



Richland Center High School  
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**#HornetPride**

*This agenda belongs to:*

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The staff of RCHS welcomes you to what we hope will be an enjoyable and rewarding school year. This **Student/Parent Handbook** is designed to provide useful information regarding Board of Education policy, school expectations, regulations, and state laws. Read this handbook carefully and keep it for future reference. Understanding how your school functions can reduce inconveniences and problems during the school year. Procedures and/or board-approved addendum to this handbook will be noted in the school's newsletter. Answers not found in this handbook may be obtained by contacting the high school office at 647-6131. School Board Policy, including the Code of Conduct can be viewed at the high school office.

The exterior doors to the High School are locked between the hours of 8:15 am and 3:15 pm. In order to gain entrance to the building, please use the security features at the main entrance.

## **BELL SCHEDULES**

<b>Regular Schedule</b>		<b>Two Hour Delay Schedule</b>	
7:30 a.m.	Outside Doors Open	9:30 a.m.	Outside Doors Open
7:50 a.m.	Hallways Open	9:50 a.m.	Hallways Open
8:06 a.m.	Warning Bell	10:06 a.m.	Warning Bell
8:10 - 8:56 a.m.	Period 1	10:10 - 10:43	Period 1
9:00 - 9:46 a.m.	Period 2	10:47 - 11:19 a.m.	Period 2
9:50 - 10:00 a.m.	Homeroom	Skip	Homeroom
10:04 - 10:50 a.m.	Period 3	11:23 - 11:55 a.m.	Period 3
10:54 - 11:40 a.m.	Period 4	11:59 - 12:36 p.m.	Period 5A Class
11:44 - 12:30 p.m.	Period 5A Class	11:55 - 12:25 p.m.	1 <sup>st</sup> Lunch 5A
11:40 - 12:10 p.m.	1 <sup>st</sup> Lunch 5A	12:29 - 1:06 p.m.	Period 5B Class
12:14 - 1:00 p.m.	Period 5B Class	12:36 - 1:06 p.m.	2 <sup>nd</sup> Lunch 5B
12:30 - 1:00 p.m.	2 <sup>nd</sup> Lunch 5B	1:10 - 1:42 p.m.	Period 4
1:04 - 1:50 p.m.	Period 6	1:46 - 2:18 p.m.	Period 6
1:54 - 2:40 p.m.	Period 7	2:22 - 2:54 p.m.	Period 7
2:44 - 3:30 p.m.	Period 8	2:58 - 3:30 p.m.	Period 8

  

<b>Split Homeroom Schedule</b>		<b>9<sup>th</sup> Period Schedule</b>	
7:30 a.m.	Outside Doors Open	7:30 a.m.	Outside Doors Open
7:50 a.m.	Hallways Open	7:50 a.m.	Hallways Open
8:06 a.m.	Warning Bell	8:06 a.m.	Warning Bell
8:10 - 8:51 a.m.	Period 1	8:10 - 8:52 a.m.	Period 1
8:55 - 9:36 a.m.	Period 2	8:56 - 9:38 a.m.	Period 2
9:40 - 10:16 a.m.	Homeroom	9:38 - 9:48 a.m.	Ext. Passing Time
10:20 - 11:01 a.m.	Period 3	9:48 - 10:30 a.m.	Period 3
11:05 - 11:46 a.m.	Period 4	10:34 - 11:16 a.m.	Period 4
11:50 - 12:31 p.m.	Period 5A Class	11:20 - 12:02 p.m.	Period 5A Class
11:46 - 12:16 p.m.	1 <sup>st</sup> Lunch 5A	11:16 - 11:46 p.m.	1 <sup>st</sup> Lunch 5A
12:20 - 1:01 p.m.	Period 5B Class	11:50 - 12:32 p.m.	Period 5B Class
12:31 - 1:01 p.m.	2 <sup>nd</sup> Lunch 5B	12:02 - 12:32 p.m.	2 <sup>nd</sup> Lunch 5B
1:05 - 1:46 p.m.	Period 6	12:36 - 1:18 p.m.	Period 6
1:50 - 2:31 p.m.	Period 7	1:22 - 2:04 p.m.	Period 7
2:35 - 3:16 p.m.	Period 8	2:08 - 2:50 p.m.	Period 8
3:20 - 3:30 p.m.	Homeroom	2:54 - 3:30 p.m.	Homeroom

## **ACADEMIC REQUIREMENTS**

### **Credits**

The successful completion of 26 credits are required for graduation must include the following:

English:	4 credits	Science:	3 credits
Social Studies:	3 credits (including Civics)	Physical Education:	1.5 credits <i>*0.5 PE Sport exemption available</i>
Math:	3 credits	Health:	0.5 credit <i>*Completion can be in 7/8 grade or during HS</i>

**GPA – Non AP Courses** (Grading Scale) -- The following scale is used to determine GPA for non AP courses:

<b>A 4.00 (95-100%)</b>	C+ 2.33 (83-84%)	D- 0.67 (70-71%)
A- 3.67 (93-94 %)	C 2.00 (79-82%)	F 0.00 (below 70%)
B+ 3.33 (91-92%)	C- 1.67 (77-78%)	
B 3.00 (87-90%)	D+ 1.33 (75-76%)	
B- 2.67 (85-86%)	<b>D 1.00 (72-74%)</b>	

**GPA – AP Courses** (Grading Scale) -- The following scale is used to determine GPA for AP courses:

<b>A 5.00 (95-100%)</b>	C+ 3.33 (83-84%)	D- 1.67 (70-71%)
A- 4.67 (93-94 %)	C 3.00 (79-82%)	F 0.00 (below 70%)
B+ 4.33 (91-92%)	C- 2.67 (77-78%)	
B 4.00 (87-90%)	D+ 2.33 (75-76%)	
B- 3.67 (85-86%)	<b>D 2.00 (72-74%)</b>	

### **Academic Honors**

At RCHS, we recognize students who have demonstrated high academic achievement on a semester basis as noted below.

<b>Student's GPA</b>	<b>Semester Awards</b>	
<b>4.00 +</b>	Highest Honors	Academic Letter and a 4.00 Pin for each additional semester
<b>3.99 - 3.50</b>	Honor Roll	Academic Letter and bar pin for each additional semester
<b>3.49- 3.00</b>	Scholastic List	

\*Seniors who have earned a cumulative grade point average of 3.400 (without rounding) or higher graduate with honors.

### **Academic Honesty / Plagiarism**

Students are who are not displaying academic honesty, including but not limited to cheating, copying, and/or plagiarism, may be subject to disciplinary action.

### **Early Graduation**

If a senior projects earning a sufficient number of credits for graduation prior to the beginning of his/her eighth semester, s/he may graduate after 7 semesters. If a senior would like to graduate early, s/he should turn in an application to the high school administrator by the **first week of classes** of his/her senior year.

## **Report Cards**

Progress reports will be mailed at 4 ½, 9, and 13 ½ weeks into the semester. Report cards will be mailed at the end of each semester. If there are questions concerning grades, please contact the teacher involved.

## **Incomplete Grades**

Due to unavoidable circumstances when course work or tests have not been completed, a student may receive an "incomplete" (I). The teacher can only permit an incomplete if an extenuating circumstance is documented and presented to the principal for approval. Extenuating circumstances include anything of an emergency proportion that arises where the student has no control of the situation. Incomplete course grades will be converted to failing grades after a period of 10 school days, unless a different grade has been earned. If more time is needed to complete the outstanding work, the high school principal (or designee) must give approval in cooperation with the high school teacher.

For the purpose of the RCHS Activity Code (except in extenuating circumstances as determined by the building principal or designee) an incomplete is treated as a failure.

## **Make-Up Exams**

Students absent the day of a test or exam may receive a different test on the similar material. On a test day, if a student has the opportunity to test another period when the same class is offered - assuming this is during a student's prep period - s/he will be expected to do so.

## **Retake Exams**

Teachers are encouraged to provide retake examinations to any student wishing to improve his or her test grade. However, this is not a required practice and is therefore subject to each teacher's philosophical belief.

## **Extra Credit Assignments**

Extra credit may be offered to any student who has completed all course requirements and has done so at the level expected by the classroom teacher. Extra credit will not supplant required work. Extra credit work will also be a continuation of current course study or exploration in a related area, as determined by the student and teacher. The work and involvement will be at least as challenging as other course projects. Extra credit will help those individuals who wish to improve their grade, but only after the student has completed all required work at the level of teacher expectancy. Because individual teachers support differing beliefs as it pertains to extra credit, the right to provide the opportunity for extra-credit remains with the classroom teacher. However, those who choose to support extra credit must follow the above guidelines.

For those areas where essay/research-based may not be applicable (i.e., Math, Computer, etc.), a retake of different questions/problems will be administered.

## **Semester Exam Exemptions**

Sponsored by the RCHS Student Council, this opportunity has a simple premise: Students may exempt a final exam in any one class (with the exception of AP and/or Academic Alliance courses) in which they are receiving an "A" for that semester. Only one final exam may be exempted per semester. Students receiving more than one "A" must choose which semester/final exam they wish to exempt.

## **ACADEMIC ALLIANCE 2.0**

RCHS students have the possibility of earning high school and college credit while taking advanced RCHS courses. (See your counselor for details.)

## **ANNOUNCEMENTS**

Students wishing to have announcements added, should work with their advisor or coach to submit them to the office.

## **ASSEMBLIES**

From time-to-time the high school presents an assembly program. These vary from pep rallies, to recognition assemblies, to informative and/or educational assemblies. Assemblies are part of the school day, and as such, students are expected to be in attendance. If students' personal or religious beliefs conflict with their presence at an assembly, they should notify the high school principal or designee and report to a prearranged location.

## **ATTENDANCE / ABSENCES**

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester of the school year in which the child becomes 18 years of age. Every pupil shall be given the reasons for which he/she may be absent. A copy of the entire Policy on School Attendance shall be kept in every school and made available upon request to teachers, parents, and students.

### **Absences - Excused**

According to the Board of Education, a student may be excused from school for the following reasons:

- Illness or injury
- While RCHS may require a doctor's excuse for other reasons, we reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester. The doctor's excuse should contain specific dates corresponding to the absence(s). If an accident caused the illness or injury, administration may require an excuse signed by a physician before re-entry into school will be allowed.
- Emergencies at home
- (Accident, illness in the immediate family, death in the family, etc.)
- Medical/dental appointments approved in advance
- Court appearances
- Religious holiday
- **Trips with parents** when requested and approved in advance (See Planned Absences below.)
- Approved school activities during class time
- **Extenuating circumstances** approved by an administrator
- Planned Absences:
  - If a parent knows that his/her child will be gone ahead of time, s/he can arrange for him/her to make up the work before the absence. Send a note with him/her or call the High School and request a pre-planned absence form. Specify the dates s/he will be gone. It is the student's responsibility to take the slip around to his/her teachers and have them sign the form. When s/he has all their teacher's signatures, s/he needs to turn in the form into the office. If the office does not have a completed form on file before the date of the absence, this will not be considered a planned or pre-arranged absence.
  - Students with an excused absence will be given the opportunity to make up work in accordance with the following guidelines:
    - a. The student must make arrangements with their teacher(s) to make up any missed class work.
    - b. The number of days allowed to make up missed work is the number of days absent, plus one (1).

