

**RIVERDALE
JUNIOR
&
SENIOR
HIGH SCHOOL**



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PRINCIPAL

MR. CURT THOMPSON
ATHLETIC DIRECTOR

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*Enter to Learn, Go Forth to Serve
The Riverdale Way*

Vision Statement

Educate: Empower, Engage, Evolve

Mission Statement

Our mission is to develop students with a strong academic foundation and compassion for others.

STAFF (JH/HS)

Mrs. Jane Bosworth	Speech/Language
Ms. Paula Bruckner	Academy
Mr. Jeffrey Campbell	Principal
Mrs. Chelsi Clark.....	Resource Teacher
Mrs. Mary Clark.....	Cook
Mrs. Terra Clark.....	Paraprofessional
Mrs. Jackie Dalberg.....	Math
Mrs. Sue Draper.....	Paraprofessional
Mrs. Caterina Duffy-Brauer.....	Library/Media Specialist
Mr. Mark Harper.....	Industrial Arts
Mr. BJ Hinkle.....	Academy/JH PE
Mrs. Dawn Jewell.....	Science
Mr. Jeff Johnson.....	Phy Ed/Health/Careers/Char. Ed.
Mrs. Chas Kinney.....	Resource Teacher
Mrs. Jessi Kinney.....	Resource Teacher
Mr. Christopher Kinyon.....	Paraprofessional
Mrs. Kally Koch.....	Ag
Mr. Todd McKay.....	Business Ed, Dean of Students
Mrs. Becky Miess.....	Secretary
Ms. Nicole Miller.....	Paraprofessional
Mrs. Ellen Peterson.....	Custodian
Mr. Lucas Phelps.....	Social Studies
Mrs. Sarah Ploeckelman.....	Spanish/ACP Coordinator
Mrs. Carrie Pratt.....	Language Arts
Mrs. Sam Chitwood	Language Arts
Mrs. Cedar Schneider.....	Nurse
Ms. Shye St. Germaine	Cook
Mrs. Michelle Stanek.....	Language Arts
Mrs. Theresa Stanek-Noble.....	Interventionist
Ms. Deanna Hunt	Custodian
Mrs. Jennifer Tarrell.....	Director of Spec. Ed. /School Psych.
Mr. Curt Thompson.....	History/AD
Mr. Jason Troxel.....	Instrumental/Vocal Music
Mrs. Shari Troxel.....	Secretary
Mrs. Stacey Troxel.....	School Counselor
Mr. Nick Van Epps.....	Math
Mr. Matt Wermich.....	Science
Mrs. Lenor Wilkie.....	Art
Mrs. Stephanie Worthington	Interventionist

BELL SCHEDULES

Daily Schedule			Late Start			Early Release		
Warning Bell	7:55 AM		Warning bell	9:55 AM		Warning Bell	7:55 AM	
1st hour	8:00 AM	8:45 AM	1st hour	10:00 AM	10:33 AM	1st hour	8:00 AM	8:31 AM
2nd hour	8:48 AM	9:33 AM	2nd hour	10:36 AM	11:09 AM	2nd hour	8:34 AM	9:05 AM
JH Snack	9:33 AM	9:42 AM	Announcements 11:12			Announcements 9:08		
Advisory (JH/HS)	9:33 AM	10:07 AM	3rd hour	11:12 AM	11:45 AM	3rd hour	9:08 AM	9:39 AM
Announcements 9:45-9:50			JH Lnch/JH 4th hr	11:48 AM	12:21 PM	4th hour	9:42 AM	10:13 AM
HS Snack	9:58 AM	10:07 AM	HS Lnch/HS 4th hr	12:24 PM	1:00 PM	5th hour	10:16 AM	10:47 AM
3rd hour	10:10 AM	10:55 AM	5th hour	1:03 PM	1:36 PM	6th hour	10:50 AM	11:21 AM
4th hour	10:58 AM	11:43 AM	6th hour	1:39 PM	2:12 PM	7th hour	11:24 AM	11:55 AM
JH Lunch	11:43 AM	12:13 PM	7th hour	2:15 PM	2:48 PM	JH Lunch	11:58 AM	12:28 PM
HS 5th hour	11:46 AM	12:31 PM	8th hour	2:51 PM	3:25 PM	HS 8th hour	11:58 AM	12:28 PM
HS Lunch	12:31 PM	1:01 PM				JH 8th hour	12:31 PM	1:05 PM
JH 5th hour	12:16 PM	1:01 PM				HS Lunch	12:31 PM	1:05 PM
6th hour	1:04 PM	1:49 PM						
7th hour	1:52 PM	2:37 PM						
8th hour	2:40 PM	3:25 PM						

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. Complaints regarding the interpretation or application of this policy shall be referred to the district administrator and processed in accordance with established Procedures.

RIVERDALE SCHOOL DISTRICT CODE OF CONDUCT

Board Policy # 5500

The Riverdale School District is committed to maintaining a favorable academic atmosphere, to create a positive learning climate for students in their classroom, and to maintain proper order.

Riverdale JH/Senior High School student behavior that is dangerous, disruptive, or unruly, or that interferes with the teacher's ability to teach effectively will not be tolerated. Any Riverdale JH/Senior High School student who engages in such behavior, may be subject to short or long-term removal from class as directed by the guidelines included in the Code of Conduct guidelines.

