RIPON MIDDLE SCHOOL
CATALYST CHARTER MIDDLE SCHOOL
Mr. Rick Bunge, Principal

Vision Statement
One of Wisconsin's finest school districts, fostering excellence for all through innovation.

Mission Statement
"Inspiring learners, engaging community, enriching the world."

STUDENT HANDBOOK
2019-2020

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Property of: _____

Grade: _____

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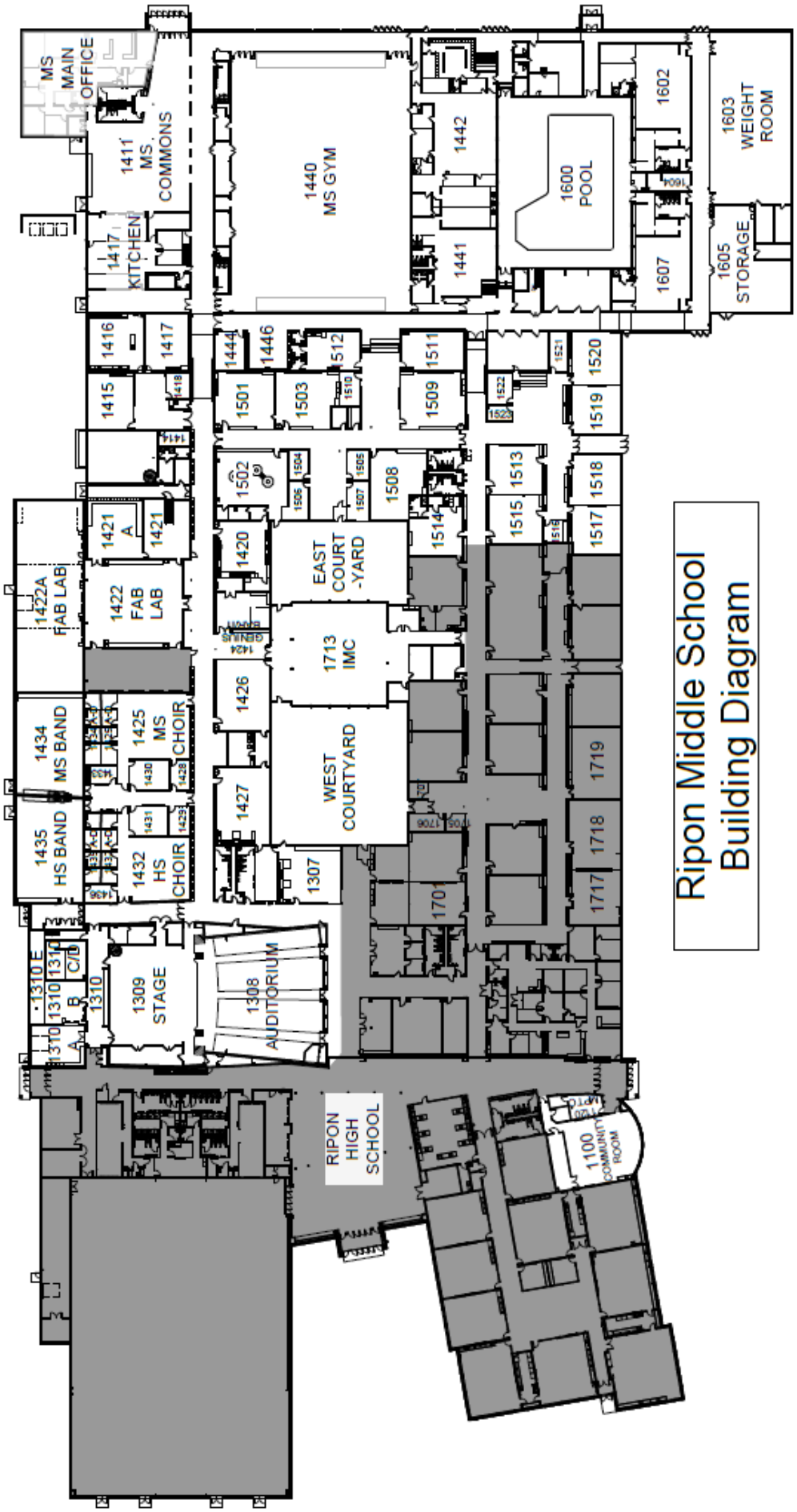

2019-20 SCHOOL CALENDAR

September		October		November	
3	First Day of School	18	No School	4 28 29	End of 1st Quarter No School No School
December		**January**		**February**	
23 - 31	Winter Break	1 17 20	Winter Break End of 2nd Quarter No School	14 17	No School No School
March		**April**		**May**	
16 - 20	Spring Break	1 10	End of 3rd Quarter No School	25	No School
		June			
		5	Last Day of School		

Ripon Area School District Bylaws & Policies

3122 - NONDISCRIMINATION AND EQUAL OPPORTUNITY: The Ripon Area School District Board does not discriminate on the basis of race; color; national origin; age; sex (including transgender status, change of sex, sexual orientation, or gender identity); pregnancy; creed or religion; genetic information; handicap or disability (in accordance with Policy 3123, AG 3123A, and AG 3123B); marital service; citizenship status; veteran status; military service (as defined in 111.32, Wis. Stats.); national origin; ancestry; arrest record; conviction record (in accordance with Policy 4121); use or non-use of lawful products off the District's premises during non-working hours); declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters; or any other characteristic protected by law in its employment practices.

ATTENDANCE

The Ripon Board of Education has adopted the following attendance procedures:

A. Absent Excused: A student may be excused from school by a parent with an appropriate excuse. According to Wisconsin state statutes, 118.15(3)(c) "A child may not be excused for more than 10 days in a school year under this paragraph." After any 5 days of excused absence in one semester, a parent/guardian should receive a letter from the school indicating that they have reached the maximum number of excused days allowed. After any 10 days of excused absence in one semester, another letter should be sent to the parents/guardians. This letter will indicate that any future absences can be excused only with a note from a medical professional. Excessive excused absences can be considered truancy. Excused absences may include:

1. Illness
2. Funerals
3. Doctor/dentist appointments
4. Extreme weather conditions

In the instance of an excused absence, the student shall have the opportunity to make up work for full credit. Generally, a student will be allowed a minimum of one day for every day of excused absence to complete makeup work. The student should remind his/her parent/guardian to call the Middle School (748-4638 - choose attendance reporting option) before 8:30 a.m. on each day of absence. If phone verification is not received, the student must present a written excuse signed by the parent or guardian indicating the dates and reasons for the absence. This note should be presented in the office on the day that the student returns.

C. Absent Pre-Excused: Parents may pre-excuse students from school by written request and approval of the principal. This absence is still considered an excused absence and falls under the same state statute 118.15(3)(c), quoted above.

Classroom participation and interaction is an important factor involved in a student's academic success. While students can make-up homework/class assignments, they cannot recapture the dialogue and classroom student-to-student and students-to-teacher interaction that better defines the daily or weekly lessons/units. Although the school discourages absence during regularly scheduled school days, a parent/guardian may excuse a child, in writing, for not more than ten (10) days in a school year. This request for an exception to compulsory school attendance must be made before the child's absence, and any course work missed during the absence must be made up.

When more than ten (10) school days in a school year are affected by a parent's desire to remove a child from routine school schedule participation, a parent may request additional prearranged absences beyond the 10 days authorized by state statute for approved educational experiences, if said request can be shown to satisfy the following prearranged absence concerns:

1. Is the student in good academic standing?
2. Is the student's attendance record good?
3. Has the student previously completed homework and make-up assignments responsibly on time?

Prearranged Absence Procedure

A parent/guardian requesting a prearranged absence must send a written request (paper or email) to the principal a minimum of 3-4 days in advance. Initial consideration of a request will be based on 1 through 3 above. If the request meets these conditions a pre-excused form will be given which must be signed by each teacher, listing the assignments that will be missed. The student will have the opportunity to make up any missed work for full credit.

D. Medical Excused: A medical provider may excuse students from school with a written note. Medically excused absences do not count towards the students' attendance totals.

E. Office/School Event: Students may be excused from class for specific office or school events. These absences do not count towards the students' attendance totals.

F. Absent Unexcused: A student should never be absent from school without an appropriate excuse from a parent/guardian. Unexcused absences from school are referred to as "truancy". There is a local ordinance against student truancy from school. Students and parents can be fined for this offense. Any student absent from school without an appropriate parent excuse will serve a 15 minute detention for each period of

unexcused absence and possible referral to the police liaison officer. Excessive unexcused absences could also be referred to the county of residence for habitual truancy.

Examples of unexcused absences/tardiness include:

1. Errands
2. Shopping
3. Haircuts/hairdressing appointments
4. Frequent or extended tardiness
5. Routine work
6. No parent excuse
7. No written advance notice
8. In excess of authorized 10 days with parent approval
9. Skipping portions or all of a school day for unauthorized reasons
10. Parent/guardian may not excuse a child for being late/absent due to the actions of the parent/guardian.

