logs or Internet history file. The student, members of the student's family or any other users have no

privacy interest whatsoever in the Chromebook and any media saved in the student's Google Chrome profile.

Parent & Student Responsibilities

- Parent/Guardian and student understand and agree that the District has taken reasonable and prudent attempts to ensure students that use school Chromebooks have access to and use the Internet in a safe and appropriate way while the Chromebooks are being used on school premises. Parent/Guardian and student understand and agree that parent/guardian is solely responsible for monitoring student's use of District Chromebooks and access to the Internet outside of the school environment and to ensure that students access the Internet and use the Chromebooks in a safe and appropriate manner.
- Parent/Guardian and student understand that Internet filtering software is applicable for Chromebooks when accessing the Internet on school grounds. Chromebooks will also be filtered for content at home; however, RSD is not responsible for students' use of proxy websites through home, personal or other public providers available in the community that may allow access to sites blocked at school. The Parent/Guardian and student are solely responsible for following the Acceptable Use Policy even when accessing Internet providers through home or community resources

- Parent/Guardian and student agree to assume full responsibility to the District for the theft or loss of District Chromebooks or damage to Chromebooks and computer equipment provided by RSD, which is beyond normal wear and tear. For damage sustained to RSD Chromebooks through abuse or neglect, the district retains the right to assess appropriate repair fees. A loaner device may be checked out from the library while damage is assessed. The district retains the right to check out any loaner devices for the school day only, not for home use. If District Chromebooks or computer equipment are lost or stolen or sustain damage beyond repair, the Parent/Guardian and student shall be responsible for full replacement cost.
- Parent/Guardian and student agree to assume responsibility for chargers checked out to them as well. Should a student misplace the charger checked out to him or her, the student may check out a loaner for the school day for in-school use only. Should the charger be indefinitely lost, the student may pay a replacement fine of \$20 to be able to check out another charger. A student will be reimbursed for that charger if and when he

or she returns all checked out chargers. The fine is not to purchase the replacement charger.

- Parent/Guardian and Student understand that all lost or stolen computer equipment will be reported to police for investigation and possible prosecution and agree to cooperate with any investigation. Parent/Guardian and Student agree to indemnify, defend and hold the District, its employees, agents and representatives harmless from any and all claims relating to or arising out of the Parent/Guardian and/or Student's use of the Chromebook regardless of whether such claims are caused, in whole or in part, by any act.

Book	Policy Manual
Section	5000 Students
Title	BULLYING
Code	po5517.01
Status	Active
Adopted	August 11, 2008
Last Revised	May 10, 2021
Prior Revised Dates	08/09/2010

5517.01 - BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, including at any of the school buildings or other property used exclusively or in part, whether leased or owned by the District, for the purpose of school-related functions or events; or while traveling to or from school or to and from school-sponsored functions or events; in transporting vehicles arranged for by School District officials. The policy applies as well during activities that occur off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips athletic events where students are under the supervision of school authorities, or where an employee is engaged in school business, or where there is otherwise a connection to the school such that the conduct at issue affects or is intended to affect the student's educational environment.

Bullying is deliberate or intentional behavior using word 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. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however this type of prohibited bullying behavior need not be based on any of the those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Any student that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Every student is encouraged, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this policy shall be investigated promptly by the building principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

Parents and/or guardians of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

The following definitions are provided for guidance only. If a student or other individual believes there has been bullying regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

"Bullying" is defined on page one. Some examples of bullying are:

- A. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact;
- B. Verbal – taunting, malicious teasing, insulting, name calling, making threats;
- C. Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation;
- D. "Cyberbullying" – the use of information and communication technologies such as e-mail, cell phone and pager text messages, instant messaging (IM), defamatory personal web sites, and defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others. [Bill Belsey (<http://www.cyberbullying.ca>)];

The Board recognizes that cyberbullying can be particularly devastating to young people because:

- 1. cyberbullies more easily hide behind the anonymity that the Internet provides;
- 2. cyberbullies spread their hurtful messages to a very wide audience with remarkable speed;
- 3. cyberbullies do not have to own their own actions, as it is usually very difficult to identify cyberbullies because of screen names, so they do not fear being punished for their actions; and
- 4. the reflection time that once existed between the planning of a prank – or a serious stunt – and its commission has all but been erased when it comes to cyberbullying activity.