The student may request an extension of this timeline.
    - c. Students will be permitted to take any examinations missed during their absence.
      - 10 planned absence days are allowed each school year. In accordance with the state statutes, the office should receive **written notice a day prior to the absence. Planned absence days cannot be claimed after an absence has occurred. Trips with parents that are requested and approved in advance are counted as planned absence days.** Planned absence days cannot be divided. Missing any part of a school day counts as one used planned absence day. The Richland School District interprets part of a day as 20 minutes or more.

## **Absences - Unexcused**

Students (who are absent from school) with or without the consent of their parent or guardian and whose absence does not fall under the excused absences listed above shall be considered unexcused/truant. Examples (not an all-inclusive list) of **unexcused absences** are:

\* Missing the school bus \* Shopping \* Oversleeping \* Errands \* Babysitting \* Car trouble \* Riding with a friend \* Haircut appointment \* Family trips not approved in advance \* Tardiness

A telephone message stating "personal reason" is not an acceptable excuse. The building principal or designate must be informed of the nature of the absence in order to release a student from school/class as directed by Board policy. If the student wishes to take one of their 10 planned absence days, it must be stated in a written note from the parent before the day is to be taken in accordance with state statutes.

Planned absences not approved in advance are unexcused absences, even though the absence if requested in advance, may have qualified as an excused absence.

## **Skylert**

Skylert is a messaging system that may alert parents in the form of phone, email, and text. Skylert will auto call parents alerting them if a student has an absence or tardy for one or more class periods as well as a low lunch account. This will allow you to know that your child is not at school or has not reported to their assigned class.

## **Tardiness**

Students who are not in homeroom, class, or study hall on time will be considered tardy. It is at the discretion of the administration and instructors to determine if student tardiness is excused or unexcused. Students will receive consequences for 3 or more unexcused tardies, per class, per quarter, and more than 5 unexcused tardies overall, (all classes) per quarter. \* **Excessive tardiness may also lead to other consequences besides detention including truancy.**

Students who are tardy more than 20 minutes into the class period will be recorded as absent. The absence will be recorded as excused or unexcused depending on the circumstance. **A tardy is an absence that is less than 20 minutes. When a student is unexcused tardy five times, then one (1) truancy notice will be issued.**

### **Excusing Students** (phone call and/or written note)

If a student is going to be absent from school, a parent/guardian should contact the *high school* office as soon as possible. The brief message should include **parent/guardian's name, student's name, and the reason for absence**. If a parent/guardian needs to talk to the receptionist, please call after 7:30 a.m. **RCHS Phone # 647-6131.**

In some cases phone calls cannot be made by parents/guardians of students. If a phone call has not been made, the student should provide a written excuse (from parent/guardian) the first day he/she returns to school. **We reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.**

It is good practice to bring in a note anytime a student visits or is excused by a medical professional. This helps ensure that the student's number of absences does not exceed 5 in a semester.

## **Students Leaving School**

To excuse your son/daughter from school, you may do one of the following:

1. **Send a note** with your child stating the reason and time they need to leave school. This note should be taken to the high school office (prior to the start of classes), and your child will receive a pass to leave school at the appropriate time.
2. You may also **call the high school office** at 647-6131. You should leave your name, child's name, your phone number, and the reason on the attendance secretary's voice mail. If your child has an unexpected appointment, please call the high school office as soon as possible.

Your child will be paged at the next break between classes. We will not interrupt a class, unless it is absolutely necessary.



### **Release During School Hours**

A student may be granted permission by the principal to leave the school premises during the school day:

1. To receive instruction at another site.
2. To participate in a school supervised work experience program.
3. For medical/dental appointment.
4. Other appropriate reasons for release.

### **Signing in and out of school**

When a student leaves school for any reason, s/he must contact the main office (attendance secretary). Students must also contact the high school office if they return to school that day.

### **ATTENDANCE FOR ADULT STUDENTS**

Adult RCHS students (18 years old and above) **are not exempt** from any of the attendance rules. Attendance expectations do not change when a child turns 18. A form is available in the office for students that are 18 years old. The form requires signatures from the student and parent/guardian. Adult students are responsible for excusing their absences from school, and should follow the same procedures as parents excusing minor aged children. **We reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.**

### **BACKPACKS, BOOK BAGS, & DUFFEL BAGS**

Students may bring backpacks (and other school bags) to school. All backpacks (and other school bags) must remain in student lockers throughout the school day (8:10 a.m. – 3:30 p.m.)

Students that are transporting Physical Education clothing to and from the locker room will be allowed to use a duffel bag to do so during the school day. They will not, however, be allowed to have a duffel bag in a classroom, study hall, or in the Commons.

### **BASIC STUDENT EXPECTATIONS**

The following is a list of expectations for all students. This list is not necessarily all-inclusive.

1. **Punctuality:** Students must arrive to class on time.
2. **Readiness:** Students must bring the necessary materials to each class.
3. **Active participation:** Students must take an active interest in what occurs on a daily basis in the classroom. Regular attendance is expected.
4. **Timeliness of assignments:** All required work is handed in on time. The completion of all work missed due to any absence is the responsibility of the student.
5. **Quality of work:** Students must know what their teacher expects and should put forth their best effort.
6. **Cooperation:** Students must learn how to work with others. Be a valued partner, not an obstacle.
7. **Respect:** Students should respect themselves, and must respect others and their environment.
8. **Follow directives:** Students must follow teacher directives during emergency drills.
9. **Be in supervised areas:** Students are expected to be in areas that are supervised by staff throughout the school day. Students must be in the areas assigned by their schedule. Students should not leave assigned areas unless they have a pass from a staff member.

### **BULLYING, HARASSMENT, AND NON-DISCRIMINATION**

NOTE: Due to the importance of this content, this is the Richland School District's policy in its entirety. All of the Richland School District's policies, can be found, in full, on the District website at [www.richland.k12.wi.us](http://www.richland.k12.wi.us)

## **540 – Student Bullying**

Bullying is unacceptable behavior in the Richland School District. The District sets high expectations for students and staff and expects that students and staff will act as role models. Bullying is prohibited in all schools, buildings, property and educational environments, including any property or vehicle owned, leased or used by the District. Educational environments include, but are not limited to, any activity that is under school supervision. Bullying that impacts District educational environments is also prohibited. This policy includes interactions between students and other students, staff, parents, community members, volunteers, or others.

The Administration and staff will inform students that the District does not tolerate bullying in any form and will take all necessary and appropriate action to eliminate it, up to and including disciplinary action.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

### **Administrative Regulations for Policy 540 (Student Bullying)**

#### **540-01 Definition**

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying can also include severe, systematic, or repeated actions that involve the threatened, attempted, or actual infliction of physical harm or psychological/emotional distress on one or more students, staff, or other persons. Bullying may include repeated behavior and generally involves an imbalance of power. Bullying behavior is often repeated over time and targets of bullying are often subjected to repeated bullying behavior. Bullying behavior can often be identified by its tendency to torment, subjugate, and/or dominate the victim causing or inspiring fear, intimidation, embarrassment, or shame.

“Cyber-bullying” is defined as bullying that involves the use of digital technologies, including but not limited to email, text messages, instant messages, chat rooms, and social media. Cyber-bullying is prohibited and treated the same as all other types of bullying.

The behavior can often 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, bullying can occur without regard to an individual's status or classification.

Bullying can involve direct interaction between the aggressor-bully and the target(s), or it can be indirect (such as orchestrating others to engage in acts of bullying, facilitating bullying conduct by others, taking secretive or covert actions, etc.).

Defining, identifying, and addressing bullying behavior shall be in the sole discretion of the District. Although it is important to define and describe bullying to heighten awareness and ensure understanding, technical precision is not required, and administrators, teacher, staff, parents, and students are expected to recognize that District officials will interpret and enforce the prohibition against bullying broadly to accomplish the remedial purposes of this policy.

Bullying can be perpetrated or furthered by conduct that, fully or in part, occurs off school grounds and is not supervised by school authorities. Nevertheless, if any such conduct would, for any reason, constitute conduct that is engaged in on school grounds or under the supervision of school authorities, effectively or constructively, has an impact that causes a disruption or furthers bullying conduct at school, at school activities, or at any activity or event supervised by school authorities, or is otherwise conduct over which the District can lawfully assert jurisdiction, the District may consider and take action under this policy to address such conduct.

Students, faculty and staff, parents, and others having contact with the District should bear in mind that the District will consider and investigate allegations of bullying that include claims regarding students' off-campus conduct. In this regard, the District recognizes the standards established by state law, the State Superintendent of Public Instruction, and relevant decisions issued by our courts; these authorities authorize school districts to investigate off-campus behavior in appropriate cases involving bullying.

The nature of bullying often involves repeated behavior or behavior that is part of a broader pattern of conduct. This means that, for example, off campus behavior, conduct involving social media, and a variety of communications originating outside of school can be relevant to determining whether an individual is being bullied at school. Off campus behavior can also be intended to or have the effect of inciting fear, intimidating, or harming students on campus. Such behavior can interfere with, or even deprive students of the education and educational services offered by the District.

Therefore, students, faculty and staff, parents, and others that have contacts with the District should be on notice that off campus behavior can and will be investigated and evaluated to determine whether bullying has taken place in violation of this policy.

**540-02 The three main types of bullying are:**

- A. **Physical:** Physical bullying involves harmful physical actions directed toward or resulting in physical contact with a person. Examples include, but are not limited to: hitting, pinching, poking, pulling hair, choking, kicking, tripping, spitting, hazing, biting, excessive tickling, and inappropriate touching. It also involves interfering or attempting to interfere with another person's property, stealing, and other physical acts for the purpose of bullying.
- B. **Verbal:** Verbal bullying can involve speaking to a person or about a person in a way that is derogatory, unkind, or hurtful, with the purpose of bullying. Examples include, but are not limited to: teasing, name calling, insulting or inappropriate remarks, threatening, spreading rumors, and making discriminatory remarks or false accusations.
- C. **Indirect or Psychological:** Indirect or psychological bullying refers to behaviors that deliberately upset, exclude, torment, ridicule, or embarrass others. Examples include, but are not limited to: intentionally excluding a person from an activity, spreading cruel rumors, intimidation through gestures, social exclusion, or sending insulting messages or pictures by mobile phone or using the internet – also known as cyber bullying.