G. Truancy

State law requires that any person having a child under their control, who is between the ages of 6 and 18, shall cause the child to regularly attend school. Any student who misses a part of any day of school without an acceptable excuse is truant. If a student misses all or part of 5 or more days during a school semester without an acceptable excuse, they are considered to be a habitual truant.

H. Tardy: A student is tardy if not in the classroom when the bell rings. Students late to class (within 5 minutes) will be marked with a (T) in attendance to indicate that they were tardy to class. Consequences for tardy to class within 5 minutes will be at the teacher's discretion.

I. Tardy Excused: The attendance clerk will change any tardy to class (T) recorded by a teacher to Tardy Excused (TEX) if the student arrives to class within 5 minutes. Excused tardiness includes parent excused lateness which is necessary or unavoidable such as car trouble and doctor's or dentist's appointments. Unexcused tardiness is generally considered to be irresponsible lateness subject to the control of the individual, including oversleeping and willful delay in classroom attendance.

J. Tardy Unexcused: Students late more than 5 minutes but less than 10 minutes will be recorded as a Tardy Unexcused (TUX). Students with a Tardy Unexcused (TUX) will serve a 15 minute detention during the lunch recess on the same day, or next day if the Tardy Unexcused occurs after the lunch period. *Students late to class more than 10 minutes should be recorded as Absent Unexcused (AUX) for the entire period.*

Tardiness is detrimental to profitable use of instructional time, both in regard to the student missing and educational experience, *as well as the interruption of classroom instruction occurring when a student enters late.* Unless a student is actually present in school, s/he will be considered absent or tardy regardless of the fact that his/her absence or tardiness may be acceptable to school authorities and may be excused.

ADMITTANCE TO THE BUILDING

Admittance to the building in the morning is 7:15 a.m. Students not riding buses to school should plan to leave home so they arrive safely at school by 7:30 a.m. but no earlier than 7:15 a.m. since the school does not provide supervision until this time. If it is necessary to arrive before the building opens, students should wait at the front entrance.

Morning Admittance Schedule:

Office opens @ 7:15 a.m.
Cafeteria opens @ 7:15 a.m.
No students will be allowed to enter the building prior to 7:15 a.m. on regular school days (8:15 a.m. on late-start days).

Morning Admittance Schedule – inclement weather:

Students will be permitted in the building before school only if the actual temperature is below zero degrees Fahrenheit, the wind chill factor is lower than zero degrees Fahrenheit, or it is raining.

AFTER SCHOOL BRAVE PROGRAM

The BRAVE after school program provides homework help and enrichment opportunities for middle school students. Registration is free and required only once per school year. Program hours are Monday through Thursday from 3:07-5:15 pm. For more information or to obtain a registration form, contact the BRAVE site coordinator at 920-896-3969.

BACKPACKS

Backpacks, gym bags, drawstring backpacks, and purses/handbags are not permitted in any classroom, the commons, or media center. These items are to be kept in student lockers.

BEVERAGES

Outside food and drink will not be allowed in any classroom. Water, in a clear container with a lid/cap, is permitted. Energy drinks, carbonated beverages, coffee, cappuccino, hot cocoa, juice, tea, etc. are prohibited. Students will be asked to dispose of any beverages other than water.

BICYCLES/SKATEBOARDS/SCOOTERS

- Students who ride bicycles, skateboards, or scooters to school will need to be conscious of safety rules because of the heavy traffic in the school area. The city bicycle code requires that all traffic laws are observed and that bicycles be in safe riding condition and licensed.
- Bicycles are to be parked in the racks on the north side of the building. Students are not to ride their bikes (roller blades, skateboards, scooters, etc.) on school grounds or in the building.
- Under no conditions are students to use or handle anyone else's bicycle without the permission of the owner. It is recommended that all bicycles be locked during school hours. The school cannot assume responsibility for damaged or stolen bicycles.

BULLYING

RASD Board Policy 5517.01-Bullying

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated.

Board Policy 5517.01 will be annually distributed to all students enrolled in the School District, their parents and/or guardians and employees. The policy will also be distributed to organizations in the community having cooperative agreements with the schools. Additionally, the policy will be posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

Cyberbullying

Cyberbullying is defined as the use of information and communication technologies including, but not limited to e-mail, social networking sites, cell phone and paper text messages, instant messaging (IM), defamatory online personal polling web sites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

BEHAVIOR EXPECTATIONS

At Ripon Middle School, we believe in using positive behavior and intervention supports (PBIS) as a way to encourage positive student behavior and eliminate the distraction of negative student conduct. This means our focus will be to set specific behavior expectations for students, model and continuously teach those

behaviors, and then reward students with positive tokens when those expectations are observed. Every aspect of the positive behavior in our building can be categorized into three focus traits: Responsibility, Respect, and Citizenship. Below are the specific ways students can show these traits in each area of the building.

MS BEHAVIOR EXPECTATIONS

	Before School	After School	Hallways	Cafeteria	Lunch Recess
Respect	Personal Space Be polite	Personal Space Be polite	Personal Space Quiet Volume Remove hoods, hats, & earphones	Personal Space Be patient Use good manners Quiet volume	Personal Space Sportsmanship Wait patiently to enter building
Responsibility	Arrive on-time Go directly to locker Put away coats, hats, iPods, phones, bags	Be on bus by 3:10 Be off grounds by 3:15 BRAVE by 3:15 Practice by 3:15	Sign-in/out Quick and direct	Bring your coat/hat Eat what you take Say please & thank you Clean-up after self Return trays/utensils	Go outside or gym Stay on asphalt Stay away from cars Non-contact games only (no football)
Citizenship	Be friendly Report issues	Be friendly Report issues	Be friendly Acknowledge others Be helpful	Invite others to sit Offer to help others	Invite others to play Report issues

COMPUTERIZED LUNCH ACCOUNT

The Ripon Area School District uses a computerized lunch accounting system for purchasing school meals and milk. It is a prepaid system with a variety of payment methods (daily, weekly, monthly, semester, etc.). Middle school students are issued a four digit identification number. Each student will key in his/her identification (ID) number at the end of the lunch line, and the amount of the purchase will be subtracted from the student's account balance. Extra milk and/or milk for bag lunches will be entered in the same manner. If a student cannot remember his/her four-digit ID number, s/he must go to the school office where the secretary can obtain the number. When a student has finished eating, s/he should clean up their area and return the tray. All food and drinks <u>must</u> be eaten in the Commons.

When a student wishes to purchase a school meal or any other food items but does not have sufficient money to pay for the items at the time of service, the student will be allowed to charge their account for those items. A negative balance in a student food service account is a debt that is owed by the students parent or guardian. If a negative balance still has not been paid without two weeks after notification, or a payment plan has not been set up, the district will follow the steps below.

1. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drop-out, etc.).
2. At its discretion, the district may continue collection efforts. However, as long as the total amount owed by any household (for all children in the household) does not exceed $100, the district normally will not refer the debt to a third-party collection agency or pursue collection in small claims court.

3. Debts owed to the district's food service program may result in the denial of certain school-related privileges in the same manner that applies to other past due school fees and charges.

Payments to lunch accounts should be made at the office, paid online through the Parent Portal, or mailed to the Ripon Area School District, Attn: Lunch, 1120 Metomen Street, Ripon, WI 54971. Students are expected to have a positive balance in their lunch account at all times.

CONCUSSION

Each school year students/parents shall be provided with an information sheet regarding concussion and head injury. At certain times during the school year a student may participate in an activity where a concussive event is likely to occur (i.e., recess, field trips, and/or PE classes). Parents are requested to sign an agreement noting that they have:

- Read the Parent Concussion and Head Injury Information;
- Understand what a concussion is and how it may be caused;
- Understand the common signs, symptoms, and behaviors; and
- Understand that it is their responsibility to seek medical treatment if a suspected concussion is reported to them.

DISCIPLINE

Discipline: Philosophy:

We believe that most of our students will meet our positive expectations and create a positive environment through the PBIS Program. It is the goal of the teachers, staff, and parents to encourage students to exercise respect, responsibility, and citizenship. Teachers and staff will model positive behaviors and display positive expectations. Students share the responsibility for creating an atmosphere that is positive and conducive to learning. We also understand that there will be occasion for school discipline when positive expectations, positive modeling, and positive reinforcement do not work. It is further understood that all school discipline is progressive in nature.

Discipline: Student Expectations:

It is the responsibility of the student to accept that negative behaviors while at school could result in school discipline. No student has the right to interfere with the education of fellow students or the ability of school staff to help other students learn. Our discipline guidelines are based on the principles of respect, responsibility, and citizenship. The following discipline shall apply to the students while on district premises or while engaged in school-related activities.

Discipline: Possible Consequences:

Detention: Detentions are classroom level disciplinary interventions. Detentions may be served with the classroom teacher during lunch or before/after school. A conversation should take place between the student and teacher (or parent if the detention is outside of the school day) to determine the time and place of the detention. If a student fails to serve the predetermined detention, the teacher will complete a discipline referral.