- I. Students and staff will listen, speak, address, and act toward each other respectfully.**
 - A. Swearing, profanity and name-calling are unacceptable forms of speech.**
 - B. Language that degrades (put-downs) individuals or groups and language, which is a threat to others, are also not acceptable.**
 - C. Actions such as controlling or harassing someone by touch, public displays of affection, pranks, stealing, disrespect of others property, fighting, and vandalism are inappropriate.**

II. Students and staff will accept each other without discrimination.

III. Riverdale High School believes that the student dress code should support equitable educational access and should not reinforce gender stereotypes. We understand that individuals like to dress in a wide variety of fashions and styles. We support the right of individuals to dress as they desire, within the guidelines outlined below. Students have the responsibility to dress in a safe and appropriate manner for a workplace. The guidelines below may not cover all situations. The administration reserves the right to make judgments on items listed below, as well as in areas not specifically addressed in this policy.

Students Must Wear:

- A shirt (with fabric in the front, back, and on the sides under the arms), AND
- Bottom: pants/ sweatpants/ shorts/ skirt/ dress/ leggings, AND
- Shoes

*High-school courses may require specific attire as part of the curriculum (ex. Science, Physical Education) above and beyond the requirements listed above.

Students May Wear, as long as these items do not violate Section 1 above:

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants, and “skinny jeans”
- Ripped jeans, as long as underwear is not exposed
- Tank tops, including spaghetti straps
- Cloth face coverings (covers the mouth, nose, and attaches with straps behind the ears)

Students Cannot Wear:

- Images and language depicting violence
- Images or language advertising or promoting alcohol or drugs
- Images or language containing obscenities or making reference to sexual activity, in either an overt or double-meaning message
- Images or language including hate speech, profanity, or pornography
- Images or language that creates a hostile environment to students or staff
- Swimsuits (except when required for class)
- Hats, hoods, caps and bandanas
- Accessories that could be considered dangerous or used as a weapon
- Clothing that reveals private areas, undergarments, waistbands, or bellies
- Gang-related attire

To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently using the requirements below. Students in violation of the dress code will be provided three (3) options to be dressed more to code during the school day:

- Students will be asked to put on their own alternative clothing, if already available at school, to be dressed more to code for the remainder of the day.
- Students will be provided with temporary school clothing to be dressed more to code for the remainder of the day.
- If necessary, students’ parents may be called during the school day to bring alternative clothing for the student to wear for the remainder of the day.

Personal property and school property which students and staff use (books, lockers, equipment, etc.) should be used appropriately and may not be used to display offensive wording, photos or drawings that promote vulgarity, nudity, drugs, tobacco, alcohol, violence, or discrimination.

ACADEMIC ASSISTANCE PROGRAM

Riverdale JH/Senior High School will provide Academic Assistance services to all students. Services include students being assigned to advisory period, staff communication with parents to include meetings and staffings, student-teacher meetings before

and after school, assigned or contracted academic assistance provisions during the noon hour or after-school time, and guidance counselor reviews of student status on the D/F listing in conjunction with academic eligibility. For more information, the guidance office should be contacted.

ASSIGNMENTS, ASSIGNMENT NOTEBOOKS, & HOMEWORK

All students will be provided with an assignment notebook on their first day of school. All staff requires students to use the notebooks for assignment and hall passes. 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.

ATTENDANCE GUIDELINES

The Board of Education and staff of the Riverdale Area School District believe that a student's education is one of the most important aspects of his/her life and that the quality of the student's education depends upon the student's physical attendance at school. Because each day of school missed can never be fully made up, it is essential that students attend school regularly. Employers often check a prospective employee's attendance record.

ATTENDANCE RULES AND REGULATIONS

1. Regular attendance is a responsibility that should be shared by parents/guardians, students, and the school.
2. Students will be required to attend all their scheduled classes, activities, and study halls unless they have a parental request that has been approved by the building administration. Students must sign-out in the office when leaving the building.
3. The following guidelines are to be used by the school administrator in granting excused absences for a student:
 - a) Illness or injury of the student (a note from a doctor or school nurse will be required after three (3) consecutive days or ten (10) absences in a semester)
 - b) Serious illness or death in the family
 - c) Religious observances
 - d) Court appearances or other legal procedures (must bring in proper documentation)
 - e) Health appointments (i.e. medical, dental, chiropractic, optometric). Students must return with a signed appointment slip.
 - f) School sponsored activities - homework, quizzes, tests, etc. will be due the next day
 - g) College visitations (must bring in proper documentation)
 - h) Quarantine as imposed by a public health officer
 - i) Other prearranged absences which have been approved by the building administration
4. Students whose absence is not excused by the building administrator shall be considered unexcused - **TRUANT**. A simple truancy fine may be given.
5. When a student is absent, his/her parent/guardian shall contact the school by 8:30 a.m. Failure to contact the school will result in a school contact to the home or place of employment. All absences are considered unexcused (truant) unless contact and agreement has been made between the parent/guardian and the school.
6. Parents/guardians will be expected to provide a written explanation of absences at the time their student returns to school, or in the case of prearranged ("pre-excused") absences, **one school day** prior to the absence.

ABSENCE is defined as *missing more than five (5) minutes of class one class period.*

For 1st hour only, a student has 15 minutes before he/she is considered to be absent from school. Before 8:15 a.m. a student would be considered tardy and after 8:15 a.m. a student would be considered absent.