**540-03 School Climate**

The prohibition against bullying is intended to contribute to a positive school climate. The District strives to maintain schools with healthy, positive and safe learning environments for all students and employees. It is important to promote a social climate with social norms free of bullying, harassment and intimidation. All school personnel, including teachers, administrators, board members, counselors, school nurses, volunteers and other non-instructional staff, as well as parents and students are responsible for maintaining a safe healthy school environment.

Schools shall provide instruction to students and school personnel that will include evidence-based methods of preventing bullying and harassment, as well as how to effectively identify and respond to bullying in schools.

**540-04 Education of Students and School Employees**

At the beginning of each school year, the superintendent or designee shall, in writing, inform school staff, parents, and others responsible for the welfare of students about the District's bullying prevention policies. This will be done through the District's code of student conduct, employee handbooks, and/or other reasonable means.

**540-05 Procedures to Prevent Bullying**

Each school year, principals will:

- 1. Provide all employees and volunteers with instruction in methods of reporting and investigating claims of bullying and on the District bullying prevention policy and procedures.
- 2. Develop a process for discussing the District's policy on bullying with students in a reasonable format such as guidance courses, public service announcements, parent and student handbooks, PBIS assemblies, and morning meetings.

3. Display reminders of the policy and bullying prevention messages such as posters and signs in each school.
- A. All school employees are required to report alleged violations of this policy to the principal or designee. All other school community members are strongly encouraged to report alleged violations.
- B. An in-person or anonymous report may be filed with the principal or designee by any victim of bullying, anyone who witnesses a bullying incident, or anyone who has credible information about such an incident.
- C. Any written or oral report shall be considered. Anonymous reports may be filed and will be investigated to the extent feasible by the designated official.

**540-06 Reporting Bullying, Harassment or Intimidating Incidents**

- A. Anyone who reports bullying to an appropriate school official in good faith shall not be subject to disciplinary action and shall be protected from retaliation, unless the reporter was a perpetrator of bullying behavior, aided or abetted a perpetration, or furthered such behavior.
- B. Each school principal shall name a designee to receive bullying or harassment information, reports, or complaints.
- C. The schools will prominently publicize how to report a bullying or harassment incident and how the report will be acted upon.
- D. The Student Concerns Form shall be located on our school website and shall be available in each school office.
- E. The principal or designee will report the occurrence of any bullying incident to the parent or legal guardian of involved students, to the extent possible while protecting pupil confidentiality, the integrity of any investigation, and the capacity to take appropriate remedial and/or disciplinary action. Notification shall be via telephone, personal conference, and/or in writing. Notification will be documented.
- F. The principal or designee will investigate all reported acts of bullying or harassment. The investigator may not be the victim or the accused perpetrator.

**540-07 Complaint Procedure**

The District provides a fair and equitable process to raise and review bullying complaints.

- A. Filing a Report – It is the responsibility of administrators, staff, and all students to report acts of bullying to a member of the District staff or Administration. Everyone in the school must be aware of the signs of bullying and promptly report bullying to school official(s). The District encourages students who have been bullied or have witnessed bullying of other students to report the incident to the building principal. However, students may report bullying to any teacher or administrator.
- B. A teacher or administrator may ask a student reporting bullying to submit the complaint in writing on a Student Harassment/Bullying Report. Students are encouraged to use the form and include their name on the form. However, the District will investigate verbal reports and anonymous reports to the extent possible. If a complaint of bullying is made verbally, the District employee who received the complaint shall document it on a Student Harassment/Bullying Report. Student Harassment/Bullying Reports shall be forwarded to the building principal or his/her designee.
- C. Investigation – The principal or designee will investigate any report of alleged bullying to determine the facts and circumstances to verify the validity of the report. Interviews may be conducted and the results of the investigation will be documented. The principal or designee shall determine what, if any discipline is warranted to address the behavior as well what supports or services should be made available to both the bully and any victim(s) of bullying.
- D. Appeal – If the student accused of bullying, an alleged victim, or the parent of either party disagrees with the investigative findings of the principal or designee, they may appeal to the District Administrator. The appeal must be in writing and be submitted within ten (10) business days of being notified of the findings.

The District Administrator shall review the appeal and the investigative findings to determine whether modification is warranted.

**540-08 Confidentiality:**

The highest level of confidentiality possible is to be upheld regarding the submission of a complaint or report of bullying, and the investigation that follows. The District shall maintain a written report of the findings pertaining to the Bullying report and the action taken to address the behavior. Written reports shall be maintained for the purpose of documenting compliance with State and Federal law.

**540-09 Disciplinary and Remedial Action:**

- A. Students who commit acts of bullying may receive a range of consequences from being taught appropriate interaction skills up to and including suspension and or expulsion, as outlined in the code of students conduct.
- B. School employees found to have committed acts of bullying may be disciplined in accordance with District policies, procedures and agreements.
- C. Visitors and volunteers found to have committed acts of bullying shall be addressed by a school administrator. The administrator may address the behavior in several ways including, but not limited to, immediate removal from a school sponsored event, temporary or permanent bans from school sponsored events and/or reports to appropriate law enforcement officials.
- D. Bullying by a parent/community member may be addressed by:
- E. Notification to parent/community member of concerns and plan for supporting relationship/partnership in meeting student needs;
- F. Designation of point of contact for parent/community member when information is needed;
- G. Administrative presence at any fact-to-face meetings;
- H. Administrative presence when parent/community member will access classroom or learning environment.
- I. Denial of parental access to school facilities or activities to the extent permitted by law.
- J. Individuals who wrongfully and intentionally accuse another of an act of bullying may be subject to the same consequences and remedial action as those found to have committed acts of bullying or other, appropriate, disposition.

**Legal References:**

Sections 115.28(31), 118.13 and 118.155, 118.46 Wisconsin Statutes  
PI 9 and PI 41 of the Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Civil Rights Act of 1991  
Individuals with Disabilities Education Act

**544 – Student Harassment**

The Richland School District is committed to the mission of creating a school environment that treats all students with dignity and respect, provides students with a safe physical and emotional learning environment and promotes respect, tolerance and cooperation. To accomplish its mission, neither students nor school employees are allowed to engage in any form of harassment or intimidation involving students. This policy applies to students harassing students, students harassing staff or staff harassing students.

Harassment is prohibited on school property at any time and at all school-sponsored programs or activities off school property, such as school sponsored field trips/activities or co-curricular/extracurricular activities at other schools or other locations. The District will not tolerate harassment in any form and will take all necessary and appropriate action to eliminate harassment, up to and including discipline of offenders. Where appropriate, it is recommended that incidents of harassment be discussed with the person who has committed the harassment to make it clear that the behavior is offensive and not tolerated.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

**Administrative Regulations for New Policy (Student Harassment)**

544-01 “Harassment” is unwelcome verbal or physical conduct that is designed to threaten, intimidate, annoy or coerce the victim. Harassing conduct includes, but is not limited to, engaging in a course of conduct that intimidates, causes discomfort to or humiliates another person or which interferes with the victim’s academic performance.

“Intimidate” means to make timid or fearful, to frighten, or to compel or deter by threats. Harassment/Intimidation includes verbal comments or other expressions which insult, degrade or stereotype any person or group.

544-02 Examples of conduct and behavior prohibited under this policy include, but are not limited to the following:

- A. Physical or mental abuse.
- B. Verbal comments or other expressions which insult, degrade, or stereotype any person or group particularly when based on the victim’s sex, sexual orientation, race, national origin, ancestry, color, creed, religion, pregnancy, marital or parental status, or physical mental, emotional or learning disability.
- C. Offensive or objectionable remarks that cause the recipient discomfort, anger, or humiliation or which interfere with the recipient’s academic performance.

544-03 When the harassment/intimidation involves an imbalance of power, such as physical strength or social standing within the school, the conduct may also constitute bullying under the District’s Bullying Policies. Further, harassment that is based on the victim’s sex, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional or learning disability may also constitute unlawful discrimination prohibited by Board policy and state or federal law.

544-04 Harassment can be perpetrated or furthered by conduct that, fully or in part, occurs off school grounds and is not supervised by school authorities. Nevertheless, if any such conduct would, for any reason, constitute conduct that is engaged in on school grounds or under the supervision of school authorities, effectively or constructively, has an impact that causes a disruption or furthers harassing conduct at school, at school activities, or at any activity or event supervised by school authorities, or is otherwise conduct over which the District can lawfully assert jurisdiction, the District may consider and take action under this policy to address such conduct.

544-05 It is the responsibility of administrators, employees and students to ensure that these prohibited activities do not occur. Anyone who believes that he/she is the subject of harassment or has witnessed harassment, or any parent/guardian who believes that his or her child has been subjected to or witnessed harassment, should report the harassing conduct to the principal. If an individual is not comfortable with making a complaint to the principal, the complaint may be made to a teacher or school counselor with the understanding that incidents must be reported to the Administration for review and action.

544-06 **Complaint Procedures:**

The District provides a fair and equitable process to raise and review complaints of discrimination.

- A. Filing a Report – Reports of harassment may be reported using the Student Harassment/Bullying Form. Reports of harassment may be made confidentially. If a complainant asks for their identity to be kept confidential, the District will strive to honor that request. However, there may be circumstances in which the complainant’s identity will be identifiable by the District’s investigation. In those cases, complainants should be assured that the District strictly prohibits retaliation for reporting harassment and for participating in an investigation regarding alleged harassment. Individuals that receive a harassment complaint verbally shall document the complaint using the Student Harassment/Bullying Form and indicate that the complaint was received verbally.

- B. Investigation – The teacher or school counselor receiving the complaint shall report the complaint to the building principal or District Administrator. The Administration shall investigate the harassment complaint as soon as possible and take appropriate action to eliminate the harassing conduct.  
Upon investigation, individuals who are determined to have engaged in harassment under the provisions of this policy may be subject to disciplinary action. This may include, but is not limited to, reprimand, detention, suspension, or expulsion, as well as being reported to law enforcement officials.
- C. Appeal – If the student accused of harassment, an alleged victim, or the parent of either party disagrees with the investigative findings, they may appeal to the District Administrator. The appeal must be in writing and submitted within ten (10) business days of being notified of the findings. The District Administrator shall review the appeal and the investigative findings to determine whether modification is warranted.

The District shall maintain a written report of the findings pertaining to the harassment complaint and the action taken to eliminate the harassing conduct. Written harassment reports shall be maintained for the purpose of documenting compliance with State and Federal law.