In-School Suspension: An In-School Suspension (ISS) is an extended detention where the student is not allowed to return to the classroom. ISS is reserved for the principal or administrative designee. Students will be allowed to work on the general curriculum and independently in school office during ISS. At any time during the ISS the principal or administrative designee can use Out-of-School Suspension (OSS) if they feel the situation calls for that course of action to ensure the smooth and safe operation of the school.

Out-of-School Suspension: State statutes permit the out-of-school suspension of students (SS 120.13) for up to five days for misconduct. Suspension from school is a temporary exclusion of a student from class attendance and/or participation in school functions for misconduct or violation of district rules and regulations. If the suspension is ordered and if the student suspended is a minor, the parent or guardian shall be given notice of suspension and the reason.

Students are encouraged to take all books and materials home and work independently. The student is not permitted on school grounds during the school day or at any school activity after school or in the evening for the period of the suspension. This includes a weekend over which the suspension extends. Prior notice of an intended suspension need not be given when it is clear that the health, safety, or welfare of the school

community is threatened. A student may be suspended out-of-school whenever the school finds the student guilty of repeated refusal or neglect to obey the rules or finds the student engaged in conduct, while at school or while under the supervision of a school authority, which endangers the property, health, safety of others.

The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the superintendent or a person designated by him. The designee shall be someone other than a principal, administrator, or teacher in the suspended student's school.
If, as a result of the conference, it is found that the suspension was unfair, unjust or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension will be expunged from the student's school record and the student is still given the opportunity to make up any missed work. The finding shall be made within 15 days of the conference. Students suspended will be given the opportunity to make up all work missed. The assignment of in-school suspension will be at the discretion of administration.

- **Expulsion:** According to Wisconsin Statutes (120.13) the Board of Education may on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment. Notice of an expulsion hearing shall be transmitted to the board by the District Administrator. Prior to such expulsion, the board shall hold a hearing thereon. Not less than five days before the hearing written notice of the hearing shall be sent to the student and, if the student is a minor, to his/her parent/guardian, specifying the reasons for the expulsion hearing. A student or parent/guardian may be represented by counsel. The board shall keep written minutes of the hearing. Upon the ordering by the board of the expulsion of a student, the district clerk shall mail a copy of the order to the student and, if the student is a minor, to his parents or guardians. An expelled student may appeal the expulsion to the State Superintendent. Procedures to be followed by the board in conducting an expulsion hearing are those outlined in state law. State law grants the board authority to deny enrollment to a student during the term of his or her expulsion from another district.

  The board shall expel a student from school for not less than one year whenever it finds that a student, while at school or while under the supervision of a school authority, possessed a firearm as defined in federal law 18 USC 921(a)(3).

  In the case of an impending expulsion involving a student identified with a disability, as defined in state and federal law, the school administration will form an IEP committee to investigate the relationship between the behavior(s) leading to the proposed expulsion and the disability. The reason(s) for expulsion may not be a manifestation of a student's disability as defined in Wisconsin Statute 115.73.

  The committee shall generate a report, made available to the board, regarding their deliberations and findings and appropriate actions taken in accordance with their findings and the state statutes.

  Legal References: Sections 118.13 Wisconsin Statutes,120.13(1), 120.44, PI 9.03(1) Wisconsin Administrative Code, Improving America's School Act 1994, Gun-Free Schools Act of 1994, 18USC 921(a)(3). Application of Conduct Guidelines

Discipline: Offenses

Student conduct that calls for school consequences may include, but is not limited to:

Level A Offenses

1. Repeated failure to bring all necessary materials to class.
2. Repeated inappropriate hallway or common area behavior including running and shouting.
3. Repeatedly causing a disturbance in a classroom (behavior that interferes with teaching and learning).
4. Repeated failure to follow the positive expectations given by a teacher or other authorized staff member (i.e. leaving a class without permission, safety guidelines for class, etc.).
5. Multiple tardies to class or study hall (less than ten minutes).
6. Wearing inappropriate clothing.
7. Profanity or other abusive language not directed at an administrator, teacher, or other staff member.
8. Unauthorized (not connected to class activity) use of electronic devices.
9. Misbehavior on a bus, including rough or boisterous behavior, causing a disturbance, or violating bus

rules. (Discipline may include loss of riding privilege.)

10. Intimate contact with another student, including kissing, hand-holding, and embracing.

Level A Consequences

A staff member, with discretion, could assign a detention and will contact parents.

Level B Offenses

1. Repeated non-compliance of level A offenses.
2. Failure to serve a detention.
3. Possession or use of any tobacco product, including e-cigarettes and vaping. Discipline may also include the issuance of a citation per State Law 120.12 (19).
4. Reckless conduct without injury including but not limited to physical contact such as pushing, shoving or tripping a student.
5. Vandalism that can be cleaned by student under supervision.
6. Leaving building or grounds without permission.
7. Unauthorized access to personal property of others.
8. Forging notes, excuses, early dismissal slips, or attendance phone calls.
9. Disrespect of an administrator, teacher or other staff member.
10. Gambling (participating in any game or activity involving chance and the payment of money).

Level B Consequences

A student who commits a level B offense could receive an In-School Suspension (ISS) or multiple detentions.

Level C Offenses

1. Repeated Level B offenses.
2. Vandalism causing damage that can be repaired for $100.00 or less. (Discipline will also include student's payment of repair or replacement expenses.)
3. Making obscene gestures to a staff member.
4. Damaging a person's property.
5. Verbal harassment (including electronic devices), including racial, color, disability, sex, sexual orientation or religious beliefs.
6. Violating a person's right of privacy.
7. Exchanging tobacco products on school grounds.
8. Fighting, including but not limited to, wrestling and open or closed fist hitting. All parties involved will be subject to disciplinary responses.
9. Engaging in bullying behavior as defined in Wisconsin State Statutes and School Board Policy.
10. Possession, distribution, or exhibition of sexually provocative materials.
11. Harassment involving physical contact or threats of harm or sexual harassment.
12. Extortion (obtaining or attempting to obtain something of value from another by force or intimidation or forcing or attempting to force another to take action or not take action).
13. Profanity or other abusive language directed at administrator, teacher or other staff member.
14. Theft or possession of stolen property based on administrative or Police School Liaison Officer investigation.
15. Possession, use, or distribution of any tobacco product - second offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).

Level C Consequences

A student who commits a level C offense could receive an Out-of School Suspension (OSS) of up to five (5) days and/or any of the above-mentioned disciplinary responses.

Level D Offenses

1. Repeated non-compliance of level C offenses.
2. Possession or use of a weapon.
3. Setting off a false fire alarm, making a false 911 call, making a bomb threat, or a similar terrorist threat.
4. Possession or use of any tobacco product - third offense within a school year. Discipline may also include the issuance of a citation per State Law 120.12 (19).
5. Striking or assaulting an administrator, teacher, or other staff member.
6. Vandalism causing damage in excess of $100.00. (Discipline will also include student's payment of repair

or replacement expenses.)
7. Possession or detonation of fireworks, smoke bombs, stink bombs, and similar devices.
8. Arson or attempted arson.
9. Theft - second offense.
10. Being under the influence of alcohol or illegal drugs.
11. Possession or distribution of alcohol, mood altering drugs not prescribed by a physician, or related drug paraphernalia.
12. Criminal behavior (conduct that, if committed by an adult, would constitute a felony or misdemeanor under the prevailing laws of the State of Wisconsin).

Level D Consequences
A student who commits a level D offense could be suspended for up to 15 days. Additionally, the administration may put a student on a conditional reinstatement or seek a student's expulsion (which may be permanent) by the board and/or any of the above-mentioned disciplinary responses.

ELECTRONIC DEVICES

Pursuant to the Ripon School District Policy regarding electronic devices, middle school students are allowed to use and possess these devices while at school with the following exceptions specific to Ripon Middle School:

1. All electronic devices should be set to "silent" at all times and cell phones should remain in the student's locker during school hours.
2. Students may not use electronic devices to send or receive text messages or phone calls during regular school hours unless specifically approved by a school staff member.
3. Students may use electronic devices for playing or viewing electronic media during the lunch period and before/after school.
4. Students may use electronic devices for playing or viewing appropriate electronic media during class only if specifically approved by the classroom teacher or aide.
5. Students should not use electronic devices for playing or viewing electronic media during passing times of regular school hours. This includes wearing headphones or "ear buds."
   School staff members will be asked to help students learn the appropriate middle school use of electronic devices by using the following procedure:
   1. First violation = warning to student and explain expectations
   2. Second violation = student will give device to teacher for rest of the class period
   3. Third violation = student will be sent to office

EMERGENCY DRILLS

Fire Alarms: When the fire alarm sounds, students must leave the building in single file and in an orderly manner. Students should keep low and stay close to the corridor wall as they leave the building. Each classroom has posted directions for fire drill procedures and has a designated meeting spot on the school grounds. These directions are posted on the wall near the classroom door. In addition, monthly drills will be performed for practice purposes. The principal or principal designee will notify students and staff when it is safe to re-enter the building.