Cyberbullying includes, but is not limited to the following:

- 1. posting slurs or rumors or other disparaging remarks about a student on a website or on weblog;
- 2. sending e-mail or instant messages that are mean or threatening, or so numerous as to drive-up the victim's cell phone bill;
- 3. using a camera phone to take and send embarrassing photographs of students;
- 4. posting misleading or fake photographs of students on websites.
- 5. cyberbullies hack into or otherwise gain access to another's electronic accounts (e-mail, social media, etc.) and posing as that individual with the intent to embarrass or harm the individual.

"Harassment" includes, but is not limited to, any act which subjects an individual or group to unwanted, abusive behavior of a nonverbal, verbal, written or physical nature on the basis of sex, (including transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or State civil rights laws.

"Intimidation" includes, but is not limited to, any threat or act intended to tamper, substantially damage or interfere with another's property, cause substantial inconvenience, subject another to offensive physical contact or inflict serious physical injury on the basis of race, color, religion, national origin or sexual orientation.

"Menacing" includes, but is not limited to, any act intended to place a school employee, student, or third party in fear of imminent serious physical injury.

"Harassment, intimidation, or bullying" means any act that substantially interferes with a student's educational benefits, opportunities, or performance, that takes place on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop, and that has the effect of:

- A. physically harming a student or damaging a student's property;
- B. knowingly placing a student in reasonable fear of physical harm to the student or damage to the student's property; or
- C. creating a hostile educational environment.

"Staff" includes all school employees and Board members.

"Third parties" include, but are not limited to, coaches, school volunteers, parents, school visitors, service contractors, vendors, former students, or others engaged in District business, and others not directly subject to school control at inter-district or intra-district athletic competitions or other school events.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Complaint Procedures

Any student who that believes s/he has been or is the victim of bullying should immediately report the situation to the building principal or assistant principal, or the District Administrator. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the District Administrator. Complaints against the District Administrator should be filed with the Board President.

Complaints against a Board member shall be filed with the Board President unless the complaint is against the President in which case the complaint shall be filed with the Board Vice President, who is authorized to contact District legal counsel for assistance in handling the complaint.

Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All school staff members and school officials who observe or become aware of acts of bullying are required to report these acts to the building principal or assistant principal, or the District Administrator.

Reports of bullying may be made verbally or in writing and may be made confidentially. All such reports, whether verbal or in writing, will be taken seriously and a clear account of the incident is to be documented. A written record of the report, including all pertinent details, will be made by the recipient of the report.

All complaints about behavior that may violate this Policy shall be investigated promptly by the Principal. The staff member who is investigating the report of bullying shall interview the victim(s) of the alleged bullying and collect whatever other information is necessary to determine the facts and the seriousness of the report.

If, during an investigation of a reported act of bullying in accordance with this Policy, the principal determines that the reported misconduct may have created a hostile learning environment, discrimination, and/or may have constituted harassment based on sex (transgender status, change of sex, or gender identity), race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws, the principal will report the act of bullying to one of the Compliance Officers who shall assume responsibility to investigate the allegation in accordance with Policy 5517 - Student Anti-Harassment or Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity. Additionally, complaints alleging sexual harassment on the basis of sex are also covered by and

subject to the investigation procedures in Policy 2266 - Nondiscrimination on the Basis of Sex in Education Programs or Activities. If the investigation under Policy 5517 - Student Anti-harassment, Policy 2260 - Nondiscrimination and Access to Equal Educational Opportunity or Policy 2265 - Nondiscrimination on the Basis of Sex in Education Programs or Activities does not substantiate harassment based on one or more of the Protected Classes, the complaint of bullying shall still be investigated under this Policy.