**544-07 No Retaliation:**

- A. Individuals subjected to harassment, individuals reporting harassment and individuals participating in a harassment investigation will be protected from retaliation. Any person retaliating against a person who is the subject of harassment, reports harassment, or participates in a harassment investigation shall be disciplined.
- B. All District employees are expected to intervene in any suspected or blatant acts of harassment or intimidation towards students. Informal efforts to resolve acts of harassment or intimidation are encouraged.
- C. Principals are responsible for informing staff and students annually of this student harassment policy.

544-08 This policy is to be published yearly in all student and staff handbooks.

**Legal Reference:** Sections 115.28(31), 118.13 and 118.155, Wisconsin Statutes  
 PI 9 and P1 41 of the Wisconsin Administrative Code  
 Title IX, Education Amendments of 1972  
 Title VI, Civil Rights Act of 1964  
 Section 504 of the Rehabilitation Act of 1973  
 Americans with Disabilities Act of 1990  
 Individuals with Disabilities Education Act  
 Civil Rights Act of 1991  
 McKinney-Vento Homeless Assistance Act

**545 – Equal Educational Opportunities / Discrimination**

The Richland School District is committed to equal educational opportunity for all District students. 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, race, religion, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap. Modifications of facilities necessary to provide a student with equal opportunities shall be made as required by law and permitted by budgetary limitations.

The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

**Administrative Regulations for New Policy (Equal Educational Opportunities/Discrimination)**

545-01 Children of homeless individuals and unaccompanied homeless youth (youth not in the physical custody of a parent/guardian) residing in the District shall have equal access to the same free, appropriate public education, including comparable services, as provided to other children and youth who reside in the District. Homeless children

and youth shall not be required to attend a separate school or program for homeless children and shall not be stigmatized by District personnel.

545-02 Students who have been identified as having a disability under Section 504 of the Rehabilitation Act or the Americans with Disabilities Act shall be provided with reasonable accommodations in educational services and/or programs. Students may be considered disabled under this policy even if they are not covered under the District's special education policies and procedures.

545-03 The District shall also provide for the reasonable accommodation of a student's or parent's sincerely held religious beliefs with regard to examinations and other academic requirements. Requests for accommodations shall be made in writing and approved by the Principal. Accommodations may include, but are not necessarily limited to, exclusion from participation in an activity, alternative assignments, release time from school to participate in religious activities, and opportunities to make up work missed due to religious observances. Any accommodation granted under this policy shall be provided to students without prejudicial effect.

**545-04 Complaint Procedures:**

- D. The Complaint procedures set forth below shall not apply to the following:
1. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of a free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined in District policy and State and/or Federal law.
  2. Discrimination complaints relating to programs funded and specifically governed by federal law or regulation, also known as "EDGAR complaints," shall be referred directly to the State Superintendent of Public Instruction.
- E. Any complaint regarding the interpretation or application of the District's Equal Educational Opportunities/Discrimination Policy shall be processed in accordance with the following:
- i. Any student, parent, or resident of the District complaining of discrimination on the basis of sex, race, religion, national origin, color, ancestry, creed, marital or parental status, sexual orientation, physical, mental, emotional or learning disability or handicap in school programs or activities shall report the complaint to the District Administrator. The District Administrator shall document the complaint on the District's Pupil Discrimination Complaint Form.
  - ii. The District Administrator, upon receiving a complaint, shall acknowledge receipt of the written complaint within 45 days of its submission and shall immediately undertake an investigation of the suspected infraction. The District Administrator will review the complaint with the building principal, or other appropriate persons, and the facts comprising the alleged discrimination. The District Administrator shall report the findings to the Board along with a recommended corrective action if warranted. Within 90 days of the filing of the complaint, the Board shall review the merits of the complaint, determine the action to be taken, if any. The District Administrator shall report in writing the findings and the resolution of the complaint to the complainant.
  - iii. The Complainant shall be notified of the right to appeal a negative determination by the Board to the State Superintendent of Public Instruction and of the procedures for making the appeal.
  - iv. Discrimination complaints relating to the identification, evaluation, educational placement or the provision of free appropriate public education of a child with a disability shall be processed in accordance with established appeal procedures outlined under the District's Special Education policy.

545-05 The District Administrator shall keep records of all formal and informal complaints, including all relevant dates, a summary of the evidence and facts and a statement of the final determination.

545-06 Nothing in these procedures shall preclude individuals from filing a complaint directly with the Office for Civil Rights as authorized under federal law. Such complaints shall be made to: Office for Civil Rights, U.S. Department of Education, Citigroup Center 500 W. Madison Street, Suite 1475, Chicago, Illinois 60661-4544.



545-07 Notice of this policy and its accompanying complaint procedures shall be published at the beginning of each school year and posted in each building in the District. In addition, a student non-discrimination statement shall be included in student and staff handbooks, course selection handbooks and other published materials distributed to the public describing school activities and opportunities.

**Legal Reference:** Sections 115.28(31), 118.13 and 118.155, Wisconsin Statutes  
PI 9 and P1 41 of the Wisconsin Administrative Code  
Title IX, Education Amendments of 1972  
Title VI, Civil Rights Act of 1964  
Section 504 of the Rehabilitation Act of 1973  
Americans with Disabilities Act of 1990  
Individuals with Disabilities Education Act  
Civil Rights Act of 1991  
McKinney-Vento Homeless Assistance Act

### **CARE OF PERSONAL PROPERTY**

The school is not responsible for personal property. Large sums of money, expensive watches, jewelry, MP3 players, iPods, iPads, laptops, cell phones, etc. should be left at home. If an article is lost, check to see if it has been turned into the office.

### **CHROMEBOOKS**

All students are issued a Chromebook for use during the school year. This device is an integral part of the educational process, therefore students are allowed to take the device home. This device is the responsibility of the student, consequently any damages incurred will be subject to fines.

### **CLASSROOM CODE OF CONDUCT**

The Board of Education believes appropriate classroom conduct is essential to creating a positive learning environment. Teachers are expected to create a positive classroom environment that is conducive to learning and self-discipline. Students are expected to behave in a manner that is based on respect and consideration for the rights of others. Students are further expected to know and abide by the rules of behavior established by the classroom teacher, school administration, and Board of Education.

### **Inappropriate Behaviors**

A teacher may temporarily remove a student from class for dangerous or unruly behavior that interferes with the ability of the teacher to teach effectively. This type of behavior includes the following:

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the class or otherwise in violation of Richland School District Policy (Weapons in School).
2. Throwing objects in the classroom.
3. Being under the influence or possession of alcohol or otherwise in violation of Richland School District Policy.
4. Being under the influence of or in possession of controlled substances or look-alike products or in possession of drug paraphernalia or otherwise in violation of Richland School District Policy.
5. Being in possession of tobacco products in violation of Richland School District Policy.
6. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive class environment, or otherwise is in violation of Richland School District Policy.
7. Obstruction of class activities or other intentional action taken to attempt to prevent the teacher from exercising assigned duties.
8. Restricting another person's freedom to properly utilize class facilities or equipment.
9. Repeated disruption or violation of class rules.

10. Excessive or disruptive talking.
  11. Interfering with the orderly operation of the class by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
  12. Repeated class interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
  13. Behavior that causes the teacher or other students fear of physical, psychological, or emotional harm.
  14. Taunting, baiting, inciting and/or encouraging a fight or disruption.
  15. Pushing or striking a student or staff member.
  16. Physical confrontations or verbal/physical threats including fighting.
  17. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
  18. Willful damage to school property or property of others.
  19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
  20. Repeated reporting to class without bringing necessary materials to participate in class activities.
  21. Use of profanity.
- Reasons other than behavior for which a student may be removed from class:**
22. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates a class disorder.
  23. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
  24. Violation of any rule listed in the Richland School District Student Handbook.

### **Possible Penalties for Misbehavior**

1. Parent conferences.
2. Detention during lunch, study halls, or throughout the school day.
3. Before or after school detentions.
4. Loss of after school activities, parking privileges, or other consequences deemed appropriate by an administrator.
5. Suspension.
6. Police referral – possible citation (i.e. disorderly conduct, tobacco citation, etc.)
7. Expulsion.

### **Parent/Guardian Notification Procedures**

The building principal or designee shall notify the parent/guardian of a minor student, in writing, when a teacher has removed a student from class. This notification shall include the reason for the student's removal from class and the placement decision involving the student. The notice shall be given as soon as practicable (not more than five working days) after the student's removal from a class and the placement determination.

When making the placement decision, the building principal or designee shall consider the following factors:

1. The reason the student was removed from class (severity of the offense).
2. Type of placement options available for the student in that particular school and any limitations on such placement.
3. The estimated length of time of placement.
4. The student's individual needs and interests.
5. Whether the student has been removed from the teacher's class before (repeat offender).
6. The relationship of the placement to any disciplinary action.

## **Suspension**

District Administrators or their designees may suspend a student (for a period of time not to exceed five school days for each specific behavior or for fifteen consecutive school days if a notice of expulsion hearing has been sent) for noncompliance with rules as listed in Board Policy on Classroom Code of Conduct, student handbook, and/or state statutes. The Board of Education reserves the right to levy reasonable consequences for behavior offenses not specifically listed in advance.

## **Suspension Procedures**

1. The student is advised of the reason for the proposed suspension.
2. The student will be given an opportunity to explain his/her version of the incident.
3. The administrator or designee determines the student's suspension is reasonably justified.
4. The parent or guardian of the suspended minor shall be given prompt notice of the suspension and the reason for the suspension.
5. A letter will be sent to the parent/guardian documenting the suspension.
6. Minor pupils suspended during the school day will be released to their parent(s)/guardian(s).

Suspended students shall not be denied the opportunity to take any quarterly, semester, or grading period examinations. Pupils will also be allowed to complete course work missed during the suspension period.

Suspended students may not participate in or attend school events during their suspension.

## **Expulsion**

The District Administrator shall decide whether or not a student needs to be taken to the Board. When it is necessary to expel a student the District shall follow procedures outlined in Wisconsin Statutes 120.13 and Federal Law 18 USC 921 (a)(3).

## **Bus Regulations**

To fulfill the Richland School District's responsibility in providing safe and comfortable transportation for all students of the Richland School District, students are expected to follow these rules:

1. Do not interfere with health and safety of others.
2. Remain seated at all times; keep the aisles clear.
3. Loud noise levels are not permitted.
4. Swearing and the use of profanity is not permitted.
5. General school district rules are enforced at all times.
6. Skateboards are not allowed on the bus.

\*The bus service is an independent business separate from the Richland School District. Riding the bus is a privilege and can be eliminated by the building principal.