Severe Weather Drills: When the school receives a tornado warning, students will be instructed to move to the designated safety areas. Students will not be permitted to leave school during a severe weather condition unless a parent signs the student out in the office and accompanies the student from school. An all-clear announcement will be made when the danger has passed.

Lock Down: Lock Down refers to an intruder on the school site. Each classroom has directions for Lock Down procedures posted on the wall near the classroom door. The principal or principal designee will notify students and staff of an all-clear status.

Medical Emergency: Medical Emergency refers to a procedure to enlist the aid of a first responder team to a child or adult health emergency situation. Each classroom has directions for Medical Emergency procedures on the wall near the classroom door.

EMERGENCY MESSENGER

Parents may receive a recorded phone or text message in the event of school lockdowns and school early dismissal. Infinite Campus Messenger may also be used to provide general notification regarding school activities, low lunch balances, and attendance issues.

EXTRACURRICULAR ACTIVITIES

Many extracurricular activities are offered as enrichment to the middle school program. It is important that students attend the organizational meeting for each activity so that they can sign up and become familiar with rules, practices, and schedules governing participation and when the "seasons" take place. Students are encouraged to participate in these activities when they are offered. Some of the extracurricular activities are:

- **Forensics:** (Grades 6-8) The middle school forensics program is available to students who wish to take advantage of an introductory experience in public speaking. The season generally begins in October and builds toward an eight-school conference meet in November. The categories include interpretive reading, serious and humorous declamation, play-acting, choral reading, demonstration speaking, storytelling, extemporaneous speaking and reading, and the four minute speech.
- **Musical:** (Grades 6-8) The middle school musical is offered as an enrichment activity. Students may choose to audition for lead roles or participate on one of the many crews.
- **Academic Bowl:** (Grade 8) The academic bowl involves competition with other middle schools. Students are selected to demonstrate their knowledge of important concepts and facts related to math, language arts, history, science, geography, and sports.
- **Athletics:** (Grade 6–Cross Country; Grade 8–Spirit Team; Grades 7 & 8–all sports.) Many sports activities are available to boys and girls in the middle school. Extracurricular activities are offered to students after school throughout the school year. Students are encouraged to participate in at least one sports activity.

Students participating in extracurricular competition are also required to comply with the rules set down in the Middle School Extracurricular Code. Each athlete and parent/guardian is responsible for reviewing these expectations and must verify awareness of the rules prior to participation. Students must be present for the entire school day (with the exception of prearranged appointments) to be able to participate in extracurricular practices or competitions/ activities that evening.

Ripon Area School District does not underwrite the cost of accident insurance for participation in extracurricular programs. The district does provide an opportunity for parents to purchase coverage. The program is a benefit plan and should not be considered as primary coverage or replacement for health and accident insurance. All students will be provided with detailed information about the plan at the beginning of the school year. Parents are encouraged to review their present levels of health and accident insurance to determine if their coverage is adequate.

The current extracurricular schedule is available on the Middle School Calendar of the Ripon Area School District website. www.ripon.k12.wi.us

EXTRACURRICULAR BUSES/FIELD TRIPS/ACTIVITY BUSES

When the school provides bus transportation, students are expected to ride the bus to and from scheduled activities. Requests for special arrangements must be in writing at least one day prior to the event. For athletic events, written permission for the parent to take a child home from the event must be submitted to the office *before the event takes place.* Due to insurance restrictions, no one other than the parent/legal guardian can transport the child.

Parents will be alerted to field trips in advance so that there is adequate time to raise questions or discuss concerns with the teacher. A signed permission slip will be required to enable the student to participate in off-campus experiences.

FEES

A $20 participation fee per activity, with a maximum of $80 per family per year, will be charged to students participating in extracurricular activities.

GRADES

Students and parents may access student's grades online, at any time, by visiting our website and connecting to the Infinite Campus (IC) Parent Portal. Parents should contact the Administrative Office for assistance logging into the portal. Report cards are also available through Infinite Campus and parents will be notified when they're finalized through IC Messenger.

GUESTS – BRINGING TO SCHOOL

In general, bringing a guest to school is discouraged because of the distractions it often causes in the classroom. If a student has a particularly good reason for wanting to invite a guest, written permission must be obtained from the principal at least two days in advance. The guest should be of similar age and grade to the student making the request. Visitation is limited to one day. Guests are not permitted when state/local assessments are being administered, on field trips, or during the first/last weeks of school.

HOMEWORK AND ACADEMIC INTEGRITY CODE

Academic integrity is the responsibility of each student at Ripon Middle School. It is the right, privilege and responsibility of each individual to contribute to and work in an environment of trust. **All students** are required to abide by the basic principles of honesty in fulfilling both out-of-class and in-class expectations. Each student is required to adhere to the following code of ethical behavior.

Academic Integrity requires that you do not:

- Copy from another student.
- Submit work that is not original - assignments, projects, or writing completed by someone else.
- Intentionally allow another student to copy your paper.
- Pass quiz or test information during or between classes.
- Talk, sign, gesture, or use unauthorized notes during a quiz or test.
- Take credit for group work when you have made little or no contribution.
- Exchange answers with others or borrow assignments.
- Lie or misrepresent facts by altering or omitting the truth.
- Plagiarize (represent another's ideas or works as your own).
- Copy print material without proper citation.
- Copy electronic material (including on-line encyclopedias, BadgerLink, etc.) without proper citation.
- Copy material from the Internet without providing the proper citation.

RESPONSIBILITIES

Students will:

- Avoid situations which might contribute to cheating, plagiarizing, lying, and stealing.
- Consult faculty about any questionable situations (including study halls).
- Learn/use appropriate methods for documenting print, electronic, and Internet resources.
- Accept consequences for violations of Academic Integrity Code.
- Record homework in the planner provided.
- Obtain homework assignments missed due to any absences.

Parents will:

- Assist students with assignments without completing the work for them.
- Have knowledge of the Ripon Middle School Academic Integrity Code and its consequences.
- Provide a positive example for adhering to the Academic Integrity Code.

- Support faculty and administration in enforcing the Academic Integrity Code when there is a violation.

Teachers will:

- Teach appropriate methods for documenting print, electronic, and Internet resources.
- Indicate an expected time needed to complete the assignment.
- Indicate the intended purpose.
- Follow consequences of violations of the Academic Integrity Code.

CONSEQUENCES

- Parents will be notified whenever the Academic Integrity Code is broken.
- Report to an administrator for record documentation.

HOMEWORK GUIDELINES (Based on Homework Policy #2330)

The Board of Education acknowledges the educational validity of out-of-class assignments as adjuncts to and extensions of the instructional program of the schools. "Homework" shall refer to those assignments to be completed outside of the school by the student or independently while in attendance at school. The following guidelines have been developed to assist principals in working with staff to establish appropriate homework assignments:

A. Homework should not be an end in itself, but should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school. Teachers will make parents aware of how they will be using homework as a learning activity in accordance with these guidelines.

   The following issues should be considered by teachers in regard to their homework assignments:

   a. What percentage of a student's grade should be affected by homework?
   b. Do my policies regarding late assignments encourage learning?
   c. How will I grade this assignment? Have I explained the criteria I will use?
   d. Do all students have reasonable access to the resources required to complete this assignment (e.g., Internet, computer, encyclopedia, newspaper)?

B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, integration of knowledge, and an opportunity to remediate learning problems. As part of the process of using homework as a learning tool, students should be involved in learning how to critique their own and each others' work based on clearly-defined criteria.

C. The frequency, degree of difficulty, and time required for completion of homework assignments should be based on the ability and needs of the student as well as the student's total homework load.

   Homework assignments should be appropriate to the grade level and the abilities of the students involved and may reflect different purposes at different grades. For younger students, in particular, homework should foster positive attitudes and perceptions about learning, develop productive habits of mind, and reinforce basic skills. For older students, in addition, homework may facilitate knowledge acquisition and application in specific topics.

   The time limits for the completion of homework should be reasonable and consistent with the nature of the assignments given. The stated time limits should also provide for interim appraisal of progress where assignments involve extended time, permit revisions based on teacher comments, and allow the prescribed time for make-up of missed homework assignments. The prescribed time for make-up of missed homework due to excused absence is that the student will receive and extension for each day of absence upon returning to class.

   3. The following guidelines are recommended for the frequency and duration of homework assignments per night:

   Homework includes time to complete that evening's assignments and to study, read, and review class notes. Actual homework time will also vary depending on the nature of a student's schedule. There is no expectation for teachers to assign homework every night. Teams are expected to coordinate the

frequency and duration of homework assignments as well as tests and projects. Rarely should a night's total homework load exceed ninety (90) minutes. However, students may need to complete additional homework if they did not use class time to full advantage.

D. Homework should take into account the busy lives of students which include many other activities that make a legitimate claim on the student's time.

Many students have hectic schedules with co-curricular, family, and job responsibilities. Students appreciate time for rest, relaxation, and a change of pace just as adults do. If an assignment must be completed during a weekend, holiday, or scheduled school vacation, there must be very clear justification for giving it. In addition, it must reasonable in length. Assignments which do not meet such criteria should not be given.

