



Meyer Middle School  
Student Handbook  
2019-2020

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

## WELCOME MEYER MIDDLE SCHOOL STUDENTS

On behalf of the entire faculty and staff, we extend to you a very warm and friendly welcome to the Meyer Middle School. We hope the years you will spend with us will be both productive and happy in every way. This handbook has been developed to give you a better understanding of your school's activities, ideals, and expectations. It is intended to assist you in following the standards of your school and community.

While at MMS you will have many opportunities to develop character and make friends. We encourage you to participate in the improvement of your school by developing self-discipline, making choices carefully, thinking of other people, and realizing the consequences of your actions.

Opportunities exist for you to explore a wide variety of interesting areas. Questions and answers often begin taking on new meanings. This is the time when many of you start bridging the gap between childhood and adulthood. We are proud to have you be a part of MMS. You are a unique individual, created with special talents and abilities. The staff members of MMS want to be a part of your future. The challenge is yours.



If you have a question or problem, always feel free to discuss it with us. Have a good year!

Mr. Mark Chapin, Principal

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**SCHOOL DISTRICT OF RIVER FALLS**  
**Building/Department Telephone Numbers**  
*(all numbers use area code 715)*

District Administration Offices.....	425-1800
Buildings and Grounds.....	425-1806
Bus Garage.....	425-1808
Food Service.....	425-1839
High School.....	425-1830
<b>Meyer Middle School.....</b>	<b>425-1820</b>
Greenwood Elementary School.....	425-1810
Westside Elementary School.....	425-1815
Rocky Branch Elementary School.....	425-1819
River Falls Public Montessori Elementary.....	425-7645

## **MEYER MIDDLE SCHOOL MISSION STATEMENT**

At Meyer Middle School, it is our mission to offer a compassionate and nurturing environment for all students and to foster their emotional, social, intellectual and physical needs through a variety of academic offerings, research-based instructional methods, and rigorous curricula.

We strive to promote positive lifelong learning opportunities model and develop social responsibility, meet each individual learner's needs, and communicate positively between home and school.

\*Decisions made as individuals, teams, houses, or as an entire staff should be in support of our mission.

## **DISTRICT MISSION STATEMENT AND PHILOSOPHY OF EDUCATION**

The School District of River Falls, innovative leader in personalized learning, ensures the development of every student's unique potential in order to excel as responsible, productive, global citizens, facilitated by forward-thinking staff in a safe, nurturing, and collaborative environment.

The Board of Education and staff of the School District of River Falls believe that...

- Each person is unique and the resulting diversity enriches our community.
- All people have equal value.
- Engagement in lifelong learning is essential to a productive and meaningful life.
- The pursuit of excellence is worth the effort.
- Every person has a right to a safe environment.
- The family is the primary influence in the development of the individual.
- Our staff is valued, respected, and essential for the success of our schools.
- Proactively and creatively managing change is critical in order to thrive.
- Integrity, healthy relationships, and effective communication are necessary for strong communities.
- A commitment to service is a vital part of citizenship.
- People are responsible for their own choices.
- A global perspective and cultural understanding are necessary to effectively participate in an interconnected world.
- It is our responsibility to be good stewards of all resources for present and future generations.

## **HANDBOOK OVERVIEW**

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

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

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

## **PARENTAL CONNECTION**

When students leave elementary school and transition into middle school, they sometimes feel this time is an independent stage of “young adulthood.” While their parents may have volunteered many hours at the elementary level, students can feel that it is “uncool” to have their parents around the halls of MMS. However, at MMS, we enjoy having parents around the building. We view parents as valuable connections and partners in education.

Parents can volunteer by contacting Tara Albores, Volunteer Coordinator: [tara.albores@rfsd.k12.wi.us](mailto:tara.albores@rfsd.k12.wi.us) (715) 425-1819 ext 3131. You may also connect with your child’s House Team Leader or school administration (715) 425-1820.

Some examples of opportunities for parents to volunteer at Meyer Middle School include Veteran’s Day Program, field trips, Service Learning activities, Activity Afternoons, mock interviews, and first aide testing.

## **MESSAGES/ITEMS FROM HOME**

To limit interruptions to the classroom learning environment we will limit calls to the classrooms for messages and delivering forgotten items from home. It is the student’s responsibility to check the office if they are expecting items to be delivered during the day. Please be assured that prearranged interruptions like doctor and dentist appointments will still be honored. Texting your students during the school day is not allowed.

## **VISITORS**

Visitors will only be approved by the administration if it is deemed appropriate and educational. For safety purposes all visitors are to enter through the Main Office, sign in and wear a school-issued badge, communicate their purpose for visiting with the Main Office staff, and upon leaving sign out and return the badge.

## **OUR RIGHTS**

- The right to an education – teachers should be free to teach and students free to learn without being interrupted.
- The right to develop one's personality (so long as it doesn't interfere with the rights of others) without disrespectful criticism or pressure from others.
- Freedom from physical and mental abuse, such as name-calling, intimidation, or harassment.
- Freedom from being set apart or mocked because of race, sex, religion, physical strength, size, friendship group, age, culture, handicap, financial status, clothing or classroom performance.
- Freedom from being harassed in the classroom and hallways and the right to be treated respectfully and safely.
- The right to have personal and school property respected is a part of human rights. Our school community should be a safe place for property as well as people.
- These rights apply to all persons, students and staff at Meyer Middle School for the entire school day including transportation to and from school and all school-sponsored activities.

## **DAILY SCHEDULE**

All students are to report for Teacher Advisory (TA) by 7:45 AM each day. Lunch is served by grade level at three times during the day: 8th (10:25 am to 10:55 am) 6th (11:12 am to 11:42 am) 7th 11:59 am to 12:29 pm).

The Meyer Middle School operates on a seven-period day, starting after Teacher Advisory (TA). Each house offers a modified, flexible schedule at various parts of the year to enhance student learning and address students' educational needs. Descriptions of each grade's schedule are listed on the Meyer Middle School website. Dismissal is at 2:50 each day.