TARDY is defined as *not being in an assigned classroom or signed into a study area when the bell rings.*

TARDINESS

Upon late arrival at school, a student **MUST REPORT** to the office for a tardy pass before going to their scheduled area. A note should accompany the student. A phone call to the home may be made to determine the circumstances of the tardiness. Students

are to be in their classrooms and seated when the bell rings to start the class. **For each "unexcused tardy" a student may receive one day of closed campus @ noon. Students with chronic tardiness will receive increased consequences.** Disciplinary action by the office and instructors will be enforced for student tardiness. It is at the discretion of the principal and instructors to determine if student tardiness is EXCUSED or UNEXCUSED.

TRUANCY – State Statute 118.15 School Board Policy # 5200

"Truancy" means any absence or part or all of one or more school days during which the school attendance office, principal, or teacher has not been notified of the legal cause of such absence by the parent/guardian of the absent student, and also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law. The school attendance officer shall notify the parent or guardian of a child who is a habitual truant at the time the child becomes a habitual truant. This will be done by registered or certified mail. "Habitual" Truant means a student who is absent from school without an acceptable excuse for part of, or all of five (5) or more days in a semester without a valid excuse.

TRUANCY PENALTIES

1st Offense

- a) Simple Truancy Ticket sent to parents.
- b) Detention or other school consequences may be imposed.

2nd, 3rd, 4th Offenses

- a) 2nd, 3rd, 4th Simple Truancy Tickets Issued for each unexcused absence.
- b) Detention(s) or suspension(s)
- c) Parent notification for a truancy meeting with school officials
- d) Review St. St. 118.15 with parents

5th Offense

- a) Detention(s) or suspension(s);
- b) Parent notification of habitual truancy;
- c) Notification of truancy officer - habitual truant;
- d) Referral to court system for violation of ordinances

HABITUAL TRUANCY *A student who is absent from school without an acceptable excuse for either of the following is labeled habitually truant:*

- a) *Part or all of five (5) or more days in a semester without a valid excuse;*
- b) *All parents may excuse their student only ten (10) days in a semester. After the 10th day, a medical note will be needed for each absence from then on. The building administration has the right to approve or deny the parental note. (Students MUST return with notes signed by the medical provider for absences not to count against this 10-day total.)*

Make-up Work:

Students will be granted the number of days absent plus one (1) for make-up time. This provision applies to all work assigned during absence(s). **(Example: Student misses 2 days Monday & Tuesday, the student is then given Wednesday, Thursday & Friday for make-up time).** All work assigned prior to the absence is due upon return. Examinations missed during an absence will be permitted to be taken at a time mutually agreed upon by the student and the teacher.

* Students with excused absences shall be entitled to and be responsible for making up the work missed - including examinations.

* Students with unexcused absences will be allowed to make up work. It is the student's responsibility to contact teachers and make arrangements to obtain makeup work and must be done so in the same timely manner as an excused absence.

Leaving Or Entering The Building During School:

NEVER leave the building or the school grounds, even for illness, without obtaining permission and signing out.

Participation In Events On Day Of Absence:

Students are not allowed to attend or participate in school functions (to include after school practices and rehearsals) when they are absent more than one period of the school day on the day of the activity, unless the absence is pre-arranged (pre-excused at least one day prior to absence), school related activity, valid professional appointment (must bring back a medical note) or family emergency approved by the High School Principal. Students sent to the office on a discipline referral, will not be allowed to participate in after-school activities on the day of the referral. Student tardies will be treated on a case-by-case basis by administration.

Absences For School Activities: Students who are absent from school while participating in school sponsored activities (field trips, athletic contests, etc.) will not be counted as absent from school. However, it is the student's responsibility to see that he/she has all assignments, etc., and does all make-up work in advance. When absences involve a small number, the regular pre-excused absence form will be used. In cases of larger numbers, the instructor will circulate a list to staff.

BEHAVIOR EXPECTATIONS OF STUDENTS

DETENTION - Board Policy # 5600

Riverdale High School believes that when students violate school rules and regulations, they should be disciplined for their actions. Teachers or the principal may assign students a detention. Parents or guardians will be notified of all detentions so that transportation can be arranged. Students shall work on an assignment during the detention period. Failure to serve detentions on the assigned day will result in a referral to the principal.

Detention will be served **during lunch hour, before, or after school**. If a student fails to serve his/her detention - detentions will double! Failure to serve the double detention may result in a one-day suspension. This suspension then becomes an excused absence.

STUDENT SUSPENSION - Board Policy # 5610

A student may be suspended from school for violation of reasonable school rules which endanger the health, safety or property of others while in or out of school or while under or not under the supervision of a school authority; or for knowingly conveying any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any school property by means of explosives.

IN-SCHOOL SUSPENSION – Students may be assigned to in-school suspension by the principal. In-school suspension will take place in a supervised setting. The parent or guardian shall be given notice of the in-school suspension and the reason for the in-school suspension. Students may be assigned to an in-school suspension area for various amounts of time. Students shall work on assignment work when in in-school suspension. Credit will be given for assigned class work completed during the period of the in-school suspension. A student assigned to in-school suspension shall not be denied the opportunity to take quarterly, semester or grading period examinations missed during the suspension period.

SUSPENSION - Students may be suspended from school by the principal up to five days for serious or repeated violations, or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled or; if notice of expulsion hearing has been sent under par. <9 4 or (e) 4. Or s. 119.25 (2) <9, for not more than a total of fifteen consecutive school days. The parent or guardian shall be given notice of the suspension and the reason for the suspension. The District Administrator may also be notified. Suspended students may not be on school grounds nor participate in any school activities while on suspension. Credit will be given for all assigned class work completed during the period of suspension. A student suspended from school shall not be denied the opportunity to take any quarterly, semester or grading period examinations missed during the suspension period.