## **CLOSED CAMPUS**

Richland School District is a **closed campus**. Students are required to attend all scheduled classes, assemblies, activities, and study halls, unless they have permission and a pass approved by an administrator or designee. Students who leave school property without administrative approval may be considered unexcused and truant.

## **COMMENCEMENT**

The Commencement Exercise (graduation ceremonies) for graduating seniors is a privilege, not a right. Students with outstanding school-related financial and/or disciplinary obligations will not be permitted the privilege of participating in commencement activities. Students under the influence of alcohol or other chemicals at the time of commencement will be exempted from participating in commencement activities. Commencement is a very special

time. The integrity and dignity of the activity will be upheld to the highest degree. In order to participate in commencement exercises, a student must meet all academic requirements established by the Richland District and State of Wisconsin. Students who are not progressing academically on schedule for graduation at the end of first semester of their senior year will be taken off the graduation list for that school year, but will have the option of taking part in the commencement ceremonies of a following year in which they meet requirements for an RCHS diploma. A student that possesses a course or credit deficiencies at the time his/her class is graduated shall become eligible for a diploma whenever s/he completes all requirements and receives the approval of the High School Principal. A student who is academically on schedule for graduation at the end of the first semester of his/her senior year, but who fails to pass a subject(s) necessary for a diploma during final exams when grades are computed, may participate in the commencement exercise even though s/he will not receive a diploma at that time.

### **DISTRICT USE OF STUDENT PICTURES AND WORK**

The district may make use of student work or student pictures in their publications. If you do not wish for your picture or personal work to be used by the district you must inform the office in writing.

### **DRESS CODE**

Clothing which could be offensive to others, disruptive to the school environment, or distract from the educational process is prohibited. Student dress or grooming:

1. Should not promote alcohol, drugs, sex, tobacco, gangs, or contain other undesirable ads/slogans. Inappropriate or suggestive clothing will not be permissible at RCHS.
2. Should not display obscene, lewd, or vulgar comments.
3. Should not intend to harass, threaten, or demean an individual or group.
4. Should not promote actions that are illegal or in violation of school policies.
5. Should not be immodest or suggestive and show cleavage or other inappropriate areas.

Clothing should cover the student's body and undergarments. Clothing such as, (not all-inclusive) 1/2 shirts, baggy pants that expose underwear (low-wearing pants), clothing with holes in dubious locations are not to be worn in school. All shirts/dresses must go over the shoulder with at least a one inch strap.

Any types of headgear, other than those specifically designed, and used, for restraining long hair, should be removed when entering a building. Due to safety concerns, the wearing of coats, jackets, or other outside apparel is not allowed in the classrooms. It is recommended that students keep a sweatshirt or sweater in their lockers to wear on colder days. Shoes or appropriate sandals must be worn at all times. In addition, special clothing may be required for some classes or for participation in activities or events.

If questions should arise regarding the appropriateness of student attire, the administration retains the right to make decisions on student dress. Student dress that the administration feels is indecent or disruptive to a positive educational atmosphere will not be allowed. Failure to abide by request for clothing change will be considered insubordination and subject the student to suspension. Any school time lost will be unexcused.

### **DUAL ENROLLMENT**

Dual Enrollment provides an RCHS student the opportunity to earn college credit, but not high school credit (See your guidance counselor for details).

### **FOOD SERVICE**

The Richland School District provides students and staff an exceptional food service program. Besides the traditional school lunch, we offer the "grill line", which is usually some type of sandwich with French fries. In addition to our three traditional lunch lines we offer a large variety of snack and lunch items for sale in our ala carte snack bar. If students wish to make a deposit into their family account they may do so at the high school office. All food and beverages are to be consumed in the main Commons area, only. Beverages are not to be stored in lockers.

The Richland School District uses a computerized lunch system. It is a debit account system, where each family has one account, and each student in the family draws funds from it when they eat from the breakfast, lunch, or ala carte line. A deposit must be made into your family account before your children eat any meals. Each student needs

to memorize his/her personal lunch number. This is the number s/he will enter on the lunch lines. This is not the same as the family I.D. number. (NOTE: There is one (1) family I.D. number per household, but each student has a personal lunch number.)

Each student is able to purchase one (1) lunch on their account per day (this includes milk). Additional lunches purchased on their account will be charged per additional meal. This includes additional meals purchased by the students on the free/reduced lunch program. Students will also be able to purchase ala carte items from their accounts unless **the parent** indicates otherwise. If you wish to allow your child to purchase additional lunches, milk, or ala carte items from your account, you will need to deposit additional money. This includes students receiving free meal benefits. Students receiving free meal benefits can go through the main line once a day without any prior deposits.

If you have questions, please feel free to contact the District Food Service Director, Nellie Tyl, at 647-6063.

## **HEALTH SERVICES**

The high school office supervises the school's health program during regular school hours when the nurse is not available. The school nurse is on call when professional help is necessary. If you become ill while in school, you should report to the high school office. An ill student should not be in an unsupervised location, such as the rest room or locker room areas. For liability reasons, students are not allowed to leave the school unless the office has made parental or emergency contact. If a student leaves the school without allowing us to contact a parent or emergency contact, s/he will be considered unexcused.

We reserve the right in an extreme emergency to have a student transported to the clinic or hospital. The parent/guardian will be notified as soon as possible.

## **Student Health and Wellness**

The Board of Education believes that good student health helps student academic performance. Hence each student should be provided an education that will promote student health and wellness throughout healthy dietary lifestyles, regular on-going physical activity and an atmosphere that promotes a lifelong practice of wellness behaviors. The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

## **School Nurse**

The school nurse is scheduled to be in all of the buildings. When the school nurse is not available, office personnel at the high school may contact an ambulance depending on the severity of a situation. If a health concern comes up during the school year, please call the school nurse to make her aware. She will be glad to work with students and families to meet their needs.

## **Emergency Contacts**

It is very important that the Emergency Information be updated and the emergency contacts listed (grandparents, aunts, uncles, neighbors, etc.) have transportation. Please make the office aware of any changes throughout the school year. If a parent/guardian is unavailable, emergency contact people may be asked to pick up students.

## **Medications**

Whenever possible, medications should be taken at home. If a student is taking medication at school, the medication should be kept in the office and a medication form is required to be filled out. A doctor's signature for permission to take medication at school, with the student's name on it is required for prescriptions. Parents must have a medication form signed for students to take over the counter medication. Medication must be in the original container for safety.

The Richland School District has Ibuprofen, Tylenol, and cough drops/lozenges available in the high school office if the time comes when the student may need them. However, the parent/guardian authorization form must be on file before medication can be given. Forms are available in the high school office.

## **Accidental Benefit Policy**

Parents have an opportunity to purchase supplemental insurance for students participating in school-sponsored activities. Additional information concerning the purchasing of supplemental insurance may be obtained through the high school office. In order to be eligible for benefits, it is necessary that the student involved report all accidents or injuries to the office and the teacher/coach. Failure to do so will result in the loss of benefits. It is a student's responsibility to report any injury.

## **ILLEGAL SUBSTANCES/ITEMS**

### **Alcohol, Illegal Drugs, & Improperly Dispersed Medications**

Illicit drugs (including illegal drugs, look alike drugs, drug paraphernalia, or illegally obtained drugs that are used in a manner other than prescribed by the physician), alcohol, and tobacco are not permitted on school grounds leased by the school, at school sponsored activities, in vehicles owned operated, rented or contracted by the district. Failure to abide by this policy will result in disciplinary action up to and including suspension or expulsion. Violations of this policy may also result in a referral to law enforcement officials for prosecution under specific state and local laws. This is also a violation of the Activity Code.

### **Weapons**

Dangerous weapons are prohibited on school property, within school buildings, in school vehicles, or at school-sponsored activities. A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, or chemical spray, karate stick, metal knuckles, or any other object that, by the manner it is used or intended to be used, or by its appearance, is capable of inflicting bodily harm and or if being used to threaten, frighten, or intimidate. No student shall possess, sell, distribute, fire, threaten to use or explode any firearm, bomb, smoke bomb, firecracker or other explosive or incendiary device on school premises, buses, or school sponsored events.

Weapons or look-alike weapons confiscated from a student shall be reported to parents/guardians and/or to law enforcement authorities at the discretion of the principal. Disciplinary measures may include immediate suspension and/or referral to the Board of Education for expulsion from school.

**Exceptions:** Weapons that are registered and handled in a legal manner for the purpose of education, or weapons handled during community use of school facilities. Authorization of weapon use must be received by the building principal. Weapons that are under the control of law enforcement personnel are allowed.

## **INDEPENDENT STUDY**

Independent study could be an option in unusual circumstances and as deemed appropriate by the affected department(s). Because of teaching loads and contractual agreements, independent study must be teacher-initiated. It cannot be mandated.

## **LOCKERS**

### **Hallway & Athletic/Activity Lockers**

Although lockers are assigned to all students, the lockers remain the property of the Richland School District. Students will be held responsible for keeping them in good condition. All lockers are subject to search (announced or unannounced) at the discretion of the administration in accordance with Board policy.

Students may obtain a combination lock(s) from the office for a cost of \$5.00 per lock. Once purchased, these locks belong to the student. No refunds will be given for any locks previously purchased or purchased in the future. Absolutely no private locks (locks not purchased through the high school) are allowed on school lockers without permission of the high school administration. Any unauthorized locks may be removed by the administration without notification.

### **Searches**

School property as well as backpacks, duffel bags, automobiles, or other non-school property present on school grounds or at school events are subject to search by an administrator (or designee) at the administrator/designee's discretion if the administrator/designee believes there is a security/safety need or concern.

School officials on a random, unannounced basis may schedule canine searches of lockers and vehicles. Students face prosecution if narcotics or illegal contraband are discovered.

### **Surveillance**

Cameras are placed in public areas such as entrances, hallways, commons, gymnasiums, parking lots, athletic fields, and exteriors of buildings to maintain safety, minimize theft and vandalism, and enforce district policies and rules. These cameras are not continuously monitored, and only authorized individuals may review recordings.

### **MAKE-UP WORK**

Pupils may not be denied credit in a course or subject solely because of his/her unexcused absence or truancy. The school may, however, with Board approval, set standards of attendance and performance for passing a course or subject. Students who were absent or truant shall be allowed to make-up major examinations or be given an equivalent examination. The classroom teacher shall set up a time, place, and conditions for the makeup examination. Such make up time need not be during the regular school day. Credit will be completed within a reasonable time.

If a student has been or is going to be absent for three (3) or more consecutive days, homework may be requested by contacting the high school office (647-6131). In most cases 24 hour notice is needed to collect homework from teachers.