With regard to complaints received against the District Administrator (or a member of the Board), the investigation shall be referred to the Board attorney who shall conduct a prompt investigation. The Board attorney is authorized to designate an outside third party to conduct the investigation. The Board attorney or designee will arrange such meetings as may be necessary with all concerned parties within five (5) business days after receipt of the information or complaint. The parties will have an opportunity to submit evidence and a list of witnesses. All findings related to the complaint will be reduced to writing. The Board attorney or designee conducting the investigation shall notify the complainant and parents as appropriate, (in writing,) when the investigation is concluded and the findings made.

Parents of each student involved in the bullying report will be notified prior to the conclusion of the investigation. The District shall maintain the confidentiality of the report and any related student records to the extent required by law.

If the investigation finds that bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include student discipline, including, but not limited to reprimand, suspension, or possible expulsion. Further, the result of an investigation that finds that bullying has occurred may result in discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

Retaliation/False Reports

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally making a false report may result in disciplinary action as indicated above.

If a student or other individual believes there has been bullying, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against who the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

To the extent appropriate in conducting a thorough investigation and/or as legally permitted, confidentiality will be maintained during the investigation process.

Notification

Notice of this policy will be annually distributed to all students enrolled in the School District, their parents and/or guardians, and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

The School District will also provide a copy of the policy to any person who requests it.

Records and Reports

Records will be maintained on the number and types of reports made, and sanctions imposed for incidents found to be in violation of the bullying policy.

An annual summary report shall be prepared and presented to the Board, which includes trends in bullying behavior and recommendations on how to further reduce bullying behavior. The annual report will be available to the public.

Education and Training

In support of this policy, the Board promotes preventative educational measures to create greater awareness of bullying behavior. The District Administrator shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines on bullying will be age and content appropriate.

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Legal

Wis. Stat. 118.46

Bus Rules and Regulations

With the School District transporting over 600 children a day, we need the cooperation of students, parents, drivers, and the school personnel to avoid serious accidents on our buses. With the large number of miles we travel each day, there is always the possibility of accidents occurring. This makes our primary concern SAFETY OF THE CHILDREN and we solicit your continued cooperation in continuing our record of safe and efficient transportation

Guest Riders are discouraged, but may be permitted, provided that written authorization is given by the building principal or assistant principal. The building principal or assistant principal will require parental authorization before granting permission. We reserve the right to refuse a guest rider if bus capacity would be exceeded.

Changes in pick-up or delivery points must be authorized in writing by the parent, signed by the school principal, and presented in advance to the bus driver. This is an absolute must. We reserve the right to refuse changes if the request is deemed to be unreasonable. Also, for safety reasons, students will be picked up at only the appropriate schools for afternoon runs when transporting children home after school. For example, Elementary School children will not be allowed to walk to the High School for boarding the bus. Elementary students must board the bus at the Riverdale Elementary School.

Transportation of students to and from “Babysitting” The following shall constitute Board of Education policy that transportation of students to and from babysitting stations instead of the student’s home shall be permitted so long as the following conditions exist:

- A. That there is seating capacity available on the bus without exceeding the capacity of the regular bus assigned to the route.
- B. That the bus shall not deviate from its normal route.

Inclement Weather Radio station, WRCO, Richland Center; and WDMP, Dodgeville; will along with TV Channel 3 WISC carry information regarding school closing and cancellations or delay of buses, due to bad weather or other emergencies. During inclement weather please do not call the bus garage unless it is an emergency involving your child and transportation.

Problems or Questions regarding transportation other than inclement weather problems should be directed to Pat Clark, 739-3848, or Riverdale School District Administrator, 739-3832.

If not riding the bus on a specific day for reasons of illness or other reason, please contact Pat Clark, 739-3848. This will help the bus driver avoid unnecessary travel.

Bus Rules and Regulations The following rules and regulations will be in effect for the school term. Please take the time to review and discuss these rules with your child.

His/Her safety is at stake

1. Previous to loading (on the road and at school):
 - a. Be on time at the designated school bus stops. This is mandatory if schedules are to be kept.