EXPULSION - Board Policy # 5610

Expulsion means the removal of a student from school for the remainder of the school term.

In accordance with state statutes, students may be expelled from school by the board if it finds the student guilty of extreme or repeated refusal or neglect to obey school rules; or finds that while the student was at school or under the supervision of a school authority he/she endangered the property, health, or safety of others; or for conduct while not at school or under the supervision of a school authority which endangers the property, health or safety of any employee or school board member of the school district in which the student is enrolled; and it is satisfied that the interest of the school demands a student's expulsion.

Prior to expulsion, the board will hold a hearing regarding the proposed expulsion. The school board shall mail, via certified mail, separate written notices of the hearing at least five days before the expulsion hearing to the pupil and if the pupil is a minor, to the pupil's parent or guardian. The notice will state the reason for the proposed expulsion; the time and place of the hearing; the fact that expulsion may result; the right to legal representation; and the right to appeal the board's decision. At the hearing, the minutes will be kept for all proceedings. Upon the board's decision to expel a student(s), a copy of the expulsion order will be mailed to the pupil and his/her parent or guardian. The pupil will have the right to appeal the expulsion to the state superintendent and an appeal to the state superintendent's decision may be made within 30 days to the county circuit court. This penalty is reserved for situations involving serious misconduct or disobedience or repeated infractions of school rules for which the student has been penalized previously. The decision regarding expulsion is made by the school board based on the recommendation of the administration. In all situations, however, the administration must reserve the right to take disciplinary actions, which are deemed to be in the best interest of the student and the school, while ensuring those due process procedures are followed. Thus, the above information specifies disciplinary actions as a consequence of student misconduct, and furnishes general guidelines rather than hard and fast mandatory action when dealing with student discipline at Riverdale High School.

RULES/INFRACTIONS & PENALTIES

The Board of Education, in support of the aims of public education, believes that the behavior of students attending the Riverdale Area School District shall reflect standards of good citizenship demanded by members of a democratic society. Self-discipline is one of the important, ultimate goals of education. With this belief as a basis, the following discipline guidelines have been adopted by the Board of Education:

1. Each teacher shall analyze his/her own discipline cases and attempt to apply the appropriate corrective measures to the best of his/her ability. This would involve inclusion of parents and guidance personnel.
2. In the event the problem(s) continue or warrant additional aid, the teacher shall present the discipline problem to the administrator. The administrator shall give careful and definite consideration of all offenses brought to his/her attention. Outside sources may be suggested for further counseling. Providing all due processes have been fulfilled, the district administrator and principal shall have the authority and support of the board to suspend students from school.
3. Students who continue to cause major discipline problems shall have their cases presented to the board with the recommendation for expulsion.

DRUGS/ ALCOHOL/PARAPHERNALIA - Board Policy # 5530

The Board prohibits the use, possession, concealment, or distribution of any drug, any drug-paraphernalia, and vaping at any time on District property or at any District-related event.

All Offenses

OSS - 3 - 5 days

Parent notification

Law enforcement notification

Recommendation for pre-expulsion hearing and possible expulsion.

DANGEROUS WEAPONS ON SCHOOL GROUNDS - Legal Reference: Wisconsin Statute 948.60, 948.61 Board Policy # 5772

Any illegal weapon, firearm, explosive (including smoke bombs and all fireworks) is prohibited on school property, school buses, school vehicles, and/or at any school related event. Also prohibited are objects possessed with the intent to threaten, intimidate, and cause bodily harm and/or property damage. This would also include look-alike weapons. Weapons under control of certified law enforcement personnel are permitted. Students violating this policy will be subject to disciplinary action, possible suspension, and/or recommendation for expulsion. In the case of possession, with intent to threaten or cause bodily harm to others or to cause property damage, law enforcement officials will be notified. Parents/guardians will be notified and recommendations for suspension or expulsion reviewed.

1st Offense

- a) Suspension 1 - 5 days in or out of school
- b) Parent notified

- c) Law enforcement notified.
- d) Reimburse district for damages
- e) Possible expulsion

2nd Offense

- a) Suspension 5 days out of school
- b) Parent notified
- c) Law enforcement notified
- d) Reimburse district for damages
- e) Expulsion procedures started

NOTE: Any student found in possession of a gun or having had possession of a gun while on school property may be expelled for **not less than one (1) semester!**

DISCIPLINARY ACTIONS

It is the philosophy and belief of the administration of Riverdale JH/Senior High School 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.

ACADEMIC DISHONESTY (CHEATING)

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

1st Offense

- a) Student will receive a 0% on the project, assignment, quiz, or test
- b) Will receive “closed campus” detention
- c) Parent contact

2nd Offense

- a) Student will receive a 0% on the project, assignment, quiz or test
- b) Parent contact
- c) May receive 1 day ISS or OSS

CLASSROOM REMOVALS

THREE STEP-REMOVAL PROCEDURES FROM CLASS

- a) **Removal from class**
One (1) day “closed campus” detention
Parents may be informed
- b) **2nd Removal from class**
May receive one (1) week of “closed campus” detention
Parent contact will be made.
- c) **3rd Removal from class**
May receive one (1) day ISS
Parent Conference may be required for readmission