### **OFF-CAMPUS COURSES AND CORRESPONDENCE COURSES**

All off-campus courses (including correspondence) must be pre-approved in writing by the building principal (or designee) in order for a student to receive high school grade and credit. All grades recorded on the transcript will reflect the exact grade(s) and credit(s) received from the off-campus institution. A "Pass" grade (P) cannot be substituted for an "A", "B", "C", or "D" grade. Any course receiving a failing grade will be recorded as an "F". The grades and credits for all pre-approved courses will be recorded on the student's transcript. Depending upon the grade earned, this may result in the student's cumulative grade point average being raised or lowered. In the event the off-campus institution grants a two-letter grade (ex. A/B, B/C, etc.), half of the credit will be represented by the first grade and half by the second grade. In the case of an "A/B" grade, half of the credit will be recorded as an "A" (4.0), and half of the credit will be recorded as a "B" (3.0). This equates to 3.5 or "A/B". (Contact your counselor for further information.) The Guidelines and Pre-Approval Form for RCHS Students Taking Classes Off-Campus can be obtained from the Guidance Center at the high school. This would include Wisconsin's new Youth Options program (replacing the old PSEO) and the RCHS/UW-R Academic Alliance 2.0 Courses.

### **PARENT ORGANIZATIONS**

**FFA Alumni Association:** Seeks to expand the Alumni Association's role as it pertains to agricultural/biological education and student support. For additional information, contact the High School Office at 608-647-6131.

**RCHS Athletic Booster Club:** Our purpose is to broaden the involvement of the students, their families, alumni, the community and the school through support for all athletic programs at the Richland Center High School. For additional information, contact the High School Athletic Department at 608-647-6131. Meetings held the first Wednesday of the month at 6:15 p.m. at the high school during the school year.

### **POSTING NOTICES**

All notices/postings must have the approval of the building principal or designee. Unless pre-approved by the building principal, posters are not to be fastened to the walls in any other fashion.

### **REGISTRATION**

Students are expected to follow their four-year plans. If a four-year plan needs to be modified prior to registration, a student should seek the assistance of his/her counselor. Students are expected to submit completed registration forms that indicate whether they plan on following a college preparation or non-college preparation path. It is the responsibility of students and parents to follow the course description catalog and the four-year plan of the student.

The guidance department cannot guarantee that students will be enrolled in classes indicated on registration forms. Requests for a particular teacher or section cannot be an option in registration. It is important for students to list

alternate course selections. Student schedules do not become official until classes have been balanced and reviewed by the administration and guidance personnel.

### **SCHEDULE CHANGES**

Schedule changes for each semester will not be made unless an extenuating circumstance can be documented. Extenuating circumstances include: inappropriate placement; danger of not graduating on time; medical condition; overloaded class; office error; or disciplinary removal from class. Building principal (or designee) approval is necessary. If a student believes a change in his/her schedule is necessary, s/he must contact his/her guidance counselor within the first 5 days of the semester. Students who drop a class after 5 school days will receive an "F" for the course.

### **SCHOOL CLOSING INFORMATION**

Severe weather or other emergency school delays or cancellations will be announced on WRCO radio (**100.9 F.M.** or **1450 A.M.**). At times in the past, the district has been unable to return students to their homes due to snow, ice, or flooding. In situations like these, parental permission is necessary to allow a neighbor or friend to pick up students, if the parents are unable to do so. Parents should contact the school early in the school year and make arrangements for such an emergency.

As per school board policy, on days when students are released early or school is canceled, there will be no practice or after-school activities. This includes "volunteer" or optional practices.

### **SCHOOL COUNSELING**

The goal of the Counseling Department is to serve all students as advisors on academic, personal/social, and career concerns. Counselors aid students in transitioning to high school, to college, and to the world of work. Students will have Individual Learning Plans, which review student strengths, extra-curricular, post high school dreams, and interpret career and academic test scores. Individual Parent/Student Conferences are encouraged.

### **STUDENT ACCEPTABLE USE OF INTERNET**

1. District Technology Resources, including Internet access, are provided to students for educational purposes.
2. Student users of the Internet have no rights to personal privacy in connection with their usage of the Internet, thus district staff may monitor usage.
3. District retains the right to monitor, access, intercept and review all messages or information created, received or sent over Internet.
4. Students on the Internet must adhere to the same standards of conduct expected and required in the classroom.
5. All Internet communications and information shall be assumed to be copyrighted materials.
6. The Internet shall not be used to degrade or disrupt system performance of district hardware or software or interfere with another user's work on the Internet.
7. Use of the Internet to access and/or distribute objectionable and/or obscene material, child pornography, or other material that is harmful to minors (per Children's Internet Protection Act Code of Conduct) or to promote gang-related, racist, or other inappropriate activities is prohibited.
8. Use of the Internet shall not be used for any objectionable, vulgar or inappropriate purpose is strictly forbidden.
9. Use of the Internet to harass others by interfering with another's work, sending unwanted messages, or insulting or attacking others is prohibited.
10. Students are prohibited from sharing personal information about themselves or others on the Internet, including computer passwords.
11. Students are prohibited from using another person's password.
12. All district computers with Internet access will be equipped to restrict, by use of available software filtering technology, all student access to materials that are believed to be obscene, child pornography or harmful to minors under CIPA Rules of Conduct.



13. Failure of any individual to follow the terms of this policy will result in disciplinary action, loss of certain privileges, and/or appropriate legal action.
14. Students must read and sign the Student Internet Acceptable Use Form on a yearly basis. This is a part of the regular student handbook signing.

## **STUDENT FEES**

Certain fees must be paid during the school year. Students will also be held financially liable for books and/or school equipment checked out under their name. This includes all lockers/locks.

### **RCHS Student Fees**

Activity Pass	\$40.00	(25 punches that covers normal games or concerts)
Assignment Book (Required)	\$5.50	(Student Handbook is included in the assignment book)
All RCHS locks	\$5.00	
Band uniform fee	\$13.50	
Physical Education Fee	\$ 4.50	
Sports fee per sport	\$40.00	
Transcript (each)	\$3.50	
Metals/Welding	\$40.00	
AP Human Geography	\$18.00	
Food & Nutrition	\$40.00	
Advanced Food & Nutrition	\$40.00	
Independent Living	\$40.00	
Child Development/Parenting	\$40.00	

**Additional Course Fees may apply.**

### **One to One Device Fee Information**

First Time fee for ANYTHING	\$10.00
Broken Screen	\$50.00
Broken Keyboard	\$90.00
Lost Charger	\$50.00
Damaged Case	\$0 - \$25
Device	\$200.00

Reimbursement of any unused student fees must be claimed by the end of that academic year. Lunch fees carry over through the end of senior year. Money paid down on music fees is not refundable. Locks become the property of the students and can be reused each year. Only school issued locks may be used for safety reasons.

## **STUDENT PARKING**

### **Parking Lots**

Parking of vehicles on school property is a privilege that is governed by the High School Administration. Parking privileges can be revoked due to irresponsible behavior. Between the school hours of 7:30 a.m. to 3:45 p.m. the following lots are reserved:

- Lots **A and F** are reserved for faculty and visitor parking.
- Lots **B, C, and D** are reserved for **student parking**.
- Lots **D and E** are reserved for the District Office
- Students are not permitted to park in the faculty/visitor parking lot, marked crosswalks, or areas outside of the parking lots. A parking citation can be issued, and parking privileges can be lost.
- Lots **A and E** have handicapped parking.

## **Parking Rules**

- The Richland School District reserves the right to search vehicles parked on school property, with or without the reasonable suspicion of a possible violated school policy. A student's privilege of parking on school property is conditional upon the student's consent to a search.
- For security purposes, all parking lots are off limits to students during school hours.
- A student may receive permission from administration to go to his/her car.
- Co-op students or students with a passport to leave school are permitted in the parking lots.
- Students are expected to maintain a safe speed at all times.
- The school district does not accept responsibility for any damage incurred to any vehicle.
- Vehicles must be parked within defined parking stalls.
- No loitering allowed in the parking lots

## **STUDENT RECORDS**

Student records shall be available for inspection or release only with notification or prior written approval of the parent or adult student, except in situations where legal requirements specify release of records without such notification or prior approval.

## **Directory Data**

By legal definition directory data 118.125 (1)(b) includes pupil's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, photographs, degrees and awards received, and the school most recently attended.

Directory Data may be disclosed to any person unless the adult student or parent, legal guardian ad litem, of a minor student inform the school that all or part of directory data may not be released without prior consent of the adult student, legal guardian or guardian ad litem. The District will not release directory data earlier than two weeks (14 days) after the opening of school or receipt of this notice.

## **STUDENT SCHEDULES (CLASS LOAD)**

A minimum class load of **seven (7) credits** per year is required. Students may take seven and one half or more credits with prior administrative or counselor approval.

## **STUDENT VISITORS**

Unless there is an educational purpose, student visitors are not allowed in the building between 7:30 a.m. and 4:00 p.m. The safety of our students and staff as well as the learning environment is jeopardized by non-educational visits.

## **STUDENTS TURNING 18 YEARS OF AGE**

Students of legal age are subject to the same behavioral, attendance, and other pertinent rules and regulations that apply to minor pupils. Adult students may write their own excuse for absence and make other adult decisions. This fact does not make an unauthorized absence valid nor excuse noncompliance with the established rules and regulations acceptable. Students are subject to the same truancy guidelines until the semester after they turn 18.

## **STUDY HALLS**

Study halls are designed so that students have the opportunity to study in a quiet, formal manner. For attendance purposes, all students are required to report to study hall. If a student fails to report to study hall, s/he will be marked absent.

If a student wishes to work in a classroom during his/her study hall period, s/he needs to make prior arrangements with the classroom teacher. In most cases, a student will need a pre-arranged pass from a teacher. For attendance purposes, all pre-arranged passes should be given to the study hall supervisor

## **Commons Privileges**

Those students who have fulfilled the following requirements during a grading period will be granted Commons privileges during study hall:

- Required GPA: Seniors 3.0; Juniors 3.25; Sophomores 3.5; Freshman 3.75 (Freshman cannot qualify until Semester 2)
  - Privileges are determined after each semester grading period. (Term 4 and Term 8)
  - Students who receive a failing grade for any term grading period will lose their privileges until the next grading term.
  - Students may lose their privileges for
    - At teacher request due to decreasing effort or grades.
    - Violations of school rules.
    - Poor behavior.
    - Not following proper procedures for release from study hall.

## **TELEPHONES & MESSAGES**

### **Telephone Usage**

Students may not use the telephone or extensions throughout the building, unless it is for school business or is an emergency and they have obtained permission from a staff member to use the phone. Students may use the telephone in the office should they need to contact home.