Teachers may assign homework for the upcoming school year during the summer when pre-approved by the principal. Parents of the affected students must be notified in writing of such homework and its purpose when it is assigned.

E. The learning goal of a homework assignment should be identified and articulated.

All homework assignments should have a specific purpose related to the learning objective of a program or course. Teachers should state clearly for each homework assignment:

1. How the assignment is related to the topic under study.
2. The purpose of the assignment.
3. How much time the assignment is expected to take to complete.
4. What the student must do to demonstrate the assignment has been completed.

F. The success of a homework assignment or project should not be dependent on parental involvement. Parents will rarely be asked to play a formal instructional role in homework. Instead, they are asked to create a home environment that facilitates student independent study.

G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure. Assignments should never be given as punishment.

H. Submitted or collected homework should receive timely teacher feedback that includes specific suggestions aimed at increasing student understanding. Principals will facilitate an ongoing discussion with the faculty regarding the best practices for putting these guidelines, and their intent, into action.

Make-up Work: Students are allowed one day for each day absent to make up work. In the event of extended illness or extraordinary circumstances, the student is responsible for make-up provisions with the teachers.

HUMAN GROWTH AND DEVELOPMENT

Although primary responsibility for education about sexuality as one area of total human growth and development rests with the parent or guardian, the school feels that it is important and necessary to supplement or complement those standards and programs established at home and within the community. Parents are invited to learn about the curriculum and review instructional materials prior to the teaching of the unit. In addition, the curriculum and materials are available to parents upon request for inspection at any time. No pupil is required to take instruction in human growth and development if the parent files a written request for exemption with the principal.

INTERNET USE AND OTHER COMPUTER NETWORKS

- All students using the Internet must have a signed Internet Acceptable Use Agreement on file.
- Students must present a pass from a teacher specifically for Internet use.
- Students must get teacher permission to use and print material from the Internet.

- Students are expected to use the Internet in a responsible manner, which includes immediately backing out of any inappropriate sites.
- Students may not enter or use any chat rooms or messaging software including those residents on the network.

Consequences for Internet/Network violations:

- **1st Offense** - Loss of Internet privileges for up to one semester and loss of computer use privileges for 3 weeks.
- **2nd Offense** - Referral to office, consequences to be determined at parent/student/administration conference.

LOCKERS

1. Each student is assigned a gym and corridor locker for personal belongings. RESPECTING THE RIGHTS OF OTHERS IS AN ESSENTIAL CHARACTER TRAIT. A student is expected never to open a lock or locker other than his/her own. Students should not leave valuables or money in their lockers. While lockers are provided for the student convenience, the school/district is not responsible for the loss or theft of property maintained in personal student lockers. Money that MUST be brought to school for school-related purposes, should be kept in the school office. Students are not to keep books or other personal belongings in other students' lockers and are not to share their locker combinations with anyone.
2. The school district through its administration maintains ownership and possession of all desks and lockers used by enrolled students. Students are given the right to use the desks/lockers under certain conditions. Students may post information, pictures, and decorations, etc. on the inside of the locker as long as the items are not obscene, distasteful or disruptive. The outside of student lockers must remain clean and free of any postings, writing, or decoration.
3. The principal/designee may randomly and periodically search a locker or desk if he/she has reason to suspect the existence of materials in the locker that are contrary to the interests of the school community in the maintenance of a safe and secure environment. The principal shall also conduct random and periodic searches/inspections of lockers and desks to assure that a clean, hygienic and orderly environment is maintained and to assure compliance with all district rules and regulations including the prohibition against the possession of contraband materials. The student assigned to the locker is responsible for the contents of the locker.

LOST AND FOUND

Students finding articles that have been lost or misplaced by others are to turn them in at the office. Students who lose or misplace items should inquire at the office after checking each of their classrooms and the lost & found rack; however, the school is not responsible for lost items. Items not claimed by the end of each quarter will be donated to the local thrift store.

MEDIA CENTER

The middle school has an excellent media center facility to accommodate students' reading interests and research needs. Students are generally provided class time for scheduled visitation to the media center for book selection and research. Additional times that the media center may be used are posted on the media center webpage. libguides.ripon.k12.wi.us/rmsmc

Students are expected to be respectful of the media center facility by keeping their feet off the furniture, not rocking back on the chairs, and being aware of dirt or mud on their shoes to avoid staining the carpet. Food and beverages are not permitted in the media center. There are certain rules that must be observed in the media center so that it will be a pleasant place to read and study:

1. All materials taken from the media center should be appropriately checked out.
2. Books may be kept for three weeks and can be renewed.
3. Students should return books promptly; others may be waiting for them.
4. A student is responsible for books he/she has drawn from the media center and must pay the replacement cost of the book if it is lost or damaged.

5. Because each student has the right to work in a quiet atmosphere, and many classes use the media center, loud talking is inappropriate and will not be permitted. This policy will be in effect during all class periods and the lunch hour.

MEDICATION PROCEDURES

Based on the 1983 Wisconsin Act 334 (AB 281) that authorizes certain school personnel to administer drugs to students under special conditions and immunizes the personnel from civil liability, the following procedures shall be followed regarding the dispensing of medication.

Physician Prescribed Drugs

- **SCHOOL PERSONNEL MAY ADMINISTER NO MEDICATION WITHOUT WRITTEN PERMISSION FROM THE PHYSICIAN and co-signed by the parent (Section 118.29).** In addition, no medication may be administered unless in a container with a pharmacist's label having the following information:
    1. Child's full name
    2. Name of drug and dosage
    3. Time and quantity to be given
    4. Physician's name
- Medications will be administered by the school principal, school secretary, child's teacher, school nurse, or health aide.
- It is the responsibility of the student, not school personnel, if appropriate, to take his/her medication at the designated time.

  Examples:
  Grades K-3 should have assistance from designated personnel.
  Grades 4-12 should be deemed responsible, unless in special education classes.
- Only limited quantities of any medication are to be kept at school. Said medications are kept in a locked place not accessible to other students, and checked out only by a person designated to give the drug.
- The length of time for which a drug is to be given shall be specified in the written instructions from the prescribing doctor. Any change in amount, time or discontinuation of the medication must be in writing.
- A "Medication/Treatment Authorization Form" must be filed with school officials before any medication can be administered. **EACH REQUEST FORM MUST BE RENEWED ANNUALLY.** Medication changes require a new request form to be filed.
- Accurate and confidential records shall be maintained for each pupil receiving medication.
- Medications ordered by the physician 1x a day, 2x a day, 3x a day should be given at home, before and after school and/or at bedtime.
- The school nurse will be contacted if any medication is sent to be taken that is not labeled and without signed consent; the parent will be called stating the school's policies.

Non-prescription Drugs: Over the counter drugs (i.e., pain relievers, cold medicine, cough medicine, etc.) must be in the original container.

- Only the top portion of the "Medication/Treatment Authorization Form" must be completed in full by the child's parent/guardian before school personnel can be expected to administer nonprescription medication.
- The school office maintains a supply of stock ibuprofen and acetaminophen for student use. A "Permission for Administering Stock Medication at School" form must be completed by a parent/guardian before any medication can be dispensed.

If you have any questions regarding this medication policy, please feel free to contact the school nurse at 748-4633.

NURSE

Students who become ill or sustain an injury during the school day should report to the office. The school nurse, or her aide, is on call for emergency situations. Working with the student and parents, the school nurse or her aide will coordinate care and/or transportation home for the student.

Absence, Exclusion, and Re-admittance

In accordance with the rulings of the Wisconsin State Board of Health, a student must be sent home if he/she shows symptoms of illness. A fever of 100°+ is considered sufficient reason for excluding a student from the classroom. If students are too ill to fully participate in all school activities, including phy ed or recess, they should be kept at home until recuperation is complete.

The procedure for readmitting students who have contracted a communicable disease has been agreed upon with the county health officer. All children who show signs of any communicable disease must be kept at home. If a child has one of the communicable diseases such as chicken pox, impetigo, pink eye, head lice, or strep throat, the parent must notify the school office.

Every child is expected to participate in the physical education program as prescribed by law in the State of Wisconsin. Only students who submit a written statement from a physician indicating the restrictions will be excused.

OFF SCHOOL GROUNDS

Ripon Middle School operates as a closed campus. Students are not to leave the building at any time or for any reason without office permission. If a parent wishes to pick up their own child for lunch, the parent/guardian must provide written notification to the office.

POSTING OF STUDENT AND COMMUNITY INFORMATION

Students, staff, and community members are permitted to post announcements, information, and other general communications on the Student/Community Announcement Board located outside the main office. Postings should not be obscene, inappropriate, or disruptive in any way. All items must be approved by the Superintendent prior to posting.

RELEASED TIME FOR RELIGIOUS INSTRUCTION

All students are eligible to be released from school classes on Wednesdays at 2:30 p.m. to attend religious instruction classes offered in the various area churches.

REPORT CARDS

Middle school report cards are available through the parent portal of Infinite Campus. Only the semester and final report cards will be mailed to the student's home. First and third quarter report cards can be viewed on the parent portal. Parents who wish to have quarterly report cards mailed may request that service each year by contacting the school office.