BEHAVIOR RULE INFRACTION LEVELS

MINOR RULE INFRACTIONS

Vehicle/parking lot violations
Tardiness
Truancy (Abide by truancy code)
Defiance, disobedience, disruptive behavior
Violation of dress code
Inappropriate displays of affection

MINOR RULE INFRACTION PENALTIES

1st Offense

”Closed-campus” detention(s)
ISS of 1 or 2 days
Possible law enforcement notification
Restitution if applicable
Possible revoking of open campus privileges

2nd Offense

“Closed-campus” detention(s)
ISS of 1 or 2 days
Parent notification with possible conference
Possible law enforcement notification
Restitution if applicable
Possible revoking of open campus privileges

3rd Offense

ISS/OSS of 1 to 5 days
Parent notification with possible conference
Possible law enforcement notification
Restitution if applicable
Possible revoking of open campus privileges

MAJOR RULE INFRACTIONS:

Disorderly conduct, inappropriate language and/or actions;
Verbal and/or Physical assaults
Tobacco/drug/alcohol
Vandalism and Theft
Harassment

MAJOR RULE INFRACTION PENALTIES

1ST Offense

May Receive ISS (In-School Suspension) or OSS (Out -Of-School Suspension)
1 - 2 days
Parent notification and/or conference
Possible law enforcement notification
Restitution for damages if applicable
Possible movement to 3rd offense if administration deems necessary
Possible expulsion

2nd Offense

- May receive ISS or OSS - 1 to 3 days
- Parent notification with possible conference
- Possible law enforcement notification
- Restitution for damages if applicable
- Possible movement to 3rd offense if administration deems necessary
- Possible expulsion

3rd Offense

- Possible OSS - 1 to 5 days
- Parent notification with conference
- Possible law enforcement notification
- Restitution for damages if applicable
- Recommendation for possible expulsion

BEHAVIOR GENERAL RULES

Conduct at Riverdale JH/Senior High School is based on respect and consideration for the rights of others. Schools have rules so that a large number of people may work and learn together with understanding and ease. Faculty members and other adults have been given the responsibility for the supervision of student behavior; students will be responsible to their authority. Any conduct which causes disruption of any school function or that interferes with the health, safety, well-being, or rights of others is prohibited.

This is a general standard that should be used as a guide by all students. Not all acts of misconduct can be itemized here. The following is an enumeration of some of the main areas of concern and penalties for misbehavior:

A. Personal Communication Devices PCDs (Cell Phones)

Riverdale JH/HS has been 1:1 with Chromebooks for several years. Since cell phones and other personal devices are no longer needed as a tool for classroom use and cell phones and other devices present a constant distraction to many of our students cell phones and other personal electronic devices are no longer allowed in the classroom and have to remain in student's lockers or placed in classroom holders.

Students are not allowed to use their cell phone and other personal electronic devices during instructional time, regardless of their location. If a staff member observes a student with a personal electronic device in class, in the hallway, in the locker area, in the commons, or anywhere else in the school or school grounds during instructional time the device will be taken away. Instructional time is defined as those times when classes are in session, whether or not a student is physically in class.

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities) at school-related functions. However, technology including, but not limited to, PCDs intended and actually used for instructional purposes (e.g., taking notes, recording classroom lectures, writing papers) will be permitted, as approved by the classroom teacher or the building principal.

If a cell phone is misused, the phone will be held in the office for the remainder of the day. The second and subsequent offenses will require confiscation of the phone and possible parent pick-up. Further disciplinary consequences will apply to repeat offenders. Cell Phones and any other recording device are **NEVER** to be used in locker rooms and bathrooms. **Any use of material gathered by such devices during regular school hours will result in disciplinary measures and may also fall under local, state and federal guidelines and will therefore be subject to those laws.**

B. The use of tobacco products is prohibited in the school building, on school district property, or on school buses. Violation of this regulation will result in a suspension and referral to municipal police authorities for possession of tobacco. For purposes of this policy, "use of tobacco" means to chew or maintain any substance containing tobacco, including smokeless tobacco, in the mouth to derive the effects of tobacco, as well as all uses of tobacco, including cigars, cigarettes, pipe tobacco, chewing tobacco, snuff, any other matter or substances that contain tobacco, in addition to papers used to

roll cigarettes and/or the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance. Accordingly, the Board prohibits students from using or possessing tobacco in any form on District premises, in District vehicles, within any indoor facility owned or while leased or contracted for by the District and used to provide education or library services to children, and at all District-sponsored events.

- C. Backpacks, book bags, gym bags, and other types of packs or bags may not be carried to classrooms, study halls, or other areas in the school. All packs and bags will be stored in lockers during the day. Coats May Not be worn in the building or classroom. Coats should be kept in lockers at all times.
- D. No student shall possess, sell, distribute, fire, or threaten to use or explode any firearm, bomb, smoke or "stink" bomb, firecracker or other explosive or incendiary device on school premises, buses or school-sponsored events. This also applies to knives and any other objects that might endanger the welfare of others. A student in violation of the above WILL BE IMMEDIATELY SUSPENDED from school. A conference with the student's parents will be required prior to an administrative decision to either reinstate the student or to recommend expulsion.
- E. Students involved with stealing, causing damage to or destruction of school or private property will be subject to disciplinary action. Students responsible will compensate for damages resulting from defacement or destruction of school property, whether willful or accidental. Students, who participate in vandalism at Riverdale, may be penalized by loss of privileges, will pay for the cost involved, be suspended from school and will be referred to law enforcement agencies.
- F. **"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:
 1. Physical – hitting, kicking, spitting, pushing, pulling, taking and/or damaging personal belongings or extorting money, blocking or impeding student movement, unwelcome physical contact.
 2. Verbal – taunting, malicious teasing, insulting, name calling, making threats.
 3. **Psychological – spreading rumors, manipulating social relationships, coercion, or engaging in social exclusion/shunning, extortion, or intimidation.**
 4. **"Cyberbullying" – the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal websites, and defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others."**

"Harassment" includes, but is not limited to, any act which subjects and 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.