**Day 1/ Day 2-** Each school day is named either Day 1 or Day 2 to assist in keeping track of classes that meet on an alternate day. The number is posted in the hallway outside of the office and is announced in the morning.

**Class Length-** Core classes (LA, Social Studies, Science, Math) are blocked for 88 minutes per day every other day. Allied Arts classes (Art, Music, P.E., Spanish, Gateway to Technology, Careers, and Health) and Reading/Literature are scheduled for 44 minutes.

**Arrival and Vacating Building-** Please note that students should remain outdoors until the 7:15 bell unless it is raining or too cold to wait outdoors. Please do not arrive too early. Wait in the front lobby. Likewise, students are asked to leave the building by 3:00 PM, due to supervisory concerns.

### **EMERGENCY SCHOOL CLOSING PROCEDURES**

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

Radio stations: WCCO (830 AM)  
WDMO (95.7 FM)  
WEVR (1550 AM & 106.3 FM)  
WIXK (1590 AM & 107.1 FM)  
KWNG (105.9 FM)  
iHeart Media: 880AM; 1400AM; 92.1FM; 95.1FM; 98.1FM;  
98.7FM; 100.7FM; 106.7FM

Television stations: WCCO (Channel 4)  
KSTP (Channels 5, 45, and KSAX-TV-channel 42)  
FOX (Channels 9, 25, 29 and 48)  
KARE (Channel 11)  
WEAU (Channel 13)

Websites: [wcco.com](http://wcco.com)  
[kstp.com](http://kstp.com)  
[myFOX9.com](http://myFOX9.com)  
[kare11.com](http://kare11.com)  
[moose106.com](http://moose106.com)  
[b95radio.com](http://b95radio.com)  
[rock921.com](http://rock921.com)  
[z100radio.com](http://z100radio.com)  
[987thebrew.com](http://987thebrew.com)  
[wmeq.com](http://wmeq.com)

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

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

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

## **REUNIFICATION PLAN IN CASE OF EMERGENCY**

### Student/Parent Reunification

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

### Notification

Parents may be notified in a number of ways. The school or district may use its broadcast phone or text message system. In some cases, students may be asked to send a text message to their parents. A reunification text message from a student may look something like this: "The school has closed, please pick me up at 3:25 at the main entrance. Bring your ID."

### Parent/Guardian Expectations

If a parent or guardian is notified that a controlled release and reunification is needed, there are some expectations that parents or guardians should be aware of. First, bring identification. That will streamline things during reunification. Second, be patient. Reunification is a process that protects both the safety of the student and provides for an accountable change of custody from the school to a recognized custodial parent or guardian.

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

### How it Works

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

Reunification Cards For parents, there are a couple of steps. If a parent is driving to the school, greater awareness of traffic and emergency vehicles is advised. Parents should park where indicated and not abandon vehicles in unauthorized locations. Parents are asked to then go to the Reunification "Check In" area and form lines based on the first letter of their student's last name. While in line, parents are asked to fill out a reunification card. This card is perforated and will be separated during the process. Some of the same information is repeated on both the top and separated bottom of the card. Parents are asked to complete all parts of the card. In the case of multiple students being reunified, a separate card for each student needs to be completed.

### Bring ID to Check In

During check in, identification and custody rights are confirmed. The card is separated and the bottom half given back to the parent. From the "Check In" area parents are directed to the "Reunification" area. There, a runner will take the bottom half of the card and take it to the Student Assembly Area to recover the student or students. Parents should be aware that in some cases, they may be invited into the building for further information.

### Interviews and Counseling

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

## **SCHOOL RELATED ACTIVITIES**

Many positive activities happen during the school year such as assemblies, programs, Activity Afternoons, dances, cook-outs, field trips, clubs, and after school activities. To participate in these activities, it is strongly suggested that students must be in attendance for the entire day unless there is a pre-excused absence. Students must also be in good academic and behavioral standing to participate in any school-related activity.

### **ACTIVITY AFTERNOON**

Students will be allowed to participate in Activity Afternoon if they meet the following criteria:

- Students that are currently at 80% or higher in their classes can go to Activity Afternoon even if they have missing assignments.
- Students that are currently not at 80% or higher in their classes, but have all their work completed and no missing assignments can also go to Activity Afternoon.
- Students that are held back from Activity Afternoon, for missing work, can attend the second half of Activity Afternoon if they are working hard and behaving with character. The decision if the student should attend will be left up to the discretion of the supervisor.
- Late work turned in one day before Activity Afternoon.
- Students at step 2 or lower on the discipline step system will be eligible for all of Activity Afternoon.
- Students at step 3 on the discipline step system will be eligible for half of Activity Afternoon.

### **CO-CURRICULAR**

- 7<sup>th</sup> and 8<sup>th</sup> Grade: BOYS: Football – Cross Country – Basketball – Wrestling – Track
- GIRLS: Volleyball – Cross Country – Basketball – Gymnastics – Track
- 6<sup>th</sup> Grade: BOYS: Wrestling GIRLS: Gymnastics
- BOTH BOYS AND GIRLS: Vocal and Instrumental Solos and Ensembles – Jazz Band
- All 6<sup>th</sup>, 7<sup>th</sup>, & 8<sup>th</sup> Graders: Student Council, School Musical, Band and Choir, Forensics, Math Masters, Yearbook, Anime Club, Magic Club, Art Club, Bully Prevention Agents (BPA), Gentlemen and Scholars, Lego League, Teens as Teachers, Ski Club, Chess Club, Speed and Strength, Running Club, Powerlifting

A student must be in school attending classes during the entire day to participate in a school co-curricular activity. (See Attendance Guidelines).

### **STUDENT OF THE MONTH**

Students from each house will be selected for Students of the Month at each grade level. Allied Arts teachers will assist house teachers in making the selections. The students receive certificates of recognition, pose for pictures posted in school, and provide reasons why they were selected. Stories on their accomplishments are published in the River Falls Journal.