### **Messages**

Only messages from parents/guardians will be given to students. Student will not be called out of class or study hall for phone calls except for family emergencies. To avoid classroom interruptions, the office staff will take pertinent messages from incoming calls and relay them to the student as soon as possible. It is the student's responsibility to listen for announcements and pick up messages in the office.

### **Cell Phones and Electronic Communication Devices**

Students are allowed to use electronic devices while at school. Students may use them before and after school, during passing periods, while at lunch, and in classrooms at teacher discretion. Violations of these procedures will result in the following:

- 1st violation: Confiscation of the device for the school day
- 2nd violation: Confiscation of the device for a week
- 3rd violation: Electronic device is no longer allowed in school.

Such possession or use of an ECD may not, in any way; disrupt the educational process in the school district, endanger the health or safety of the student or anyone else, invade the rights of others at school or involve illegal or prohibited conduct of any kind.

Any students possessing a cell phone or other ECD shall do so at their own risk of possible loss, damage, or liability. Use of any ECD's is prohibited at any time in areas where one would reasonably expect privacy (i.e. locker rooms and rest rooms).

Violations of this policy may result in confiscation of the devices and disciplinary action against the student, up to and including expulsion.

## **THREATS**

Please be advised that threats towards school district property, personnel, and/or individuals involved with RCHS will not be taken lightly. We will deal with such acts in an expeditious and appropriate fashion. We will display total

intolerance to behavior that in any way threatens other human beings or district property. Such acts will involve law enforcement where and when the school administration deems it appropriate.

### **VIDEO CAMERAS ON THE BUS**

The Richland School District has approved the use of video cameras on school buses for the primary purpose of reducing disciplinary problems and vandalism on the bus, thereby allowing the driver to focus on the driving of the bus and providing for safer transportation of students. If you have any questions, please contact your child's principal, or the District Office at 647-6106.

### **WISCONSIN EARLY COLLEGE CREDIT PROGRAM**

The Early College Credit program permits Wisconsin students the opportunity to earn university credit while earning high school credit. By March 1st for the fall semester and October 1st for the spring semester, students must notify the Richland School Board of their intention to participate in the program. (See your counselor for details.)

### **WORK PERMITS**

Students requesting work permits must submit the following:

1. Written permission from a parent.
2. Written request from your employer.
3. Social Security card.
4. **Fee of \$10.00** (established by the State of Wisconsin).
5. Birth certificate, Baptismal certificate, or Driver's License

Effective June 23, 2017 – Changes to Wisconsin's child labor law removes the requirement that 16 and 17 year old minors obtain work permits prior to beginning work. Work permits will not be issued for minors, ages 16 or 17.

### **2019-2020 RCHS ACTIVITY CODE**

The Activity Code provides an outline of student responsibilities for participation in the Richland School District's Activities Program. All co-curricular activities will be governed by this Code. A listing of activities subject to this code may be found in the R.C.H.S. Student Handbook. This district will not tolerate bias based upon prejudice towards gender, race, color, creed, marital or parental status, sexual orientation, physical, mental, emotional, or learning disability.

All students upon enrollment to Richland Center High School will be subject without prejudice to the behavioral and academic expectations of the Richland Center High School Activity Code.

Coaches and Activity Directors may have consequences that extend beyond this policy. For example, students in a leadership role within an organization may be removed from said responsibilities, but not from the organization/activity. Such decisions are left to the discretion of the coach/activity director.

### **RCHS Co-Curricular Philosophy**

Co-curriculars are an integral part of our school district's educational program that provides our students with enriching and healthful experiences in which physical, mental and social growth shall be stimulated. Co-curriculars is all encompassing and refers to athletics as well as other non-athletic clubs and activities. Participation in co-curriculars provides opportunities and experiences that are difficult to duplicate in other school activities. These experiences are developmental in nature and consider the age related characteristics and needs of our students as they move through the grades. Richland Center High School believes the following to be true:

1. Co-curriculars are a privilege made available to students who abide by the rules and regulations. Students involved have an obligation to present a positive image to fellow students and the general public; such as abstaining from drug and alcohol use and inappropriate behavior.
2. Co-curriculars are secondary to academics and are made available only if the student meets the academic eligibility requirements.
3. Co-curriculars provide an opportunity for students to learn the value of sportsmanship, discipline, responsibility and teamwork.

4. Co-curriculars provide for physical development, a sense of accomplishment and pride in one's team and school.
5. Co-curriculars provide an opportunity to sharpen the intellect, improve concentration, decision-making, leadership, perseverance and dedication.
6. The developmental needs of students necessitate different philosophies and practices at each level of participation.

When looking specifically at athletics it should be noted that it is a progression from the middle school level to the high school varsity level. The emphasis at the middle school level is on skill development, teamwork, strategy, sportsmanship and participation. While skill development, teamwork, strategy and sportsmanship continue to be important and are further developed at the high school level, athletics become more competitive with more of an emphasis on winning. The skill level and developmental level of the athlete is also more important in determining how much an athlete plays and at what level (Varsity, JV, Fro/So). While we would like to see all students that try out for a team be able to participate, the number of spots and opportunities to play may limit the number of athletes that make a team, and sometimes necessitate coaches to make cuts.

Athletes that make a Fro/So team should all be given the opportunity to participate. This does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the JV level, the progression toward varsity athletics continues with an increased emphasis on winning. While every Varsity reserve athlete ("conference regulations allow juniors in some sports to play at the this level, but many times this level is limited to 9th and 10th grade students only) should be given the opportunity to participate, this does not mean that all athletes play an equal amount of time. Furthermore, not all members of a team may get to play in every game or contest. Playing time is still the decision of the coach.

At the Varsity level, (athletes in grades 9-12, with the best skills in a specific program) being competitive and winning is emphasized more strongly than at any other level. It is the decision of the coach who will play in each game or contest to give the team the best opportunity to be successful. This means, that during the season, some athletes at the varsity level will see considerably less playing time than others on the team. While it is a reality that some varsity athletes may not play, we believe that being a member of the team is still a valuable experience.

## **Part I. Activities Covered by the Activity Code**

**A. CATEGORY I** (Athletics Activities): All athletic events, including cheer squad and cheer squad competition.

**B. CATEGORY II** (Non-Athletic Activities): All activities, trips, and/or performances by the following clubs/organizations:

Class Officers	Forensics	Science Club
Class/Club/School-Wide Trips	Investment Club	Spanish Club
Computer Club	Key Club	Student Council
F.B.L.A.	Managers	V.I.C.A. (Skills USA)
FFA	Pep Club	Yearbook
Field Trip (non-graded)	SADD Club	

### **Commencement Exercise**

**Music (Band/Chorus):** All Jazz Band, Swing Choir, Musical Theater (plays), & Solo/Ensemble

**Theater Productions:** One-Act Play Production, Three-Act Play Production, & Musical Play Production

**Dance Courts:** Homecoming, Snoball, Prom, or other major activity having court recognition

**National Honor Society** is regulated by its charter and national organization. The student is subject to whichever is greater, depending upon stated coverage for a given violation.

### **C. ACTIVITIES NOT COVERED**

Any required trip/field trip/activity that is part of the student's grade:

Formal Band/Choir Concerts	Pep Band Performances at Games	Parades (Band)
Large Group Contests (Band & Choir)	Curriculum-Related Field Trips (classroom)	

## **Part II. Academic Requirements**

The Richland School District strongly supports and encourages participation by all students in co-curricular activities. However, the district also recognizes academic performance as the primary focus for each student-participant.

### **A. ACADEMICALLY INELIGIBLE**

- 1) A student with a failing grade (**F**) and / or a **G.P.A. below 1.5** during any grading period cannot participate in a school-related activity until s/he meets this criteria. For the purposes of this Activity Code and remaining in alignment with WIAA policy: 4 ½ week progress reports, 9 and 13 ½ week progress reports, and semester grades will be used in the evaluation process.
- 2) For the purposes of this code, an incomplete (except in extenuating circumstances determined by building administration) will be treated as an "F".
- 3) The principal's office or designee will notify each coach/advisor when a student becomes eligible or ineligible.

### **B. 15-DAY ELIGIBILITY**

- 1) A student who becomes academically ineligible may regain eligibility by meeting the academic standard (1.5, no F's) following a period of 15 scheduled school days and nights of ineligibility. (Eligible on the 16<sup>th</sup> day)
- 2) If the student has not met the academic requirement in 15 days, s/he shall be excluded from participation until the next grading period.

### **C. FALL SPORTS ELIGIBILITY**

The following applies to students who are academically ineligible during the start of a fall sport that has a date of competition before the first day of classes: The minimum ineligibility period shall be the lesser of:

- 1) 21 consecutive calendar days beginning with the date of earliest allowed competition in a sport or
- 2) One-third of the maximum number of games/meets allowed in a sport (rounded up if one-third results in a fraction).

### **D. PRACTICE REQUIREMENTS**

During academic ineligibility, students are expected to practice with the team/organization.

### **E. FULL TIME STUDENT**

The student/athlete must be enrolled as a full-time student at RCHS as determined by Board policy and a resident of our school district as defined by the WIAA. A senior who has acquired all necessary credits toward graduation is not exempt from this rule. Seniors who graduate at the designated spring graduation date are still eligible to participate in spring sports even though they are not attending school.

## **Part III. School Attendance Requirements**

### **A. TRUANT**

Any student who is considered truant (for any part of the school day) will be considered ineligible to participate in practice/game/activity that same day. S/he is still expected to attend practice. See excusable/unexcusable absences.

### **B. EXCUSABLE ABSENCES**

Excuses for funerals must be approved by the building principal or designee prior to the absence. Medical or dental appointments must be approved in advance in order for the student to be eligible for activities/events on that day.

Students who are excused ill for the day are not expected (or eligible) to practice or participate in events after school. If a student has been excused ill and later decides to attend school, s/he must receive administrative approval before s/he can participate in that day's events. (Students need to be present in half of their classes on any given day.) A student who leaves school ill during the day would not be eligible to participate later that day.

Extenuating circumstances should be brought to administration for review

### **C. DETENTION/DISCIPLINE OBLIGATIONS**

- 1) Any student serving a suspension of more than two class periods will be ineligible to practice or participate in a game/performance for at least that day.
- 2) All discipline obligations must be fulfilled before a student can participate in practice.
- 3) Discipline obligations not met in a timely fashion as determined by the principal's office will result in a violation of the Activity Code, and the ineligibility will be determined under Penalties/Consequences.

### **D. PLANNED ABSENCES**

Students with properly excused planned absence days are eligible to participate in practices, performances, or games that same day.

## **Part IV. Doctor Release**

If a student-athlete has a doctor order to abstain from participation in a co-curricular activity or is restricted in participating in a practice or game via a doctor note, then a follow up doctor note is **required** to resume participation.