Complaint Procedures Policy # 5517.01

- Building principals, assistant principals, and the District Administrator have responsibility for conducting investigations concerning claims of aggressive behavior and/or bullying. The investigator(s) shall be a neutral party having no direct involvement in incident(s) upon which the complaint is based.
- Any employee or volunteer who has knowledge of conduct shall immediately report his/her concerns.
- Any student or third party who has knowledge of conduct believes she/he has been a victim of aggressive behavior is encouraged to immediately report his/her concerns.
- All complaints will be promptly investigated in accordance with the following procedures.

Informal Procedures

The complainant shall orally discuss the complaint with the District's Civil Rights Coordinator, who shall in turn, investigate and answer the complaint. The complainant may also initiate the formal procedure as described below.

Formal Procedures

- Step 1.** A written statement of the complaint signed by the complainant shall be submitted to the District's Civil Rights Coordinator within five (5) business days of receipt of the answer to the informal complaint. The Coordinator shall further investigate the complaint and reply in writing to the complainant within five (5) business days.
- Step 2.** If the complainant wishes to appeal the decision of the Coordinator, s/he may submit a signed statement of appeal to the District Administrator within five (5) business days after receipt of the Coordinator's response. The District Administrator shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.
- Step 3.** If the complainant remains unsatisfied, she/he may file a written appeal with the Board of Education. The appeal must be filed within five (5) business days of his/her receipt of the District Administrator's response in Step 2. The Board shall meet with the parties within twenty (20) business days of the receipt of the appeal. A copy of the Board's disposition of the appeal shall be sent to each party within ten (10) business days of this meeting.

- H.** Students are not permitted to loiter in the building or on school district grounds after school. Students with an appointment with a teacher, or are involved in a school-sponsored event are welcome.
- I.** Non-Riverdale students are not permitted on campus unless a visitor's pass is obtained from the office. A minimum of two days advance notice is required.
- J.** The school reserves the right to regulate the sale of any commodity on school property.
- K.** Students are subject to student handbook rules at ALL school functions and on all school-provided transportation.
- L.** Any student conduct that violates municipal, county, or state statutes will be referred to the appropriate law enforcement department for processing.

BUS TRANSPORTATION (See website for a complete list)

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, 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 extra-curricular 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 PERSONAL PROPERTY

The school is not responsible for personal property. Large sums of money, expensive objects, and jewelry should be left at home. If an article is lost, check to see if it has been turned into the office. If it is necessary for students to bring a large sum of money to school or something of value, it is strongly advised they take it to the office for safekeeping during the school day. Students are advised to "check" their valuables with their physical education teacher for safekeeping during gym class.

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.

CUMULATIVE RECORDS

A detailed permanent record is kept on each child from kindergarten through high school. This record may include: demographic information, grades, test scores, extra-curricular activities, health records, student discipline, attendance, and reports on incidents written up by teacher or other school personnel.

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 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. In such an instance, parents will be individually notified that the record has been disclosed.

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, and WDMP (810 AM or 99.3 FM) Dodgeville. These 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 phone call from the District's Alert Now. You may check the school's website, www.riverdale.k12.wi.us or facebook page for emergency closings.

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, diabetes walk 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

Fire and tornado drills are held at irregular intervals throughout the school year. Remember these basic rules:

1. Check the posted instructions in each classroom that indicate how to exit the room/building in case of an emergency.
2. Move quickly and quietly to your designated area.

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 7-12. Each teacher is responsible for establishing his or her own grading standards and making those available to the Principal for review.

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% of a student’s grade.

Student report cards are issued each nine weeks, the following letter grades reflect student performance in grades three through twelve.

Mark Code	High Value	Low Value
A+	100.00	100.00
A	99.99	93.00
A-	92.99	90.00
B+	89.99	87.00
B	86.99	83.00
B-	82.99	80.00
C+	79.99	77.00
C	76.99	73.00
C-	72.99	70.00
D+	69.99	67.00
D	66.99	63.00
D-	62.99	60.00
F	59.99	0.00

Every 3 weeks parents who have a child in grades 7th-12th will be notified of their child’s progress. 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 the JH/Senior high office to set up your account.

ACADEMIC ELIGIBILITY STANDARDS/EXTRA-CURRICULAR ACTIVITIES

1. In order to participate in extracurricular activities, a student must get no more than one failing grade (F). A student receiving two (2) or more failing grades (F) during the marking periods (3, 6, & 9 weeks) is academically ineligible. Fourth quarter grades will determine eligibility for the first quarter of the following year. Quarter grades will be applied rather than semester grades. A student may regain academic eligibility during the 3, 6, & 9 week grading periods by passing all courses in which he/she is enrolled.
2. A student who obtains one (1) failing grade (F) during the marking periods (3, 6, & 9 weeks) will be placed on academic probation. During this probationary period the student is eligible to participate in extracurricular activities. The student must be passing all courses after the next 3, 6, or 9 week grading periods or summer school sessions. If the student continues to demonstrate failing work after 3, 6, or 9 weeks grading periods, he/she will be declared ineligible to participate. A student may regain academic eligibility during the 3, 6, & 9 week grading periods, or summer school sessions by passing all courses in which he/she is enrolled.
3. Notification letters will be sent to parents of probationary and ineligible students.
4. JH students (6th, 7th and 8th grade) will be granted an extra week of probation in which to secure passing grades. Students will be allowed this opportunity once per school year. For example, a student begins basketball and at the first grade check has two failing grades that would make them ineligible. The student will be notified and have an additional week to get the grades to a passing range. If they do they will gain eligibility, if they still have a failing grade they will be ineligible until the next grade check.