The following criteria will be used for the selection:

- A student whose effort and attitude in the house has been consistently positive,
- Has shown marked improvement in performance,
- Has shown excellent achievement, and/or
- Has written or created an outstanding or unique project

### **GRADING GUIDELINES**

#### **Purpose of Grading/Assessment**

The purpose of grading/assessment at River Falls School District is to communicate the measured growth and achievement of students according to defined standards. Communication of goals, strengths, and deficits are achieved by a collaborative effort between students, parents, and teachers to provide ongoing written and oral information. Measurement is achieved through formal and informal assessments by both teachers and students to reflect student intellectual and social growth, determine a child's performance level and program placements,

and aid the teacher in modifying curriculum, instruction, and assessment to make it more effective. The district curriculum sets educational expectations for all students within scope and sequence across grade levels, using national and state standards as a guide.

### Grading Scale

Letter grades are used for identifying bands of student achievement as follows:

A – Outstanding

D – Below Average

B – Above Average

F – Failure

C – Average

Plus and minus signs may be used with the letters to indicate a position within that band – GPA (grade point average) included:

A	(93-100%)	4.0
A-	(90-92)	3.7
B+	(87-89)	3.3
B	(83-86)	3.0
B-	(80-82)	2.7
C+	(77-79)	2.3
C	(73-76)	2.0
C-	(70-72)	1.7
D+	(67-69)	1.3
D	(63-66)	1.0
D-	(60-62)	0.7
F	(0-59)	0.0

### Important Definitions

**Purpose of Grading:** To formally communicate student learning and knowledge.

**Formative Assessments (15% of Final Grade):** In-process formal and informal processes used to gather evidence for the purpose of improved learning. Examples could include exit tickets, quizzes, verbal whip around, journals, brief writing prompts.

**Summative Assessments (85% of Final Grade):** Assessments used in which students demonstrate their acquired knowledge. Commonly, summative assessments are administered at the conclusion of the unit of study

**Assignments:** A task given to students to independently practice a skill, set of skills, or concept.

### Grade Formation

- Report academic achievement of student
- Student performance compared to learning targets and essential questions with clear descriptions of achievement expectations.
- Use individual achievement for summative assessments (no group grades).
- Extra credit is not offered
- 85% summative assessments
- 15% formative assessments and assignments

### Late Work

- Students are expected to complete daily work (assignments) on time for full credit.
- Students will have an opportunity to complete summative assessment two weeks past the end of a unit of study for full credit.
- Assign a zero as a placeholder for late work.
- Utilize in-classroom behavioral interventions to address late work.

- Use the Academic Success Action Plan (ASAP) program to ensure summative completion and remedy habitual late work

### **Summative Retakes**

- Students scoring below 70% on a summative assessment are required to retake.
- The highest score a student can receive on a retake is 70%. Students scoring above 70% on a summative will not have an opportunity to retake the assessment.
- Standards-based grading; students will reassess if receive a mark of “Does Not Meet”
- Refer the student for ASAP if reassessment hasn’t occurred one week after unit.
- Student receives the last score attained when completing retakes (do not average).
- Provide a minimum of one re-teaching opportunity before the retake.
- Apply behavioral consequences for academic dishonesty – reassess to determine the level of achievement

### **Assignments**

- Rationale: to practice and reinforce prior learning
- Differentiated for ability
- Purposeful and linked to learning targets
- Used to reinforce positive academic habits

### **VIDEO SURVEILLANCE**

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

### **POLICE INTERVIEWS**

School officials retain the right to maintain proper order and safety of the school. School officials do not have the authority to restrict police communication when necessary. Attempts will be made to avoid disrupting the school environment. Parents will be notified of a police interview if and when appropriate.

### **SCHOOL LOCKERS**

School lockers are the property of the school district and are provided for the convenience of students. Lockers must be used for the purpose intended: a storage area for books, school supplies, and outdoor garments.

The school retains the right to conduct both announced and unannounced locker inspections/searches. A search may be conducted by the district administrator, building administrators, police school liaison officer, other law enforcement, or a designated school employee. Reasons for routine checks include, but are not limited to; locker condition, tidiness, suspicion of concealing alcohol, controlled substances, material of a disruptive nature, stolen property, weapons, or other items, which pose a threat to health and/or safety. Refusal of a search may fall under noncompliance with school rules and the student will potentially face expulsion proceedings.

Items in a school locker must adhere to the policies within this handbook. Items on the outside of the locker must be school or activity related only. Items not fitting those criteria will be removed.

The school cannot assume responsibility for losses sustained. Students are urged to take precautions against bringing items of value to the school and leaving them in the locker. Lockers must be emptied and cleaned at the end of the school year. A student is not to share a locker with another student(s) nor give others his/her combination. See Board Policy 446.1.

## TRANSPORTATION

Students are responsible for their behavior on the bus. Misbehavior could result in the bus driver being distracted, which could possibly endanger the lives of the students being transported. Parents are requested to explain the importance of proper behavior on the bus. Inappropriate school bus behavior will not be tolerated and may result in the removal of bus privileges.

### Student Responsibilities for Bussing

1. Students occupy the seat assigned by the driver and to refrain at all times from moving around while the bus is in motion.
2. To practice classroom conduct while using a school bus.
3. To stay off the traveled roadway at all times while waiting for a bus.
4. To wait until the bus has come to a complete stop before attempting to get on or off the bus.
5. To leave the bus only at the consent of the driver.
6. To enter or leave the bus only at the front door after the bus has come to a complete stop, except in case of an emergency.
7. To cross the traveled highway in the following manner, if necessary, after leaving the bus:
  - Make certain the bus has come to a complete stop.
  - When unloading, go to the front of the bus, within sight of the driver, and wait for the driver to signal for crossing.
  - Upon a signal from the driver, look both to the right and left, and proceed across the highway in front of the bus.
  - Walk (not run) in front of the bus when crossing the highway.
8. Keep hands and head inside the bus at all times.
9. Immediately report bus damage to the driver.
10. Help keep the bus clean, sanitary, and orderly.