- b. Stay off the road at all times while waiting for the bus. Bus riders should conduct themselves in a safe manner while waiting.
 - c. Wait until the bus comes to a complete stop before attempting to enter the bus. Line up in an orderly fashion, in single file.
 - d. Do not move toward the bus at the school-loading zone until the buses have been brought to a complete stop and the door is opened. There should be no pushing or shoving. Remember to line up in a single file.
2. While on the bus:
- a. The driver or chaperone is responsible for controlling the bus riders. The students must obey the driver and the driver assistants promptly and cheerfully.
 - b. Always remain in your seats while the bus is in motion.
 - c. Be courteous to fellow pupils, the bus driver, and the driver's assistants and to passers-by.
 - d. Keep absolutely quiet when approaching a railroad crossing stop, while the bus is stopped and until the bus is safely across the tracks.
 - e. Keep hands and the head inside the bus at all times after entering and until leaving the bus.
 - f. Remember that loud-talking, laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
 - g. Profane or indecent language will not be tolerated.
 - h. Treat the bus and its equipment properly to prevent damage and unnecessary wear to seats, windows, padding, etc. Parents will be required to pay for intentional damage to the school bus.
 - i. Assist in keeping the bus safe and sanitary at all times.
 - j. No eating or drinking on the bus at any time. This includes candy, popcorn, ice-cream, fruit, nuts, sandwiches, gum chewing, etc. unless deemed necessary by the bus drivers.
 - k. Keep books, packages, coats, and all other objects out of the aisles.
 - l. Do not throw anything while on the bus, this includes objects propelled by rubber bands, spit wads, etc.
 - m. Do not throw anything out of the bus window.
 - n. Smoking or the lighting of matches or cigarette lighters is prohibited on the bus.
 - o. Rear seats of the bus will be used only when the need arises or at the discretion of the bus driver.
 - p. Remain in the bus in case of a road emergency, unless directed to do otherwise by the driver.
 - q. Windows shall remain closed at the discretion of the bus driver.
 - r. Alcoholic beverages or drugs are not allowed. (Juvenile authorities will be notified of any violations.)
 - s. No weapons shall be allowed on the bus.
3. Leaving the Bus
- a. Leave no books, lunches, or other articles on the bus. If an item is lost, please report to the school as soon as possible. Drivers clean out the buses after every route and turn in lost articles.
 - b. If you open a window you are responsible for closing it.

- c. When it is necessary to cross the road to get on or off the bus, cross at least 10 feet in front of the bus, but only after receiving the signal to do so from the driver. Also, the child should check to be sure that no traffic is approaching.
- d. Help look after the safety and comfort of small children.
- e. Be alert to the danger signal from the driver, which is a steady blast on the horn. Such a signal will be used only when the child could be in possible danger after starting to cross the road. When hearing the horn, the child should try to get in front of the bus. Immediately.
- f. Riders are not permitted to leave the bus at other than regular stops unless proper authorization has been given in advance by parent and school officials.
- g. It is not recommended that students go to the mailbox to sort or gather mail until the bus has left its stop, as the bus cannot move until the student has safely cleared the drop-off point.

4. DISCIPLINARY PROCEDURE

WHEN A STUDENT HAS VIOLATED A RULE, THE DRIVER INVOLVED WILL REPORT THE VIOLATION IMMEDIATELY IN WRITING USING THE BUS CONDUCT REPORT TO THE SCHOOL PRINCIPAL. THE SCHOOL PRINCIPAL OR OFFICIAL WILL FOLLOW THE PROCEDURE BELOW.

A. ON THE FIRST OFFENSE

The Principal will meet with the student. The parent will be sent a copy of the misconduct report in the expectation that the parent will correct the child's behavior. If there is a question regarding the offense, the supervisor of transportation and/or driver will be involved at the request of the principal.

B. ON THE SECOND OFFENSE

The principal will hold a conference with the student, and has the one or all of the following options and will send a warning to parents of more serious action if the problem persists and a third report is filed:

- B. Reprimand
- C. Parent Conference
- D. Temporary suspension of bus services for up to 3 days.

C. ON THE THIRD OFFENSE

Bus riding privileges are suspended for 5 days and a conference will be held with principal, school administrator, student and parents to consider permanent revocation of rider privileges for the ensuing school year. This conference may include transportation supervisor and/or driver if school officials see it as necessary.