GRADUATION REQUIREMENTS

All high school students must earn 26 credits in order to graduate from Riverdale High School. Course graduation requirements are as follows: English - 4, Social Studies - 3, Math - 3, Science - 3, Health - 0.5, PE - 1.5, Current Issues - 0.5, Personal Finance - 0.5, 10 elective credits.

Beginning with the Class of 2027 students will be required to complete 25 hours of volunteer service to the community.

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) 739-3116, or in writing.

HEAD LICE

The incidents of head lice or nits continue to present problems, not only in Riverdale Junior High School, but in areas around the state and nation. Parents are encouraged to check their children's heads for lice periodically. Students found with lice or nits will be sent home as soon as parents can be located to pick them up and will not be allowed to return to school until cleared through the school nurse.

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 screening.
2. Hearing screening.
3. Emergency care under the guidance of the school nurse
4. First-aid care to students who become ill or injured at school.
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.

When in doubt, keep a sick child at home! If a child vomits, feels hot, or complains about their eyes or their stomach BEFORE school, keep them home. Children are expected to participate in outdoor recess when they are in school. If an attendance problem arises or if you have questions regarding your child's illness, the school nurse may be able to assist you.

LOCKERS

1. A student corridor locker is provided by the school for the convenience of the student and is to be used SOLELY BY THE PERSON ASSIGNED, for the purpose of storing school supplies and personal items the student is legally entitled to have in his or her possession.
2. Students are allowed to access lockers before and after school and during lunch.
3. A physical education locker is assigned for the storage of Physical Education supplies ONLY and is not to be used by students for the storage of books, coats, lunches, etc.

4. It is the student's responsibility to properly secure all lockers assigned. PE lockers will be issued a combination lock by the PE instructor; Corridor lockers may be secured by district-provided locks if so desired. The school is **NOT RESPONSIBLE FOR LOST OR STOLEN PROPERTY.**
5. **LOCKERS ASSIGNED ARE NOT THE STUDENT'S PRIVATE PROPERTY OR UNDER HIS/HER EXCLUSIVE POSSESSION, AND MAY BE OPENED AND INSPECTED BY SCHOOL AUTHORITIES.**

LUNCH HOUR OPEN CAMPUS (HIGH SCHOOL ONLY)

Open campus during Riverdale High School lunch hour is a privilege for all students. RHS students are allowed to leave the building during their scheduled lunch hour to eat lunch off campus, visit with others on school grounds or attend to personal matters. Students who are tardy in returning to campus for a class following their scheduled lunch hour, students who violate Major or Minor Rule Infractions as listed in the RHS Student Handbook during their lunch hour, or students who are academically at risk may have their open campus privileges suspended or revoked.

LUNCH PROGRAM

The Riverdale School hot lunch program is designed to furnish students and staff with a well-balanced morning and/or noon meal prepared from wholesome food.

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 will be offered an alternative lunch. All lunch money is to be paid directly to the office aide responsible for the lunch program. Such payments can be made by mail, in person at the RJHS 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.

All students need to have their student ID's with them or have their number memorized. Numbers are entered by the student at breakfast, mid-morning snack, and lunch.

	Cost of Breakfast/Snack	Cost of Lunch
Students 7-8	\$1.30	\$2.90
Students 9-12	\$1.30	\$2.90
Adults	\$2.66	\$4.75
Reduced	\$.30	\$.40

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.

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 \$30 annual registration fee is required of all Junior High and High School students per year. The cost of books (textbooks and library books), or other school materials lost, destroyed, or badly misused must be paid for by the student. A \$30 band fee is assessed for any students participating in band.

REMEDICATION AND RETENTION

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.

Junior High School 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.

STUDY HALL INCENTIVE

All 10-12 graders have the opportunity to earn open campus during their study hall. They must have no D's or F's at grade checks, have no unexcused absences or tardies, and no ISS or OSS during the semester. This privilege can be revoked at any time for disciplinary reasons and is reviewed on a semester basis.

SPECTATOR SPORTSMANSHIP

We are proud of our school and its students. One way that we show our pride is by proper spectator behavior.

1. Officials do make mistakes, but generally the referee's position to judge a play is far better than ours. Booming or other such behavior reflects badly on all of us and is unacceptable behavior.
2. Treat visiting teams, cheerleaders, etc. with respect. They are doing their best for their school just as we are our own representatives.
3. Students demonstrating inappropriate behavior will be asked to leave and may be suspended from future events.

STUDENT DRIVING

The Riverdale School District provides transportation by bus. Students who find it necessary to drive to school because of family or work necessities are required to:

- A. Park the vehicle **PROPERLY** in the student parking **ONLY**.
- B. Students are not to use the drive in front of the school at any time. The front drive is limited to buses and parents dropping off students between 8:15 - 3:00. Students using the west lot should enter from the South entry.
- C. Motorcycles or motorbikes are covered by the same sanctions as automobiles.