Students are allowed to exit only at their designated drop-off point. Upon being dismissed at the end of the school day, students are to board the bus only at the middle school. Unless permission is given riding the elementary bus is not an option for Middle School Students. **A parent/guardian note is required by the driver or bus garage (425-1808) to go home with another student or ride with that student to a different location.**

## SCHOOL COUNSELING DEPARTMENT

Counseling services are available to every student in the school. These services include assistance with personal problems, friendship concerns, educational planning, interpretation of test scores, career information, tips for studying, group counseling, help with family, school and/or social concerns, or any questions the student may feel they want to discuss with the counselor.

Students wishing to visit a school counselor, should contact one of them directly to arrange an appointment. This can be done before school or between classes. The counseling center is in Room 218. Parents are urged to contact a counselor regarding any concern at 425-1820. The counseling secretary will help arrange all appointments.

## LIBRARY MEDIA CENTER

**Hours:** The library media center will be open from 7:20 a.m. to 3:00 p.m. daily. The 7:20 – 7:40 period will be a period in which students may study, read, or relax before school in a quiet manner. The library media center is closed during TA time. The library also provides computers for students to work on class projects.

### **Checking Materials Out:**

All materials may be checked out of the library for a varying length of time.

- Books – two weeks
- Old Magazines – one week
- Reserve & Reference Materials – overnight

Fines are not assessed for overdue materials. If, however, a book or magazine is lost, the student will be expected to pay for lost materials.

**Student Conduct in the Library Media Center:** Students wishing to use the library media center during study hall must report to study hall first, then sign the appropriate slip for the area you wish to go to. You will be dismissed from the study hall by the study hall supervisor at that time. These areas have limited seating; therefore, some students may not be able to sign in. Students coming to the library media center or computer lab from an individual classroom should have a pass signed by the teacher of that class.

Students may lose library media center or computer lab privileges for displaying disrespect toward students or staff, defacing materials/equipment, or taking materials without first checking them out. The librarian will determine the length of time that a student may not use the library media center, materials, or applications lab.

### **SCHOOL RESOURCE OFFICER**

The School District of River Falls and the River Falls Police Department jointly provide the services of a School Resource Officer for the schools in our district. The Goal of the School Resource Officer is to have students see the officer as a positive, helping individual. The officer will also engage in crime prevention and investigation activities as needed. At Meyer Middle School, the School Resource Officer is a resource speaker for many other student and parent events.

### **SUBSTITUTE TEACHERS**

If the regular teacher is absent from the classroom, students will have a substitute teacher to guide learning for that day. The substitute teacher assumes all the responsibility of the regular teacher as well as the authority in the classroom. It is expected that all students will treat the substitute teacher with respect and provide assistance in making the day productive and enjoyable.

### **ATTENDANCE GUIDELINES**

#### **Attendance Philosophy**

In accordance with state law and Pierce/St. Croix County and River Falls Municipal ordinances, all children between six (6) and eighteen (18) years of age must attend school full time until the end of the term, quarter, or semester they become eighteen (18) years of age, unless they have a legal excuse, fall under one of the exceptions outlined in Wisconsin Statutes §118.15, or have graduated from high school.

Enforcement of student attendance policies and truancy procedures shall be a shared responsibility between the schools, social service agencies, law enforcement officials, students, parents, and the community at large.

#### **School Attendance Officer**

The principal or his/her designee will serve as the school attendance officer.

#### **Attendance Definitions/Consequences**

**Tardy-** this means a student who is late to school or late between periods, but less than 15 minutes late. Students that have three tardies *per quarter* will be placed on step 2 of the discipline step system. Each additional grouping of three tardies will result in the next step on the discipline step system.

**Truancy-** over 15 minutes late to school or class, no credit for assignments missed. Students that have two truancies *per semester* will be placed on step 2 of the discipline step system. Each additional grouping of two truancies will result in the next step on the discipline step system.

**Unexcused Absence-** this means any absence of more than 15 minutes or all of the one (1) or more school days during which the school attendance officer has not been notified of the legal cause of such absence by the parent or guardian of the absent student. Unexcused absence also means intermittent attendance carried on for the purpose of defeating the intent of the compulsory attendance law.

**Habitual truant-** means a student who is absent from school without an acceptable excuse for part of or all of five (5) days on which school is held during a semester.

Students who are “habitually truant” will be referred to River Falls Municipal Court and/or Human Services in the county which they claim residency concerning subsequent offenses.

### **Illness**

Students will be allowed four (4) parent excused illness days per semester.

A doctor’s note may be needed once a student exceeds the four-day limit. Failure to provide a doctor’s note may result in truancy.

It is strongly recommended that if you go to a doctor, at any time, to request a note from the doctor and bring it back to school with you upon your return from an illness.

### **Illness at School**

If a student becomes ill while at school, a call will be made to a parent, guardian or emergency contact from the nurse’s office or attendance desk. The parent must speak with someone from the attendance or nurse’s office before leaving the building grounds. An illness day, excused by a parent during the school day, will count towards the four (4) allowable parent-excused illness days for the semester.

### **Student Absences and Excuses**

The responsibility for regular school attendance of a student rests upon the student’s parent(s) or guardian(s).

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

All excused absences require a parent/guardian or legal custodian to provide written/verbal verification, which is to be submitted to the school attendance officer in advance or prior to the re-admittance to school. The school attendance officer has final authority in determining if an absence is excusable.