E. ON THE FOURTH OFFENSE

The Board of Education will be notified and procedures for consideration of permanent loss of riding privileges will follow.

F. SERIOUS MISCONDUCT

Misconduct of an extremely serious nature at the discretion of the principal will be cause to omit preliminary steps of the bus discipline procedures and move to steps C or D immediately.

5. Extra-curricular activity trips:
 - a. The above rules and regulations will apply to any trip under school sponsorship.
 - b. Pupils shall respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
 - c. Students making an extra-curricular or special activity trip must return on the same bus unless written authorization has been presented to the principal in advance by the parent or guardian of the child.

To have safe buses, the driver's attention must not be diverted by misbehavior on the bus. Only one or two students causing trouble puts all of the riders in danger. Therefore rules will be enforced.

The bus driver will be in charge at all times and may find it necessary to initiate disciplinary action. This action may take the form of suspension of riding privileges.

Riverdale School District
Acceptable Use Policy for Electronic Information, Computer Network
Resources and Internet Use

Riverdale School District

The Riverdale School District provides computers and telecommunications technology in support of the instructional and educational objectives of the school district. The school networks, including the Internet, are intended for educational purposes only.

The ability to use computers to gather information, communicate and collaborate with others has become a fundamental skill for every citizen. To this end, the School District provides access to local area networks (LANs), wide area networks (WANs) electronic mail and the Internet.

The Internet is an electronic highway connecting thousands of computers and millions of users all over the world. Internet access enables students, teachers, and administrators to explore libraries, databases, discussion groups and other resources while exchanging a variety of information with others. With access to this quantity of information comes the availability of some material that may be considered to be of little educational value within the context of the school setting. The Riverdale School District has taken precautions to regulate and filter student access to the Internet. However, it is recognized that it is not possible to guarantee that students will not be able to find Internet resources which are offensive, profane or otherwise objectionable. *The ultimate responsibility for appropriate use lies with the user.*

Educational Use

The Riverdale School District will expect teachers to use school networks and computer resources to support the instructional objectives and to provide guidance and supervision for all Internet activities. The computers in classrooms, labs and the Library Media Centers are to be used for educational purposes during the normal school day.

In the *elementary schools* (PK-6), teachers will directly supervise students' use of the Internet. The sites and resources that students access ***should have been*** previously explored by teachers, to ensure that they are relevant and appropriate for the instructional lesson.

In the *junior high schools* (7-8), teachers will supervise the students' use of the Internet providing guided practice as students initiate searches for information and resources. Teachers will model the skills required for research and assist students as they learn to evaluate the credibility of their findings. Teachers will make every effort to see that students explore areas that are appropriate and relevant.

In the *high school* (9-12), students will become more independent as they use the Internet for research. Teachers will continue to monitor student use to ensure that they develop skills which will allow them to become responsible users.

Electronic mail (E-Mail) accounts will be held by administration, support staff, teachers and students in grades 5-12. The use of Email as a communication medium should not be regarded as secure.

Privileges

The use of the School System computer network is a **privilege**, not a right, and inappropriate use will result in the cancellation of the privileges and/or disciplinary or legal action by the school, local, state and federal officials. Student and faculty activities while using school networks must be in support of education and research.

User Accounts

Each user 3-12th grade will have a unique account that they will be held responsible for. Each account will have a personal password.

If you feel your user account has been compromised contact the IT Director immediately!

DO NOT allow another user to access your account. If the person you give the password to violates the Computer and Internet Use Policy you will be held accountable for the violation.

Unacceptable Use

The following actions are examples of *unacceptable use* of the Riverdale School District computer network system and the Internet.

- ❖ Use the computer to propagate computer viruses.