STUDY HALLS

The supervisor in the study hall is responsible for the conduct of the students assigned there.

The following guidelines will be used:

1. Students must bring books and materials to the study hall. Failure to do so will result in consequences determined by the study hall supervisor or the principal.
2. No eating or drinking allowed in study hall.
3. Talking by permission only. Students wishing to study together must have the permission of the study hall supervisor.
4. Permission to leave the study hall without a pass will be up to the discretion of the study hall teacher. If permission is granted, a time limit should be set for how long the student can be gone. Students who abuse this will forfeit the right to leave the study hall for any reason.
5. Sleeping will not be allowed.

6. Game playing of any type is prohibited.
7. If a student wishes to work in another school area, she/he must obtain a pass from the teacher in charge of that activity before coming to the study hall. Study hall supervisor will not issue passes or allow a student to leave the study hall in order to get a pass from another teacher.

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 making referrals. 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.

STUDENT SEARCHES

Riverdale High School 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 cannot be ignored.

A. Lockers and Vehicles 405.071

Riverdale High School expressly reserves the right to search lockers and vehicles parked on school property, with or without reasonable suspicion of a violation of the Riverdale School District's Alcohol and Other Drug Abuse Policy, Dangerous Weapons Policy, other school policy, or other state law.

The Riverdale 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.

B. Personal Searches 405.072

Searches of a student's person or personal effects may be conducted in accordance to guidelines established by Riverdale School District Board Policy.

C. Canine Searches 405.073

Searches by dogs specially trained to detect the odor of narcotics may be conducted by law enforcement officials on high school grounds in accordance to guidelines established by Riverdale School District Board Policy.

D. Electronic Monitoring 405.08

Monitoring in the form of video, and/or audio recording may be used Riverdale High School property to assist in providing a safe and secure learning environment and to monitor/record student behavior in accordance to guidelines established by Riverdale School District Board Policy.

Dual Credit Opportunities (Sophomore, Junior & Seniors Only)

The Riverdale School District offers various ways for students to earn dual credit.

Earning College Credits at RHS (Dual Credit)

RHS offers many courses that can result in college credit and/or advanced placement at many universities, colleges and technical colleges.

Advanced Placement (AP) Courses

AP courses are taught using the College Board curriculum that is nationally recognized and annually audited. At the end of the course, students can take the nationally normed test. If they score a 3 or better (out of 5), they will be granted advanced placement or credit towards their degree (placement and credits vary depending on school). Each AP exam costs about \$87. Examples: AP Biology, AP Calculus AP Literature, AP History, AP Art, AP Music, AP Statistics. The following link: <http://uwhelp.wisconsin.edu/testing/ap.aspx> gives specific information for University of Wisconsin Colleges and the number of credits that are granted according to scores earned on an AP test.

***Advantage:** Students enter a program with earned credits and/or credentials, which result in financial savings.

Transcribed/Articulated

Transcribed/Articulated courses are courses where credit can be earned when students complete a technical college course curriculum which is taught by a college certified RHS teacher. Many courses require specific grades to earn credit. Students are awarded a postsecondary transcript after completion and GPA is factored into both high school and college transcripts. Examples: College Math –SWTC, Accounting I – SWTC

***Advantage:** Students enter a program with earned credits and credentials, which result in financial savings.

Telepresence Coursework

Riverdale High School is a part of a consortium of schools who offer courses to each other via telepresence. Students will be able to take a course offered at another school while sitting in almost any room in our district. We also offer courses from other colleges and universities. University and Technical College offerings will be dual credit options for our students.

***Advantage:** Students enter a program with earned credits and/or credentials, which results in financial savings.

CAPP Program

Riverdale offers courses through the CAPP program at UW Oshkosh. Spanish IV, Calculus and Statistics are options offered through this program. With a passing grade students will earn college credit in each area.

***Advantage:** Students enter a program with earned credits and/or credentials, which results in financial savings.

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.

Computer (Acceptable 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), etc.

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.

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:
 - taking full responsibility for the general care of the Chromebook.
 - never leaving the Chromebook unattended.
 - never loaning out the Chromebook to other individuals.
 - knowing where the Chromebook is at all times.
 - keeping food and beverages away from the Chromebook.
 - not disassembling any part of the Chromebook or attempting any repairs myself.
 - protecting the Chromebook by storing it and transporting it securely and safely.
 - using the Chromebook in ways that are appropriate, meet RSD expectations, and are educational.
 - refraining from downloading or installing apps other than those approved by the district.
 - not placing inappropriate or impermissible decorations (stickers, markings, etc.) on the Chromebook.
 - 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.
 - 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.

AGREEMENT

Please review this handbook with your Riverdale Junior/Senior High School Student. Students will be held responsible for the contents of this handbook. The handbook contains the following very important items:

- I. Attendance, discipline, and dress guidelines.
- II. Acceptable Use Policy for technology (computer and internet).
- III. Code of Conduct.
- IV. JH/Senior High School Information.

By signing this form, you and your student(s) agree to follow the guidelines, policies, regulations, and rules in this handbook that have been adopted by the Riverdale School Board.

Student Signature (s)

Date

Parent Signature

Date

This form must be returned to the high school office before students will be allowed to participate in Riverdale activities.

RIVERDALE SCHOOL DISTRICT