The school attendance officer may approve a legal excuse for any student for the following reasons:

- Evidence that the student is not in a proper physical or mental condition to attend a school or an educational program. If the student exceeds four (4) illness days in any semester, the district will request the parent or guardian to obtain a written statement from a physician or licensed practitioner as proof of the physical or mental condition of the student. Such excuses shall be made in writing, shall state the period of time for which it is valid, and shall not exceed 30 days
- An illness in the immediate family that requires the absence of the student because of family responsibilities
- Medical, dental, chiropractic, optometric, or other valid professional appointments
- A death in the immediate family
- Religious holidays
- A court appearance or other legal procedure upon submission of proof
- Quarantine as imposed by a public health official
- Attendance at special events of educational value as approved in advance by the school attendance officer
- Approved school activities during class time
- Special circumstances that show good cause, which are approved 48 hours in advance by the school attendance officer

### **Pre-Arranged Absences**

Under Wisconsin State Statute §118.15(c), students are allowed to be absent up to ten (10) times per school year for any reason. However, each of these absences must be excused prior to the student leaving. If the absence is not pre-arranged, or there are extenuating circumstances not approved by the attendance officer, the absence will be classified as unexcused. The role of parents is paramount in this process to ensure that your child is not

needlessly penalized due to the fact the procedure was not followed. These days should be used judiciously, in that after the ten (10) days, all absences will require attendance officer approval. Students are required to fill out a pre-absence form for any full day of school they will be absent. Pre-absence forms can be obtained in the front office.

### **Unexcused Absences**

Students who are absent from school with the consent of their parent(s) or guardian, but whose absence does not fall under the reasons listed above, as determined by the attendance officer, shall be considered *unexcused*.

According to state statute §118.16 (c), all students with an *unexcused* absence will be permitted to make up an examination missed during an absence. However, during such occasions, credit **will not** be given for daily classwork missed.

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

### **Student Passes/Definitions**

**Permit to Leave the Building-** No student is to leave the school building/grounds before dismissal time without first securing permission from the office. Students should bring a dated note signed from their parent/guardian stating where the student is to go and the time the student is to leave and return. Parents are asked to use discretion for the reasons students leave the building during school. Students are not to leave school grounds after they arrive at the middle school in the morning unless a permit to leave has been issued.

**Corridor Pass-** Students are not allowed in the halls during class time without a pass indicating their destination. Students should use the passes in their assignment books.

**Lunch Passes-** Students desiring to go home for lunch are to present a note from their parents/guardians to the school secretary to get a lunch pass for the year. Students are not to leave the school grounds during the noon hour unless they have a lunch pass or a permit to leave the building. ***Students may not accompany other excused students or other parents to lunch. Students are not allowed to go downtown for lunch.***

**Tardy Passes-** Students who arrive after school has begun must report to the office before going to class. Tardies will be excused if the tardy was the result of circumstances beyond the student's control. Oversleeping or missing the bus will not be excused.

### **Extra-Curricular Participation and Attendance**

A student must be in school attending classes during the entire day in order to participate in a school activity. If the attendance officer is notified in advance as to extenuating circumstances, a final determination as to whether a student is allowed to participate will be at the discretion of the attendance officer.

### **Suspended Students**

Students suspended from school by a building administrator for disciplinary reasons are regarded neither excused or unexcused and should be recorded as suspended from school versus absent from school. Such students must be allowed to make-up all class assignments, quizzes, examinations, and projects missed during the term of the suspension. During the suspension, the student is not allowed to participate or attend any after school activities.

## HEALTH SERVICES

### **Immunizations**

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

Those students who do not have the required immunizations and/or properly completed waiver on file in the Health Service may result in a fine or possible exclusion from school. Please contact your practitioner or Health Services for required immunizations.

### **Illness/Injury**

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

### **Medication**

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

### **Is my child well enough to go to school**

Many students and parents are frequently concerned about when students should stay home or attend school.

***Remember that a child ill with an infectious disease can spread the disease when in contact with others in the family and community.***

The following information is intended to help with this decision:

- If a student has had a fever of 100 degrees or more, the student should stay home for a minimum of 24 hours after the temperature returns to normal without fever reducing medication.
- If a student has vomited or had diarrhea, the student should stay home until a minimum of 24 hours after the last episode.
- If a student has had a rash that may be disease-related or the cause is unknown, check with family practitioner before sending the student to school. The Health Service may request a doctor's note from parents.

### **Communicable Disease**

The Health Service works closely with local and state health departments regarding communicable disease detection and control. A list of communicable diseases, and control measures can be found on the district website.

## **STUDENT BEHAVIOR AT MEYER MIDDLE SCHOOL**

### **Purpose**

To ensure the proper learning atmosphere, a student's rights must be balanced with their responsibility for good citizenship. This student conduct code is intended to create an educational climate conducive to learning, to instill responsible and considerate behavior, and to ensure the safety of students and all other persons concerned.

### **Policies and Procedures**

The development of responsible behavior and self-discipline occurs at two levels in the school setting. The first begins in the classroom where the student spends the majority of their time. The teacher is responsible for gaining the respect and cooperation of the students to ensure an effective learning environment. The teacher must apply a carefully thought out approach to classroom discipline and administer it fairly. The second phase of school discipline involves the areas outside of the classroom such as hallways, lunchroom, and outside the school building. The Assistant Principal sets the tone for acceptable behavior throughout the school setting. This must be done with a carefully developed a set of rules and administered fairly.

### **Classroom Expectations**

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

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

### **Explanation of the Step System Discipline**

When actions taken by the teacher have failed or the rule infraction is of a serious nature, the incident will be reported to the principal for investigation and action. The consequences of the infraction will depend upon the severity of the offense and the previous discipline records of the student. In order to incorporate these two factors, a progression of consequences called the step system has been adopted. A student who is referred for violating a rule contained within this code will receive the consequences that correspond to the entry-level step for that offense. With each successive referral, the student will be advanced up the step system at least one step depending upon the severity of the offense.

## The Step System

- Step 1:** Referral to the principal for conference, incident filed, possible parent notification.
- Step 2:** Principal conference, assign one detention, parent notification by phone or email.
- Step 3:** Assign two detentions; notify parents by phone or e-mail.
- Step 4:** One day in-school suspension.
- Step 5:** Two days in-school suspension, parent conference to complete a behavioral contract.
- Step 6:** 1-3 days out of school suspension.
- Step 7:** 3 days out of school suspension, parent conference for re-admittance.
- Step 8:** 3 days out of school suspension and all succeeding violations will be treated with a step 7. Parent conference required for pre-expulsion contract.
- Step 9:** Five day out of school suspension pending pre-expulsion hearing before the school superintendent.