- ❖ Use a computer to threaten or intimidate others by using inappropriate language.
- ❖ Using impolite, abusive, or otherwise objectionable language in either public or private messages.
- ❖ Misrepresent yourself in order to deceive or gain from the misrepresentation.
- ❖ Knowingly logon as another user and/or access their information.
- ❖ Attempting to gain access to another person's resources, programs or data.
- ❖ Changing any computer files that do not belong to you.
- ❖ Changing any computer system settings which cause the computer to perform in ways not intended by the system administrator.
- ❖ Share username/accounts or passwords with anyone.
- ❖ Circumvent the computer security system.
- ❖ Physically damage any portion of the computer (CPU, Monitor, Mouse, Keyboard)
- ❖ Install ANY Applications on ANY Computer at ANY time!
- ❖ Sending messages that are likely to result in the loss of the recipient's work or systems usage.
- ❖ Using the Internet for commercial purposes, solicitation, or advertising.
- ❖ Using the Internet for political lobbying (external to district organizations).
- ❖ Sending or receiving copyrighted materials without permission
- ❖ Use the computer to cheat on classroom work.
- ❖ Using Internet access for sending, viewing or retrieving pornographic materials, inappropriate text files or files dangerous to the integrity of the network.
- ❖ Falsifying one's identity to others while using the Internet or any other computerized communication system.
- ❖ Reveal the personal address or phone numbers of yourself or others on the Internet.
- ❖ Use any Internet Email system except that of the Riverdale School District such as Hotmail, MSN, AOL, Juno, etc.

Run any program that connects to the peer-to-peer (p2p) networks i.e. Napster, WinMX, KaZaa(lite),
Using the computer to view any data file that offends another individual.

Shopping IS NOT permitted during regular school hours.

Any activity that violates Wisconsin State Statute 943.70.

Any activity that violates US Code - Title 18, Part 1, Chapter 47, Section 1030.

Wisconsin Statute and Title 18 of the U.S. Code will be housed in the high school and elementary offices for review by any person(s) This is not a comprehensive list of activities that are unacceptable.

If a user is in question regarding the nature of their computer activity, they should contact the IT Director, a Teacher, Library Media Specialist or Principal (not necessarily in that order) to determine if the activity is in violation of the Computer and Internet use Policy.

Please use good judgment while on the RSD computer system and the Internet, be respectful and responsible!

Privacy

All communications and information accessible via the school networks should be assumed public property. Users should not expect that files stored on school-based computers will be private.

Authorized administrators and teachers may review files and logs of Internet use at any time, without prior notice, to maintain system integrity and to determine that users are acting responsibly or otherwise consistent with this policy. Messages relating to, or in support of, illegal activities will be reported to the appropriate authorities. Employees will not electronically transmit confidential information concerning students or others.

Copyright

All software placed on the School System computers must have a valid license for each copy used. Copying the school's software or duplication of software for which there is no valid license violates school system policy and is illegal. Employees will be held personally liable for any of their own actions that violate copyright laws.

Penalties

If a user is found to be in violation of the Computer and Internet use Policy, the following will apply:

- 1st Offense – A verbal warning will be issued to the individual(s) in violation.
- 2nd Offense – The individual(s) will lose Internet and Computer use for 1 week and a written notice will be delivered to the parent(s) of the individual.
- 3rd Offense – The individual(s) will lose Internet and Computer use for a semester and the parent(s) will be summoned for a meeting regarding the situation.
- 4th Offense – The individual will lose Internet and Computer use for the remainder of the school year.

NOTE:

If the violation punishment cannot be fulfilled during the current school year, the punishment will be carried forward to the next school year.

If the breach of policy is of a nature that requires local or federal law enforcement intervention, the individual(s) responsible will be held accountable to the appropriate jurisdiction.

If the violation involves the damage, theft or abuse of computer equipment or any component of the information technology system and the user who committed the offense is a senior or student transferring to another school district, a fine will be issued after damages and/or restitution is assessed.

Criteria for selection into the RNJHS

Scholarship

- ◆ Students must have a Cumulative GPA of 3.50 or better.

Leadership

Examples of items that demonstrate leadership:

- ◆ Is resourceful in proposing new projects, applying principles, and making suggestions.
- ◆ Demonstrates initiative in promoting school activities.
- ◆ Exercises positive influence on peers in upholding school ideals.
- ◆ Contributes ideas that improve the civic life of the school.
- ◆ Is able to delegate responsibilities.
- ◆ Exemplifies positive attitudes.
- ◆ Inspires positive behavior in others.
- ◆ Demonstrates academic initiative.
- ◆ Successfully holds school offices or positions of responsibility; conducts business effectively and efficiently; demonstrates reliability and dependability.
- ◆ Is a leader in the classroom, at work, and in other school or community activities.
- ◆ Is thoroughly dependable in any responsibility accepted.
- ◆ Is willing to uphold scholarship and maintain a loyal school attitude.