## **Part V. Violations**

### **A. VIOLATING THE RIGHTS OF OTHERS.**

Students guilty of violating another individual's rights, destroying school property, degrading the school in any manner, or violating statutory law, county ordinances, city ordinances, and/or district policy, shall be penalized under Category I and II. Penalties could exceed Category I and II, including, but not limited to: theft, trespassing and/or harassment and /or district policy, shall be penalized under Category I and II. Penalties could exceed Category I and II, including but not limited to, legal prosecution.

These violations could include a student's actions occurring outside of the school's jurisdiction. They are not limited to actions occurring during the school day or on school property.

### **B. SEXUAL HARASSMENT/SEXUAL VIOLENCE.**

The Richland School District believes that all individuals should be treated with respect and dignity. It is the policy of this district to maintain a learning environment free from sexual harassment and/or violence. Penalties could include or exceed Category I and II, including, but not limited to, legal prosecution.

### **C. TOBACCO, Illegal Substances/Items**

Alcohol, Illegal Drugs, & Improperly Dispersed Medications

Illicit drugs (including illegal drugs, look alike drugs, or illegally obtained drugs that are used in a manner other than prescribed by the physician), bath salts, alcohol, tobacco, and tobacco like products (shisha, synthetic tobacco, vapor cigarettes, etc.) are not permitted on school grounds leased by the school, at school sponsored activities, in vehicles owned operated, rented or contracted by the district. Failure to abide by this policy will result in disciplinary action up to and including suspension, or expulsion. Violations of this policy may also result in a referral to law enforcement officials for prosecution under specific state and local laws. This is also a violation of the Activity Code.

### **D. PENALTIES/CONSEQUENCES**

(For violations of Part IV (Sections A-C) and Part V (Section A) :

#### **1. CATEGORY I: ATHLETICS**

a) First Violation:

- 1) Voluntary admission before questioning will result in suspension from 2 (two) games in sports with twelve or fewer contests scheduled and 4 (four) games in those with more than twelve scheduled.
- 2) Confirmation of a violation after questioning will result in suspension equivalent to a second violation: shall lose eligibility for the next 6 (six) games in a sport with twelve or fewer contests scheduled and 10 (ten) consecutive contests in those with more than twelve scheduled.

3) Refusal to admit violation upon questioning and later proven guilty, will result in a consequence equivalent to the 3rd violation.

b) **Second Violation:** The student who met D-1-a-1 above (voluntary admission) shall lose eligibility for the next 6 (six) games in a sport with twelve or fewer contests scheduled and 10 (ten) consecutive contests in those with more than twelve scheduled. A student who met D-1-a-2 will be considered at the third violation level.

c) **Third Violation:** A student shall lose eligibility in all WIAA activities for the remainder of the season and the next two seasons.

Students may continue to practice after violations #1 and #2. They cannot practice or be associated with Richland School District's sports after violation #3.

Scheduled same day tournaments are considered one game/event, if the WIAA distinguishes between single and multi-school events for that sport.

Any student in violation of the Activity Code shall become ineligible for any team/conference/state awards for that sport in which the violation occurred for that particular year.

If a student receives a violation after a season has begun, they may still join a team and practice only, with coach and AD approval; however, the suspension may not be served during that season. The suspension would be served during the next season by joining on time and with full completion of the season.

## 2. CATEGORY II: NON-ATHLETIC ACTIVITIES

a) **First Violation:** The student shall lose eligibility for the next one week/one performance or activity; whichever is greater, for the next non-athletic activity they are in at the time of the violation.

b) **Second Violation:** The student shall lose eligibility for the next nine consecutive weeks.

c) **Third Violation:** The student shall lose eligibility for the next calendar year, beginning from the date of violation discovery or conclusion of appeal. Appeals because of rehabilitation should be made to the appeal board. (See APPEALS AND REQUESTS.)

Students may continue to practice after violations #1, and #2. They cannot practice with Richland School District's organizations after violation #3.

### E. DEFINITION OF "PERFORMANCE" "ACTIVITY"

A "performance" refers to one complete cycle or event, regardless the length of that event in a given day. A performance is defined as being open to the general public and/or a competitive event (that is not part of a grade for a course being taken as a part of the student's high school curriculum). It does not refer to presentations for service clubs, churches, or other (community) organizations. However, such appearances are prohibited until all consequences have been satisfied for that activity. (An activity is that event which occurs within a school sponsored organization in which there is a paid advisor, not part of the student's regular academic curriculum, and involves the community either outside or inside the school.)

### F. SAME-SEASON ACTIVITIES

A student must serve consequences for each of the activities s/he is participating in for both Category I and II at the soonest possible date from the violation. (Once a consequence has been served in both Category I and Category II, the violation consequences will have been satisfied.) Seasons are defined as: summer is that season when one school year ends and before the next begins; fall is when a school year begins until the start of winter sports; winter is that season until the start of spring sports; and spring is that season until the start of summer.

### G. ACCUMULATED PENALTIES

1) Violations shall accumulate throughout a student's high school years for a maximum of 3 consecutive semesters starting with the semester in which the violation is discovered. Consequences not satisfied during a school year will be forwarded to the next year until all obligations have been met or three consecutive semesters have elapsed.



- 2) A consequence must be met for both Category I and Category II activities if a student participates in both levels.
- 3) All consequences must be served in consecutive order.
- 4) A student meeting a consequence while enrolled in a particular activity must complete the entire season, be actively involved in the activity, complete all activity obligations, abide by all rules/requirements, and meet the expectations of the coach/director. If the student is unable to meet these requirements, s/he will not have met the consequence requirement.
- 5) A student must be free from all consequences from discipline, in-school/out of school suspensions, attendance issues and academic violations before they can serve a co-curricular violation.

## **Part VI. Other Information**

### **A. TRANSPORTATION FOR SCHOOL-RELATED EVENTS**

Students must use school-sponsored transportation when representing the Richland School District.

- 1) For reasons of liability, parents desiring to transport their own children home following an event must notify the coach/advisor by signing the pupil transportation release prior to doing so.
- 2) Administrators can approve timely requests for parents to give permission for students to ride home with other parents. Please provide a written request to the administrator at least a day in advance of the event.

### **B. INSURANCE**

The Richland School District does not carry insurance coverage on any student. The district does provide a supplemental accident insurance plan. A claim form may be requested from the high school office. The offering of this plan does not imply the acceptance of liability on the part of the school district, board members, or employees.

### **C. COACHES/ACTIVITY DIRECTOR'S RESPONSIBILITY**

- 1) All coaches/directors will honor the intent of this policy.
- 2) All coaches/directors are responsible for the enforcement of this policy.
- 3) All coaches/directors are responsible for maintaining awareness of student status

### **D. STUDENT'S RESPONSIBILITIES**

- 1) **PHYSICAL EXAMINATION:** All athletes must have a physical examination by a licensed physician every two years. In the event of a serious injury or illness, another exam may be required. Athletes must have a completed WIAA physical examination card on file in the high school office.
- 2) **INJURY:** Upon the event of an injury the student must:
  - a) Report it immediately to his/her coach, or advisor, and
  - b) Report the injury within three days to the office, and
  - c) Have permission of the administration or a doctor's written note turned into the office before returning to practice.
- 3) **EQUIPMENT:** All equipment checked out to a student by a coach or advisor of RCHS remains the property of the school district and will be worn only at scheduled school events or practices. The student will be held responsible for equipment given to him/her by the coach and will pay for any unnecessary damage or loss of equipment.
- 4) **SPORT FEE:** An annual sport fee of **\$40.00** per sport will be collected from each athlete prior to being issued a uniform and playing in the first contest. If you try out for a team and do not make it, your sport fee may be refunded.
- 5) **LOCKERS:** Lockers that are provided remain the property of the school district and only locks provided by the district will be allowed to be used. Any private lock that does not have the approval of the high school administration will be removed to allow for locker searches in accordance with school board policy (521).

#### **E. NON-DISCRIMINATION STATEMENT**

The Richland School District does not discriminate on the basis of race, ancestry, national origin, sex, age, pregnancy, marital status, religion, creed or physical, mental, emotional, or learning disability. The District has developed a "Four Step" complaint procedure.

- 1) Attempt to resolve the complaint by oral discussion with the building principal.
- 2) An official written complaint must be filed on forms provided by the School District. The complaint must be filed within ten (10) school days from the occurrence of the violation. Forms can be acquired from the Director of Pupil Services at the business office at 1996 US Hwy 14 West, Richland Center.
- 3) Appeal to the District Administrator must be within ten (10) school days of receiving written receipt of the principal's determination (Step 2). A meeting with the District Administrator can be scheduled by calling 647-6106.
- 4) You may appeal to the Board of Education's clerk within ten (10) school days of receipt of the Administrator's determination (Step 3). The secretary of the Board of Education shall, within ten (10) school days after the Board Meeting, deliver a written determination to the complainant.

#### **F. RCHS ACTIVITY CREED**

I recognize that my participation in activities places me in a unique position among other students.

- 1) I am visible to and readily identifiable by my fellow student and the general public.
- 2) My behavior, conduct and attitudes reflect not only on myself but also upon my peers, school, family, and community.
- 3) My behavior, conduct and attitudes often influence other students for better or worse.

I agree, therefore, that as an RCHS student I must:

- 1) Realize that I am attending school to prepare myself to become an effective citizen of this community and nation. Important as my activities may seem, I acknowledge that first and foremost, I must be diligent in my studies.
- 2) Adhere to the training rules prescribed by the Board of Education and the RCHS staff.
- 3) Maintain high personal standards of courtesy, morality, language, and honesty.
- 4) Observe high standards of citizenship including but not limited to respect for the rights, property and opinions of others and to cooperate with those in authority whether at school, practice, or competition.
- 5) Refrain from the improper unauthorized use of district supplies and/or equipment.
- 6) Play according to the rules of the game. Do the best I can at all times. Be a good sport on and off the area of competition.
- 7) Understand that my own interests are not as important as the interests of the team and school while I am a member of the team or organization.

#### **G. USE OF TRAVEL AGENCIES/ORGANIZATIONS**

When working through a travel agency/organization, pre-paid travel expenses will only be refunded up to the amount retrievable from the travel agency/organization. The travel agency/organization's policy will dictate retrievable funds. The school district/school/club is not responsible for funds surrendered by the parent/student.

#### **Appeals and Requests**

Appeals and/or requests for reinstatement should be made to the building administrator who will then convene a hearing committee made up of advisor, coach, athletic director, and administrator. A student not satisfied with their decision may request a hearing of the district administrator, and then the Richland School District Board of Education. After this a student may follow steps 2, 3, and 4 from the NON-DISCRIMINATION STATEMENT. According to WIAA rules, if a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.