SCHOOL COUNSELOR SERVICES

The school counselor's job is to help students. If a student has problems of any kind, wants help in planning his/her future or just wants someone with whom to talk, the school counselor will be glad to be of assistance. A student may make an appointment with the school counselor directly or by stopping at the counselor's office before or after school, but not during class periods. The school counselor follows the Wisconsin School Counselors model and is a source of information on educational and career planning.

STUDENT DRESS AND GROOMING GUIDELINES

The appearance of any young person is primarily the responsibility of that individual and his/her parents. Student dress or grooming should not affect the health/safety of students or disrupt the learning process within the classroom/school. Therefore, no aerosol spray cans (i.e. deodorant, hairspray) are to be brought to school. Clothes should be neat, modest, clean, and appropriate for school activities. According to state regulations for public buildings, appropriate footwear (any form of shoe) must be worn at all times. Jackets, coats, hoods, and

hats are not to be worn in the classroom. Students are allowed to wear hats or other such items before school, after school, and while outside during the noon hour. Headwear such as this must be kept in your locker during all other times, including during lunch.

Articles of clothing, hairstyles or makeup, which are determined by the building administrator/designee to interfere with the educational process, are prohibited. These guidelines apply to all school-related functions including those held outside the normal school day.
Examples include (but are not limited to):

- Clothing and/or expressions which are obscene, representative of illegal behavior (promotion of drug/alcohol use), demeaning to others (racial, religious, sexist or ethnic inscriptions), contain sexual references/double meanings or apparel/signs symbolic of gang related activity, or sexually suggestive.
- Any pants/shorts that are worn below the waist where undergarments (including boxer shorts) are exposed or pants/shorts with holes in them to expose undergarments.
- Shorts and skirts that are not of appropriate length and fit according to acceptable standards (while standing with their arms hanging at their sides, shorts, and skirts that do not extend at or past the finger tips are too short for school).
- Spaghetti strap tops/dresses are acceptable **only** if another garment with non-transparent material is worn over or under it. At no time will undergarments such as bras be worn on the outside of clothes.
- Halter tops, backless tops or other tops that have inappropriate necklines.
- Any type of shirt that exposes either the front or the back of the abdomen area (no bare midriff).

Students who do not meet these expectations will be asked to change clothes (physical education clothes are acceptable), contact home immediately for a change of clothes, be loaned a special alternative T-shirt from the office, or be sent home. Absences due to this type of behavior are unexcused and repeat offenses will result in additional consequences.

TELEPHONE USAGE

Students may use classroom telephones with the approval of the teacher. The office telephone is reserved for health, attendance, emergency, and other functions unique to student welfare and safety.

TRANSPORTATION RULES AND REGULATIONS

Students and parents are advised that, in order to maintain bus-riding privileges on school buses, the following responsibilities must be observed:

Parent Responsibilities

- Shall realize that school bus transportation is a "privilege" not a "right". Students who misbehave may be denied the privilege of riding on the bus since their misbehavior jeopardizes the safety of all other riders.
- Shall be notified prior to withdrawal of such privileges by the school principal.
- Should periodically review the bus transportation and safety rules with their children.
- Should encourage their children to observe and practice all of the rules and regulations.
- Should request in writing, in advance, any exception to the rule that students will ride on assigned buses. Requests will only be made to the school principal or his/her designee. Parents will assume the responsibility for the child when such a request is made and granted.
- Should call the bus driver or another student rider if their child is not attending school.
- Are responsible to pay for damage to school buses when such damage is the result of vandalism committed by their child(ren).
- Shall accept responsibility for the welfare and supervision of students using school buses until the students actually board the bus for school and after the students get off the bus on the return trip.
- Shall cooperate with the school and/or representative of the bus contractor relative to student safety violations or conduct reports.
- Should communicate with the school principal or director of business related services concerning any transportation problem or situation.

- Shall observe all school property, traffic, and road regulations. **(DO NOT PARK OR STOP IN BUS LOADING/UNLOADING AREAS.)**

Student Responsibilities

A. General

- Realize that school bus transportation is a privilege, not a right.
- Shall respect and obey the instructions of the bus driver.
- Shall look after the safety of younger children.
- Shall observe all rules and regulations that apply to bus transportation.
- Shall conduct themselves in a safe manner at all times.
- Shall ride on assigned buses unless authorized by the principal to make a change.
- Will board and leave from their bus at selected designations unless written parental permission is granted and approved by the principal to be let off at other than the regular stop.
- Shall respect other people and their property while waiting for the bus.
- Shall, when made necessary and is unavoidable, walk on the roadside facing traffic.
- Students are to walk between or behind buses only in specially designated loading areas.

B. Prior to loading

- Be on time at the designated school bus stops arriving about 3 minutes before the bus is due.
- Stay off the road while waiting for the bus.
- Line up in an orderly single file at the end of the driveway (not on the road). Do not proceed toward the bus until the bus comes to a complete stop, the bus driver gives the signal for crossing, and you have checked for oncoming traffic.
- Proceed across the road at least 10 steps in front of the bus.
- Use the handrail and watch your step when boarding the bus.
- Be courteous.
- Do not take advantage of younger children in order to get a seat.

C. While on the bus

- Keep hands and head inside the bus at all times. Sit quietly, facing the front of the bus.
- Assist in keeping the bus safe and sanitary at all times. Eating and drinking are not permitted on the bus except during various extracurricular trips with the approval of the chaperone and bus driver.
- Remember, loud talking and laughing or unnecessary confusion diverts the driver's attention and may result in a serious accident.
- Treat bus equipment as valuable furniture in your home. Damage to seats, windows, and other equipment must be paid for by the offender or his/her family.
- Never tamper with the bus or any of its equipment.
- Leave no books, lunches, or other articles on the bus.
- Keep books, packages, coats, and other such objects in your lap, not in the aisles or driver's area. Large musical instruments, large art and technology education projects, and other similar objects, are not to be transported without the approval from the principal and/or bus driver.
- Animals are not permitted on school owned vehicles at any time. Ask the bus driver if you are in doubt as to what objects may be transported on the school bus.
- Remain in the bus in case of road emergency unless directed to do otherwise by the bus driver.
- Do not throw objects or paper inside the bus or out of the bus window.
- Always remain in your seat while the bus is in motion. Exceptions are:
    - You may move to the front as the bus approaches your stop;
    - You may move to the front during the previous stop to get ready for your drop-off.
- Always be courteous to fellow students, the bus driver, and pedestrians.
- Keep absolutely quiet when approaching a railroad crossing stop and remain quiet until the bus has crossed the railroad tracks.
- Refrain from the use of tobacco products.
- Refrain from the use of profane or vulgar language.

D. Arrival at school or designated stop

- Remain seated until it is your turn to leave the bus.
- Disembark the bus from front to back one seat at a time starting with the left front seat (the seat behind the driver) and then the right seat and alternate toward the back until all seats are emptied.
- Be quiet and orderly as you leave the bus.

E. After leaving the bus

- If you have to cross the road:
  - Do not loiter near the bus.
  - Do not walk alongside the bus toward the rear of the bus.
  - Keep your hands off the bus.
  - Precede 10 steps to the front of the bus.
  - Cross the road only after receiving a signal from the bus driver and you have checked for oncoming traffic.
  - Go directly home.

NOTE: This section applies only to areas that do not have sidewalks and curbing on both sides of the street.

F. Extracurricular activity trips

- Remember that the above rules and regulations will apply to any trip sponsored by the school district.
- Respect the wishes of chaperones appointed by the school officials to accompany the bus riders.
- Return on the same extracurricular bus as used for delivery unless written authorization has been presented to the chaperones or coach in advance by the parent or guardian.
- Under no circumstance will students be allowed to be dropped off at any location other than the original departure point on the return of an extracurricular trip.

STUDENT BUS CONDUCT

Student conduct has as its objective the securing of desirable behavior on the part of all students riding the bus. The school bus is an extension of the classroom. In fact, it has been referred to as a "classroom on wheels." The school day begins when the students enter the bus and the school day ends when they leave the bus. Although the prime responsibility for a student's conduct rests with the administrator of the school in which the student is enrolled, the school bus driver is responsible for the health, safety, and welfare of each passenger while in transit. Thus, the school bus driver has the same type of responsibility for the student as the classroom teacher. Moreover, since the driver is liable for negligence, s/he should be permitted to recommend those actions which will result in improved safety for the passengers, himself/herself, the vehicle, and other highway users.

The bus driver is expected to be "captain of the ship" and is completely responsible for the conduct of his/her passengers. The bus driver has immediate authority over students at all times while being transported to and from school on trips. Discipline problems shall be reported promptly to the principal of the student involved.

The school bus driver should never attempt to correct student behavior when the bus is in motion. Stop the bus on the side of the road and wait for the students to quiet down. The very act of stopping the bus to reprimand a student lends emphasis to the situation. Speak to the offender or offenders in a courteous manner with a firm voice but do not display anger. It may be necessary at times to move an offender to a seat near the driver. Solicit the cooperation of the school principal before the problem becomes too serious.