Service

Service is generally considered to be those actions undertaken by the student which are done with or on behalf of others without any direct financial or material compensation to the individual performing the service. In considering service, the contributions this candidate has made to school, classmates, and community, as well as the student's attitude toward service can be reviewed.

- ◆ Volunteers and provides dependable and well organized assistance, is gladly available, and is willing to sacrifice to offer assistance.
- ◆ Works well with others and is willing to take on difficult or inconspicuous responsibilities.
- ◆ Cheerfully and enthusiastically renders any requested service to the school.
- ◆ Is willing to represent the class or school in inter-class and inter-scholastic competition.
- ◆ Completes committee and staff work without complaint.
- ◆ Participates in some activity outside of school, for example: Girl Scouts, Boy Scouts, religious groups, volunteer services for the elderly, poor, or disadvantaged.
- ◆ Mentors persons in the community or students at school.
- ◆ Shows courtesy by assisting visitors, teachers, and students.

Citizenship

The student who demonstrates citizenship:

- ◆ Understands the importance of civic involvement.
- ◆ Has a high regard for freedom, justice, and respect of the American form of government (representative democracy).
- ◆ Demonstrates mature participation and responsibility through involvement with such activities as Scouting, community organizations, and school clubs.

Character

Character is probably the most difficult criterion to define. The Faculty council should consider the positive as well as the negative aspects of character. All judgments in this and other selection criteria should be free of speculation and rumor. A person of character demonstrates the following six qualities: respect, responsibility, trustworthiness, fairness, caring, and citizenship.

It can be said that the student of character:

- ◆ Takes criticism willingly and accepts recommendations graciously.
- ◆ Consistently exemplifies desirable qualities of behavior (cheerfulness, friendliness, poise, stability).
- ◆ Upholds principles of morality and ethics.
- ◆ Cooperates by complying with school regulations concerning property, programs, office, halls, etc.
- ◆ Demonstrates the highest standards of honesty and reliability.
- ◆ Regularly shows courtesy, concern, and respect for others.
- ◆ Observes instructions and rules, is punctual, and faithful both inside and outside the classroom.
- ◆ Have powers of concentration, self-discipline, and sustained attention as shown by perseverance and application to studies.
- ◆ Manifests truthfulness in acknowledging obedience to rules, avoiding cheating in written work, and showing unwillingness to profit by the mistakes of others.
- ◆ Actively helps rid the school of bad influences or environment.

SELECTION PROCESS OUTLINE

- As a first step in the process, students' academic records are reviewed to determine those persons who are scholastically eligible for membership.
- Students who are eligible scholastically are notified and informed that for further consideration for selection to the chapter they may complete the Student Activity Information Form, outlining their accomplishments.
- As part of the Student Activity Information Form, students identify two school employees as references supporting their citizenship qualities.
- Once complete, the Student Activity Information Form will be reviewed by the Faculty Council. The leadership, service, citizenship, and character of each individual shall be reviewed carefully. Candidates receiving a majority vote of the Faculty Council shall be inducted into the chapter.
- Formal notification of selection results shall be communicated to students and parents.

The induction ceremony will be held, signifying membership into the organization during the spring of each year.

Agreement

Please review this handbook with your child. Students will be held responsible for the contents of this handbook. The handbook contains very important items, so please review the information carefully.

By signing this form you agree to follow the rules and regulations in the Riverdale Elementary Parent and Student 2023-2024 Handbook. Each RES student in your household should sign below.

Student First/Last Name-Printed	Date
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Student Signature	Date
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Student Signature	Date
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Parent's Name Printed

Parent Signature	Date
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This form must be returned to the office or your classroom teacher by the end of the third week of school.

If you have any questions please contact the building principal.

Sincerely,
Mrs. Shari Hougan
PK-6 Principal