## Good Conduct Clause

A student may work his way down the step system by demonstrating good behavior. Each period of 15 days without a referral will result in the reduction of one step. Successful completion of a behavioral contract will also result in the student being placed on a lower step.

## Severe Infraction Clause

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

- Fighting, threats, or harassing students or school personnel
- Insubordination or defiance of authority. Disregard of reasonable requests, directions or commands by school personnel
- Disruptions that interfere with the learning process
- Vandalism or theft
- Use or possessing disruptive or explosive devices weapons or any paraphernalia associated with these items. Any student with a gun at school illegally will be expelled for no less than one year by Wisconsin statute
- Involvement in an activity that may threaten the safety of others
- Tobacco use or possession (including vapes or e-cigarettes) anywhere in the building or on the grounds or at a school-sponsored event on or off school grounds. Police referral will accompany this
- Alcohol or drug use or possession on school grounds or at a school-sponsored event. Police referral will accompany this, School Board Policy
- Any act that is covered under the disorderly conduct statute, 947.01 Wisconsin State Statute, Violations of the Severe Clause may result in:
  - Automatic step 4 or beyond in discipline
  - Parent notification
  - Police notification when appropriate

## Disciplinary Consequences Defined

**Extended Day-** After school or lunch recess time spent with house teacher.

**Detention-** Detention will be held after school on Tuesday and Thursday from 2:55 p.m. to 3:30 p.m. Students must arrive on time, have work to keep occupied, and adhere to detention room rules. Failure to follow these requirements will result in additional detention days and/or possible school suspension. Students on detention are responsible for their own transportation from school and must promptly leave the building at 3:35 p.m.

**Modified Learning Center/In-School Suspension-** An in-school suspension room has been established to deal with students having problems adjusting to school rules and routines. The length of time assigned depends on the infraction and can be from 1 to 3 days.

**Out of School Suspension-** This penalty involves the loss of school attendance privileges for a limited period of time (usually up to 5 days). In all cases of out of school suspension, parents will be notified. For suspensions of two or more days, a parent/guardian, student, and principal/designee conference may take place before the student can be readmitted. If the re-admittance conference is not held, or the student does not return to school by the designated re-admittance date, the student's absence(s) will be recorded as truancy.

**Expulsion-** To be expelled from school means that a student is removed from school for an extended period of time (up to the date of a student's 21<sup>st</sup> birthday). This penalty can be invoked for actions threatening the health or safety of others, possession of a weapon of any kind, destruction of property, use, possession or sale of drugs or other substances, or repeated refusal or neglect to obey rules. The Board of Education approval is required for a student to be expelled from school.

**Restorative Justice and Practices-** As an alternative to the consequences outlined above, administration may supplement or substitute restorative justice. These procedures focus on problem solving, repairing the harm, and rebuilding relationships. They may include, but are not limited to, mediation techniques, community service, apologies to victims, repairing damages, school counselor interventions. Use of these procedures will be with the approval of administration, counselor(s) and/or appropriate staff. The application of disciplinary consequences will follow Due Process as outlined in the Legal Protection of Student Rights section of this handbook.

### **DRESS AND GROOMING**

Neatness, safety, cleanliness, and appropriateness are the standards of dress and grooming. State health regulations must also be followed. Students will be required to remove or change inappropriate clothing and may be sent home to change into appropriate school attire during the academic school day or at any after school or weekend event. The following will not be allowed, as deemed by the principal or designee(s):

- symbols or printing that promotes drugs or alcohol
- sexually suggestive pictures, words, images, or slogans
- clothing that is revealing in nature
  - low-cut tops, short shorts or skirts, halter tops or shirts with straps less than 1 inch wide, low pants, exposure of undergarments, bare feet, shirts that show the midriff
  - Maintain modesty at all times, excessively form-fitting, shorts, pants, or skirts are not allowed. If shorts or skirts need to be pulled down throughout the day when the student is moving, sitting/standing up, walking, then the shorts or skirts are too short and do not meet the dress code length requirements. The appropriate skirt or short length is mid-thigh.
- clothing that is considered threatening or is designed to promote fear or intimidation in others
- clothing that marginalizes any group of people
- headwear of any type, unless deemed appropriate and necessary for religious reasons, that may conceal identity or communication devices except on days approved by school administrators
- outside apparel such as coats, jackets, gloves, etc.
- any other objects or apparel deemed unsafe or disruptive to the school climate

Your TA teacher will be monitoring the appropriateness of your attire first thing in the morning. A referral to the office may be warranted if we do not have your full cooperation in remedying the situation.

See Board Policy 443.1

### **BOOK BAGS**

Book bags, backpacks, duffel bags, purses, and briefcases will not be allowed in any classroom or study area during school hours (7:45 am to 2:50 pm). Students are expected to cooperate by storing personal items in his/her locker(s) during the school day.

## **ELECTRONIC DEVICES STUDENT RULES**

- All cell phones must be in your school locker during school hours from 7:45 am to 2:50 pm
- Texting, messaging, and emailing are not allowed during the school day unless you are permitted by your teacher (7:45 am to 2:50 pm)
- You are not allowed to play games from the time you enter the building until 3:00 pm
- Headphones cannot be worn in the hallways
- All electronic device screens are off in the hallways
- No devices in the locker room or the rest rooms
- Students are not allowed to take pictures of any kind unless permitted by your teacher
- Only school-issued electronic devices are allowed during school hours of 7:45 am to 2:50 pm

## **ITEMS NOT APPROPRIATE FOR SCHOOL**

**The following items are not allowed in our school:**

- Look-alike drugs
- Lookalike weapons
- Skateboards
- Rollerblades
- Any other items deemed inappropriate by the principal/assistant principal will be dealt with accordingly.
- Squirt guns
- Laser light pens
- Chains
- Knives of any kind

State and Federal laws prohibit firecrackers and other incendiary devices, firearms, knives, pepper spray, or any other weapons on school grounds or at school activities off school grounds. Inappropriate items will be confiscated and may be returned only to parents or not returned at all.