If the student refuses to cooperate with the driver, notify the student that the driver intends to call the police department. If the student still refuses to cooperate, call the police and Lamers Bus Lines.

As a means of maintaining safety and/or student control on the district school buses, it is recommended that student discipline cases be handled in the following manner. A "Bus Conduct Notice" shall be completed for all student discipline incidents.

A. For the first minor student offense of misconduct, the bus driver shall assign a bus seat for a period of time not to exceed 10 school days. The building principal will inform the parents in writing of the action taken. Please note that the assignment of bus seats for disciplinary reasons does not restrict and/or prohibit the driver's privilege of assigning seats to any or all student bus passengers for other reasons

when deemed necessary and/or advantageous to more efficient bus operations. (If a student already has an assigned seat, the bus driver should note it on the "Bus Conduct Notice." The principal has the option to implement an in-school disciplinary response.)

B. For the second minor offense of misconduct, the bus driver shall assign a student a bus seat until further action is taken. (If a student already has an assigned seat, the bus driver should note on the "Bus Conduct Notice." The principal has the option to implement an in-school disciplinary response.) The building principal will also inform the parent in writing of the action taken.
Furthermore, the principal has the option of not releasing the student from his/her assigned seat until a parent-student-bus driver administrator conference is held at which time the disciplinary problem can be discussed and satisfactorily resolved.
The parents and the student will also be informed at the joint conference that, should another violation occur during the course of the school year, suspension of riding privileges may be invoked pursuant to paragraph C, D, and E.

C. For the third minor offense of misconduct, the student may be suspended from bus riding privileges for not more that 5 school days by the school district administrator or principal designated by him/her. Prior to said suspension, the student shall be advised in writing of the reason for the proposed suspension and shall have an opportunity to respond thereto. The parent or guardian of a minor student suspended from bus riding privileges shall be given prompt notice in writing of the suspension and the reason therefore. The suspended student or his/her guardian may, within 5 school days following commencement of the suspension, have a conference with the school district administrator or his/her designee who shall be someone other than a principal, administrator, or a teacher in the suspended student's school. Such suspension shall be governed by Section 120.13(1)(b), Wisconsin Statutes and the policies and rules of the school district governing student suspension. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation.

D. For the fourth minor offense of misconduct, the student shall be suspended from bus riding privileges and serve an in-school or out-of-school suspension from the school for not more that 5 school days by the school district administrator or a principal designated by him/her. Such suspension shall be governed by section 120.13(1)(b), Wisconsin Statutes, and the policies and rules of the school district governing student suspension. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation.

E. For repeated or major offenses of misconduct or for conduct which endangers the property, health, or safety of others, and when expelling a student from bus riding privileges or from school is being considered, a student may be suspended from bus riding privileges or from school for not more than 15 school days. For students whose individual educational program requires that transportation is to be provided, the District will provide some form of alternate transportation. If a hearing is scheduled to determine whether the student should be expelled from either bus riding privileges or from school, a notice of the hearing shall be sent to the student and, if the student is a minor, to his/her parents or guardian. For students whose individual educational program requires an educational program be provided, the District will provide some form of an alternate educational program. Said notices and expulsion proceedings, whether expulsion from bus riding privileges or expulsion from school, shall be governed by the procedures of section 120.13(1)(b), Wisconsin Statutes, and applicable policies and rules of the school district.

F. Additional information regarding suspension of bus privileges:
1. In situation where the safety and well being of the other bus passengers are being threatened, the building principal has the authority to suspend the normal disciplinary procedures.
2. Bus drivers will contact the director of related services if they are unable to contact a principal.
3. Students can never be suspended unless prior notice is given to the parent.
4. Prior to sending a registered letter (or bus conduct report) to the parent, the principal should call the parent and the suspension can take effect on the following school day. Should it be impossible to call the parent, the principal will:
   a) Give the letter to the student to take home to the parent. The suspension will begin on the following school day.

b) In some situation, it is possible that the student will be transported, but only until s/he is given the letter or the parent is called.

The principal is to be certain that the bus driver is aware of the exact dates of the suspension.

WEAPONS (BASED ON BOARD POLICY #5772)

The District prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the District for the purpose of school activities approved and authorized by the District including, but not limited to, property leased, owned, or contracted for by the District, a school-sponsored event, or in a District vehicle without the permission of the Superintendent.

The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms (including, but not limited to, firearms as defined in 18 U.S.C. 921(a)(3)), guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, metallic knuckles, martial arts weapons, ammunition, and explosives.

- Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.
- No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.
- A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG 5771, Search and Seizure, or contacting law enforcement for assistance.
- The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the criminal justice or juvenile delinquency system. The student may also be subject to disciplinary action, up to and including expulsion.

120.13(1), Wis. Stats.
18 U.S.C. 921(a)(3)
20 U.S.C. 7151

WEATHER – RELATED SCHOOL CLOSING

Information regarding school closing or delayed start of school due to inclement weather will be posted on the district web site and broadcast on TV - Green Bay channels WBAY (2), WFRV (5), WLUK (11), & WGBA (26) and radio stations - WRPN (1600 AM) and WPKR (99.5 FM).

STUDENT/PARENT TECHNOLOGY HANDBOOK

COMPUTER USE

Computer Use: Students are reminded to respect the privilege of working with expensive equipment, refrain from excessive printing, avoid unnecessary use of computers, keep labs tidy and comply with the following guidelines:

- Priority is given to students who have teacher authorization for work on computer related assignments.
- Home computer software is not allowed.
- Computer games are not allowed.
- Teachers determine which programs students may access. Adjusting machines or entering other programs is prohibited.
- Do not tamper with computer hardware or the configuration of the computer setups.

Consequences for computer use violations: The Acceptable Use Policy form indicates your agreement to follow these rules and serves as the official warning. There is a "no tolerance" policy with regard to violations of computer usage at school.

- 1st Offense: Loss of computer use privileges for up to one semester.
- 2nd Offense: Referral to office. Consequences will be determined at a parent/student/administration conference.

1. RECEIVING/RETURNING YOUR CHROMEBOOK

1a. Chromebooks Issued by the Ripon Area School District

- Chromebooks are considered a learning tool, like a textbook, and therefore are a required component of a student's learning toolbox.
- Chromebooks will be distributed at the beginning of the school year. Students will be given an orientation to their device and information on being a good digital citizen.
- The following items and accessories will be distributed and recorded in the district inventory system:
    - Chromebook, with name and barcode affixed to device
    - Charging cord
    - Protective Case with student name and barcode
- Students will continue to get the same device issued to them each year.

1b. Returning Your Chromebook

- Students leaving the district must return district owned Chromebooks and accessories from the Ripon Area School District to the IT Department prior to withdrawal.
- Chromebooks and accessories will be turned in within the last two weeks of the school year.
- If a Chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.
- It is important to use chargers created for the specific device model when one is lost to avoid permanent damage to the device. Additional chargers can be purchased from the IT Department ($10).

2. TAKING CARE OF YOUR CHROMEBOOK

2a. General Care

- Students are responsible for the general care of the Chromebook they have been issued by the RASD.
- Students are responsible for bringing a fully charged Chromebook to school each day.
- All district labels and barcodes must remain on the equipment ($5 fee if removed).
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc. ($5 fee)
- Be mindful of food, drink, etc. that may come in contact with the Chromebook.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
    - Please turn an unsupervised Chromebook in to a staff member.
    - If a Chromebook has been stolen, report the information to the IT Department immediately.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.

- Store Chromebooks on the top shelf of the locker when not in use in order to avoid any possible pressure from books.
- Chromebook Case Damage will be assessed a charge of $15 up to replacement cost.
    - Coloring or Stickers
    - Crumbs or food in or on case

2b. Carrying Chromebooks

- Transport Chromebooks with care.
    - Use provided case, zipped, when carrying.
    - No additional accessories should be plugged in (power cord, USB drives, etc) when in the case.
- Chromebook lids should always be closed when moving.

2c. Screen Care

- The Chromebook screens can easily be damaged, particularly by excessive pressure.
- Actions that tend to damage the screen:
    - Pressure on the top of the Chromebook when it is closed.
    - Placing anything in the protective case that will apply additional pressure against the cover.
    - Poking the screen with anything that will mark or scratch the screen surface.
    - Placing anything on the keyboard before closing the lid (pens, pencils, papers, earbuds etc).
- Clean the screen with a soft, dry microfiber cloth or anti-static cloth.
    - Window cleaners, household cleaners, or other sprays may damage the Chromebook.

2d. Technical Support

- Chromebooks that are broken, or fail to work properly, must be taken to the Genius Bar or IT Department as soon as possible so that the issue can be properly resolved.
- ***Do not take district-owned Chromebooks to an outside computer service for any type of repairs or maintenance.***

3. USING YOUR CHROMEBOOK AT SCHOOL

3a. Chromebooks Left at Home

- Students are expected to have their Chromebook present and charged on a daily basis.
- There will be a limited number of Chromebooks available for checkout through the library media center.
- Repeat violations may result in disciplinary action.