## **LUNCHROOM**

### **Lunchroom rules**

All students eating lunch at school are expected to be responsible, cooperative, respectful, and follow the lunchroom rules.

- Use indoor voices
- Control your behavior
- Respect classmates' and adults' feelings
- Keep your hands to yourself
- Respect others' property
- Don't throw food
- Clean off tables/discard trash
- Sit quietly until dismissed
- No soft drinks, energy drinks, or coffee products

### **Returning Trays**

- Deposit milk cartons in trash containers
- Deposit silverware in the pan outside the window
- Deposit lunch trays on the counter inside the window

### **Lunch Recess**

- Be polite
- Be helpful
- Cooperate with supervisors and other students
- Be quiet when passing in hallways going outside and coming back in
- Only eat in the cafeteria, unless you have a pass from a teacher
- Wear appropriate clothing for outdoor recess

*When the temperature and/or wind-chill are below zero, students will remain inside for recess.*

### **Buying Lunch/Milk**

The price of lunch is \$2.85 and the price of milk is \$0.50. A la carte items are extra, and the cost will be billed to your account. There may be changes to the price of a la carte items; when those changes occur, you will be notified via email or other school correspondence. Money for lunches & milk can be deposited into family accounts by the following procedures:

- Dropping money off in the Meyer Middle School Office
- Sending money to River Falls Food Service, River Falls High School, 818 Cemetery Road, River Falls, WI, 54022

Please indicate the family name and the names of the students using the account with the payment.

### **Recycling**

Meyer Middle School takes pride in its efforts to improve the environment of the school and the community.

Recycling is a major concern to both teachers and students. Students are encouraged to be aware of the proper way to discard paper, glass, and aluminum containers used in the lunchroom as well as in classrooms.

## **HARASSMENT/BULLYING**

### **Legal Definition of Bullying**

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

The following are examples of behavior that can constitute bullying/harassment: name-calling, making threats, spreading rumors, telling offensive jokes, initiation/hazing, making fun of someone, gestures, physical intimidation, hitting, touching, pranks, vandalism or destruction of property.

Students who feel that they are being bullied or harassed, or that their rights, according to the legal statutes written above, have been denied, should report the situation(s) to a staff member or the building principal. Those students who harass or who create a hostile or threatening environment for others may be subject to disciplinary measures that include, but are not limited to, detention, suspension, or expulsion.

The harassment/bullying policy for the School District of River Falls is on the district website. It is quite a comprehensive document; this is a policy that all school districts in Wisconsin are required to develop and post.

### **Student Friendly Definitions**

- Bullying is a pattern of repeated aggressive behavior with negative intent, directed from one child to another where there is a power imbalance. Dr. Dan Olweus, Norway
- **Peer Cruelty** - making fun of others' mistakes or flaws
- **Bullying** - repeated peer cruelty directed at a student others won't defend

### **Harassment / Bullying Reporting Procedure**

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

## **On-line Anonymous Reporting Procedure**

Go to the School District of River Falls web page, <https://www.rfsd.k12.wi.us/>. Under the **Quick Links** heading click the **TIP-LINE SCHOOL SAFETY** link. You will be directed to fill out an anonymous form.

## **STUDENT TECHNOLOGY DEVICES**

The School District of River Falls has provided technology devices to students to enhance personalized learning and improve achievement. These devices will be used in instruction to promote 21st century learning skills. All students, and their parent or guardian, who are issued devices are required to review and sign this agreement with the School District of River Falls to protect the hardware and software inherent with the technology.

### **Goals for Student Users**

- To capitalize on the convergence of academic resources such as textbooks, scholarly sources, content rich media, and best practices.
- To facilitate mobile learning across the school campus and beyond.
- To promote leadership in one's own learning by establishing access to educational resources and providing tools to craft support specific curricular areas.

### **General Overview of the Information in this Agreement**

Student use of technology devices fall under the guidelines of the District's Internet Safety and Acceptable Use (Board Policy 363.2). Access to the internet is monitored through our school's content filtering software and all rules and expectations are applied to the use of the devices. All applications, activity and documents stored on the devices are the property of School District of River Falls and are subject to regular review and monitoring. Students will be given a device, case, and a cord for charging the battery on the device. Students may download personal content (apps, music, etc) to the device they are assigned, as long as the content meets the SDRF Policy 363.2. Students are not to alter (ex: jailbreak) the device in any way.

### **Students should:**

- Report loss or theft immediately.
- Remember that the technology device is for educational purposes.
- Follow the School District of River Falls Acceptable Use Policy at all times.

### **Students should not:**

- Modify the device in any way other than instructed by an administrator.
- Exchange devices with another student.
- Allow other students to retain or remove the device from their presence. The device is issued to one student and one student only. No exceptions.
- Apply any permanent marks, decorations, or modifications to the device.
- Clear or disable browsing history.

Please see link for full details of River Falls School District Device Usage Agreement:  
<https://sites.google.com/a/rfsd.k12.wi.us/rfsd-digital-transformation-family-orientation/>

### **Consequences for Violation of the Policy:**

**First Offense** – a warning will be issued

**Second Offense** – student's device will be taken away until the end of the day

**Third Offense** - student's device will be taken away until the end of the day, a parent/guardian will be required to pick up device from the office

**Fourth Offense** - student's device will be taken away until the end of the day, a parent/guardian will be required to pick up device from the office. Student will lose BYOD privileges – length to be determined by the principal.

## **TECHNOLOGY DEVICE DAMAGE FEE**

The Board of Education has decided to discontinue the Student Device Insurance Plan. Effective the 2019-2020 school year, any student who damages their school district issued device or charging cord will be issued a fee of \$20.00 for each incident. In the event that a student loses or has their device stolen, the amount of the fee will be left to the discretion of Administration and is not to exceed the replacement cost of the device.