3b. Chromebooks under Repair

- Loaner Chromebooks may be issued to students when they leave their Chromebook for repair.
- Students using loaner Chromebooks will be responsible for any damages incurred to the loaner while in possession of the student.

3c. Charging Your Chromebook

- Chromebooks must be brought to school each day fully charged.
- If a Chromebook needs to be charged during the day, each teacher will have a charging policy/procedure.

3d. Account Security

- Students are required to use their own RASD Google Apps username and password, and keep this password confidential.

3e. Backgrounds

- Inappropriate media may not be used as a screensaver or background.
- Presence of guns, weapons, sexualized material, inappropriate language, alcohol, drug, gang related symbols or pictures will result in disciplinary actions.

4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

4a. Saving to your Google Apps Account

- With a wireless Internet connection, Google documents and files uploaded to Google Drive can be accessed from any device, anywhere, at any time.
- Prior to leaving the district, or graduating, students are encouraged to transfer any documents to a personal account. Accounts may not be available after graduation.

4b. Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can be used to as an alternative way to transfer and/or save files.

4c. Saving to your Chromebook

- It is not recommended to save documents/files to your Chromebook.
  - In the event that repairs need to be done, files saved to the Chromebook could be deleted.
  - Save all files to the unlimited storage in Google Drive to ensure you will have continued access.

5. OPERATING SYSTEM ON YOUR CHROMEBOOK

5a. Updating your Chromebook

- Chromebooks automatically update to the most recent version of the Chrome operating system thus eliminating time-consuming installs, updates, or re-imaging.
- Students must power down the Chromebook weekly to keep their Chromebook updated.

6. ACCEPTABLE USE GUIDELINES CHROMEBOOK

6a. General Guidelines

- **Ripon Area School District Acceptable Use Policy and Admin Guidelines Policies 7540.03**.
- Students are responsible for ethical and educational use of technology.
- Access to RASD technology is a privilege, not a right. Students are required to follow policies and rules.

6b. Privacy, Safety, and Digital Citizenship

- Teaching our students how to be productive, ethical, and successful digital citizens is a top priority. Digital Citizenship curriculum is provided to all students with the guide of Common Sense Media.
- As required by the Children's Internet Protection Act (CIPA), Internet access is filtered both within our school district and when the devices are taken outside of the district and used on the public internet.
- Parents and guardians are responsible for monitoring a student's use of the device at home. While the devices are filtered, there are no guarantees that all inappropriate content will be caught by the filter.
- Students must abide by Copyright and Plagiarism Laws.
- Students will report to staff or administration if online experiences ever become uncomfortable including but not limited to receiving harassing messages, accidentally viewing offensive or inappropriate content, or being asked to meet someone they met online without parental approval.
- Students will not use profanity or offensive media in any type of communications.

6c. Goguardian Filter Smart Alerts

The District has implemented GoGuardian to filter and monitor student 1:1 electronic devices (Chromebooks) at the (secondary) level (grades 6-12). A newly added feature of GoGuardian is Smart Alerts, which provides the District with the ability to receive notification of the visit to or viewing of an explicit content site or potential "self-harm" sites. The District will filter devices 24/7, but district personnel will only be notified during school days from 7:45 am to 3:30 pm if an alert has been triggered.

- Explicit Content - Designated school district administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The administrator or personnel will determine if additional disciplinary action will be taken.
- Self-Harm - Designated school district administrators and school counselors will be alerted during the school day if a student visits a "self-harm" related website. The appropriate steps will be initiated by school personnel to address student safety. Those steps include best practices for the prevention of "self-harm" and student safety.
- Parents and guardians are responsible for monitoring the use of their student's electronic devices (Chromebooks) outside of the school day and when students are not present at school. GoGuardian will not send notifications to school personnel during non-school instructional hours/outside of the regular school day.

6d. Legal Property

- Chromebooks issued are Ripon Area School District property, and all RASD Board Policies apply.
- Use or possession of hacking software is strictly prohibited and violators will be subject to discipline. Violation of applicable state or federal law, including the Wisconsin Penal Code, Computer Crimes, will result in criminal prosecution or disciplinary action by the District.

6e. Email Electronic Communication

- Email and communications sent/received should be related to educational needs.
- Email and communications are not private and subject to inspection by the district at any time.
- Transmitting spam messages, chain letters, or inappropriate email may be considered a violation of district policies and may result in disciplinary action.

6f. Consequences

- The student in whose name a system account and/or hardware is issued will be responsible at all times for its appropriate use. The devices may not be loaned to anyone else.
- The district cooperates fully with local, state, or federal officials in any investigation concerning or relating to violations of computer crime laws.
- Contents of email and network communications are governed by the Wisconsin Open Records Act; proper authorities will be given access to their content.
- Students who violate board policy or this handbook face disciplinary action and/or financial responsibility.
- More information about specific consequences can be found in the **Technology Code of Conduct**.

7. INSURING AND REPLACING YOUR CHROMEBOOK

7a. Chromebook Insurance

- Accidental Drop/Damage Insurance is offered by the district. This is an optional coverage that will cover costs associated with a school issued device being damaged due to accidents, surges, and breakage.
- This coverage is not mandatory, but without it you are responsible for all costs associated with the repair or replacement of the device (up to $200/school year).
- The cost is $20 per year, and must be paid by September 30th or within two weeks of registration for new enrollees during the year.
- Manufacturer defects covered under warranty will not have an effect on insurance.

	Insurance	No Insurance
Costs	$20 per student per year First accidental breakage: Covered by district insurance Second accidental breakage: $40 Third accidental breakage: $60 Fourth accidental breakage: $80	Actual cost of repair with a maximum of $200 per year
Damage Covered	Unintentional damage that has resulted in breakage due to a drop or spilled liquid, damaged screen, electrical surges,or keyboard damage. Not covered: Intentional damage Power cord damage or loss Lost device Case damage	None
Example Scenario: A student drops a Chromebook and causes damage to the screen. The screen needs to be replaced. This is the student's first reported damage.	Cost with insurance: No cost, covered by insurance	Cost without insurance: Approximately $40 (actual cost of screen replacement)

Possible Additional Charges - These charges are per incident and do not count toward the tiered insurances costs or the maximum no insurance costs
Label or sticker removal $5 Personal stickers on device $5 Power cord replacement $10 Chromebook case damage $15 up to replacement cost Failure to turn the device in at the scheduled time of device return: $25 non-refundable late fee Straps will no longer be given for cases, but straps can be purchased for $5 from the IT Department ***The district reserves the right to charge for the entire replacement cost if negligence is determined. Examples of negligence include, but are not limited to losing or destroying your Chromebook.

TECHNOLOGY

ACCEPTABLE USE POLICY, STUDENT PRIVILEGES & DISCLOSURE OF STUDENT DATA

Middle School Student Acceptable Use Policy: The use of the Ripon Area School District Internet must be in support of educational improvement and research and consistent with the educational objectives. Transmission of any material in violation of any national or state regulation is prohibited. This includes, but is not limited to: copyrighted material, threatening or obscene material, or material protected by trade secret. Users are prohibited from creating, sending, viewing, down-loading, forwarding, or printing any language, images or other information that is offensive, obscene, sexually explicit, defamatory or otherwise inappropriate. Users are prohibited from using the system to create, send, view, download, forward or print messages or material that harass, threaten, abuse, embarrass, and cause distress or unwanted attention or discomfort to any other person or entity.

Users identified as a security risk may be denied access to the Internet and the district network. Specifically users who attempt to bypass Internet and network security will be denied access to the Internet. Malicious attempts to harm or destroy data will result in denied access. This includes, but is not limited to the uploading or creation of computer viruses. The installation of software by students on school equipment is prohibited.

A. Internet: Students may access the Internet provided that they have parental permission. An Internet access management filter is used to block access to Internet sites that are deemed inappropriate; however with this filter as in others, it is not possible to block all sites that may be inappropriate.

B. E-mail for students: Students may have their own e-mail account provided that they have advance written parental permission. The district reserves the right to view student e-mail. Students are not allowed to use Chat Rooms, Instant Messenger, and E-mail via post offices other than the district post office.

C. Student Web Pages: In conjunction with classroom activities/projects, under the supervision of the teacher, students have the opportunity to create and publish web pages on the district's Intranet web servers. These pages can only be viewed within the school district. No personal, non-educational material may be placed on official district and/or building specific web pages. However, students may post student-created web pages to display student work and projects.

D. Student photos: Photos of students published to the Internet and school newsletters will not include first or last names.

E. Granting Student Loan Usage of Equipment: With parental permission students are allowed to borrow equipment, including a net-book, digital cameras, and laptops. To be eligible to borrow school equipment the parent/guardian must agree to a series of terms. Please see the building principal.

F. Web Access to Student Information: Parent protected access to middle school student progress information is made possible through an easy-to-use website. Infinite Campus provides secure access to a copy of the school's central information system. Complete information specific to your child's performance in class, grades, attendance, and other information can be viewed.