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

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

## **USE OR POSSESSION OF DRUGS, ALCOHOL, AND TOBACCO ON SCHOOL PROPERTY**

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

## **STUDENTS IN SUBSTANCE ABUSE TREATMENT**

Meyer Middle School recognized that the use/abuse of illicit substances and the problems associated with them are prevalent in our society. The school further recognizes that harmful involvement with illicit substances and/or with someone using them can be a major reason for a student's lack of personal, academic and behavioral success. The counselors, administration and staff attempt to work with parents and students to assist with substance abuse related problems. Please contact the school counselors or administrators if there are concerns. Support services available include counseling and guidance groups, information, education, and referral assistance. The school will work with students who seek treatment in a variety of ways. Students who seek treatment which removes them from the school setting will receive support in cooperation with the treatment facility for academic work. The school staff will also cooperate with available students, extending make-up, and the services of the Student Support Team.

## **LEGAL PROTECTION OF STUDENT RIGHTS**

- A. Equal Educational Opportunity-** The River Falls School District does not discriminate against pupils on the basis of sex, race, national origin, religion, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical handicap in its education programs or activities. Federal law and school district policy prohibits discrimination in employment on the basis of age, race, color, national origin, religion, sex, or handicap.
- B. Freedom From Harassment-** All students in the River Falls School District are protected by school district policy from harassment of any type. If you feel you are a victim of harassment of sexual, physical, verbal, psychological, racial, religious, handicap harassment or any other reason, contact your principal or the district's Title IX Coordinator, Dr. Elaine Baumann.

- C. Student Grievance Process for Rights Violations-** Students who feel their rights have been violated may file a written statement with the assistant principal within three school days of the date of the occurrence. Students may report harassment of orientation, age or disability. An investigation will follow and appropriate action will be taken. If a grievance cannot be resolved to the student's satisfaction, the student may appeal through personnel in the following order: The Principal, the Superintendent, the Board of Education.
- D. Due Process Measures-**
  - 1. Notification of school rule(s) violated
  - 2. A fair hearing of infraction of school rules
  - 3. Written notification of reasons for disciplinary action, suspensions, and expulsions
  - 4. Appeal to a higher administrative authority as follows: Principal, Superintendent, Board of Education, State Superintendent, the judicial system.
- E.** Students are expected to cooperate in school investigations. Students have the right to silence; however, they accept the responsibility of earning a negative consequence for impeding an investigation.
- F.** All career and technical education opportunities will be offered on a nondiscriminatory basis (without regard to race, color, national origin, sex, disability, etc).

## **STUDENT RECORDS NOTIFICATION TO PARENTS OF STUDENTS IN**

### **THE SCHOOL DISTRICT OF RIVER FALLS**

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

The following shall apply in the District:

- 1. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to inspect, review and obtain copies of the student's school records upon request in accordance with established procedures. The District shall respond to such requests without unnecessary delay. A copy of the Board's student records policy and procedures can be obtained from the Director of Academic Services at the school district administrative offices located at 852 E. Division St., River Falls, WI 54022. Regular office hours are 8 a.m. to 3:30 p.m. during the summer and 8 a.m. to 4:30 p.m. during the school year.
- 2. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to request the amendment of the student's school records if he/she believes the records are inaccurate, misleading or otherwise in violation of the student's privacy rights. Complaints regarding the content of student records may be made in accordance with established procedures. Copies of the District's procedures are available upon request as outlined above.
- 3. An adult student, or the parent(s)/guardian(s) of a minor student, has the right to consent to the disclosure of information contained in the student's school records, except to the extent that state and federal laws authorize disclosure without consent. One exception that permits disclosure without consent is disclosure to school officials determined to have legitimate educational interests, including safety interests, in the student records. A "school official" is a person employed by the District who is required by the Department of Public Instruction (DPI) to hold a license; a person who is employed by or working on behalf of the District as an administrator, supervisor, instructor or support staff member (including health or medical staff and police-school liaison personnel); a person serving on the Board; a person or company with whom the District

has contracted to perform a specific task (such as an attorney, auditor, medical consultant or therapist); or a parent/guardian or student serving on an official committee such as a disciplinary or grievance committee, or assisting another school official in performing his/her tasks. A school official has a “legitimate educational interest” if the official needs to review a student record in order to fulfill his/her professional or District responsibility. The District shall transfer a student’s records to another school or school district without consent upon request in accordance with state law. District procedures outline the specific reasons for disclosure without consent and are available upon request as outlined above.

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

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

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

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

Secondary School Students

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

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

**NOTICE TO PARENTS INVOLVING DATA COLLECTION**

The District will provide reasonable notice to parents of any activities involving the collection, disclosure or use of personal information collected from students for the purpose of marketing or for selling that information. Notification will also be provided specific to any student survey containing information related to one or more of the following items: political affiliations or beliefs of the student or the student’s parent; mental and psychological

problems of the student or the student's family; sex behavior or attitudes; illegal, anti-social, self-incriminating or demeaning behavior; critical appraisals of other individuals with whom student have close family relationships; legally recognized privileged or analogous relationship such as those of lawyers, physicians and ministers; religious practices, affiliations or beliefs of the student or student's parent; or income, other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program. Finally, notification will be provided prior to any non-emergency, invasive physical examination or screening that is 1) required as a condition of attendance, 2) administered by the school and schedule by the school in advance, and 3) no necessary to protect the immediate health and safety of the student or other students.

### **STUDENT PRIVACY**

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

### **ANIMALS IN SCHOOLS**

The District recognizes that animals may have educational value in the school setting in some circumstances. It is critical that the safety and wellbeing of students, staff, and animals are considered first and foremost. Live animals may be brought into the classroom as part of a written curriculum with the approval of the building principal and providing the provisions of Policy 383.2 are met. Adherence to guidelines must be followed with respect to having animals present in the school building.