



**RICHLAND
CENTER HIGH
SCHOOL**

Richland Center High School
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This agenda belongs to:

NAME _____

ADDRESS _____

CITY/TOWN _____ ZIP CODE _____

PHONE _____

STUDENT NO. _____



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HOME OF THE MIGHTY HORNETS!

The staff of RCHS welcomes you to what we hope will be an enjoyable and rewarding school year. This **Student/Parent Handbook** is designed to provide useful information regarding Board of Education policy, school expectations, regulations, and state laws. Read this handbook carefully and keep it for future reference. Understanding how your school functions can reduce inconveniences and problems during the school year. Refer to this handbook when you have questions. Changes to this handbook may occur at anytime. Future procedures and/or board-approved addendum to this handbook will be noted in the school's newsletter. Answers not found in this handbook may be obtained by contacting the high school office at 647-6131. School Board Policy, including the Code of Conduct (School Board Policy 274), can be viewed at the high school office.

Schedules

M/T/Th/F Schedule	Regular Schedule	Wednesday Schedule
7:30 a.m.	Outside Doors Open	7:30
7:50 a.m.	Hallways Open	7:50
8:06 a.m.	Warning Bell	8:06
Skip	CPT	7:50 – 8:36
8:10 - 8:20 a.m.	Homeroom	Skip
8:24 - 9:10 a.m.	Period 1	8:40 – 9:24
9:14 - 10:00 a.m.	Period 2	9:28 – 10:12
10:04 - 10:50 a.m.	Period 3	10:16 – 11:00
10:54 - 11:40 a.m.	Period 4	11:04 – 11:48
11:44 - 12:30 p.m.	Period 5A Class	11:52 – 12:36
11:40 - 12:10 p.m.	5A Lunch	11:48 – 12:18
12:14 - 1:00 p.m.	Period 5B Class	11:52 – 12:36
12:30 - 1:00 p.m.	5B Lunch	12:36 – 1:06
1:04 - 1:50 p.m.	Period 6	1:10 – 1:54
1:54 - 2:40 p.m.	Period 7	1:58 – 2:42
2:44 - 3:30 p.m.	Period 8	2:46 – 3:30

18-Minute Homeroom – Classes (44 minutes)

26-Minute Homeroom – Classes (43 minutes)

One-Hour Delay	Delayed Schedules	Two-Hour Delay
8:30	Outside Doors Open	9:30
8:50	Hallways Open	9:50 a.m.
9:06 a.m.	Warning Bell	10:06 a.m.
Skip	Homeroom	Skip
9:10 - 9:52 a.m.	Period 1	10:10 - 10:43 a.m.
9:56 - 10:36 a.m.	Period 2	10:47 - 11:19 a.m.
10:40 - 11:20 a.m.	Period 3	11:23 - 11:55 a.m.
11:24 - 12:04 p.m.	Period 5A Class	11:59 - 12:36 p.m.
11:20 - 11:50 p.m.	5A Lunch	11:55 - 12:25 p.m.
11:54 - 12:34 p.m.	Period 5B Class	12:29 - 1:06 p.m.
12:04 - 12:34 p.m.	5B Lunch	12:36 - 1:06 p.m.
12:38 - 1:18 p.m.	Period 4	1:10 - 1:42 p.m.
1:22 - 2:02 p.m.	Period 6	1:46 - 2:18 p.m.
2:06 - 2:46 p.m.	Period 7	2:22 - 2:54 p.m.
2:50 - 3:30 p.m.	Period 8	2:58 - 3:30 p.m.

Academic Requirements

Credits

The successful completion of **23 credits** shall be required for graduation from Richland Center High School. Required credits for graduation must include the following:

English:	4 credits	Science:	2 credits
Social Studies:	3 credits	Physical Education:	1.5 credits
Math:	2 credits	Health:	0.5 credit

GPA (Grade Point Averages/ Grading Scale)

The following scale is used to determine GPA:

A 4.0 (95-100%)	C+ 2.33 (83-84%)	D- 0.67 (70-71%)
A- 3.67 (93-94 %)	C 2.00 (79-82%)	F 0.00 (below 70%)
B+ 3.33 (91-92%)	C- 1.67 (77-78%)	
B 3.00 (87-90%)	D+ 1.33 (75-76%)	
B- 2.67 (85-86%)	D 1.00 (72-74%)	

Academic Honors

At R.C.H.S., we recognize students who have demonstrated high academic achievement on a semester basis as noted below.

Student's GPA Semester Awards

4.00	Straight "A" Honors	Academic Letter plus a 4.00 Pin
3.99 - 3.50	Honor Roll	Academic Letter
3.49- 3.00	Scholastic List	Academic Certificate

*Seniors who have earned a cumulative grade point average of 3.40 or higher graduate with honors.

Early Graduation

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

Report Cards

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

Incomplete Grades

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

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

Make-Up Exams

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

Retake Exams

Teachers are encouraged to provide retake examinations to any student wishing to improve his or her test grade. However, this is not a required practice and is therefore subject to each teacher's philosophical belief. For teachers choosing to allow retakes, the following parameters hold:

1. Requiring a student to set-up a pre-retake meeting with the teacher so as to permit the teacher to ascertain if the student studied and understands the material.
2. Requiring a student to take the retest within a teacher-specified time frame.
3. Requiring any retake to be in an essay and/or research format (different from the original).

Extra Credit Assignments

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

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

Semester Exam Exemptions

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

Student Schedules (Class Load)

A minimum class load of six and one-half (**6-1/2**) credits per year is required. Students may take eight or more credits with prior administrative or counselor approval.

Registration

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

The guidance department cannot guarantee that students will be enrolled in classes indicated on registration forms. Requests for a particular teacher or section cannot be an option in registration. It is important for students to list alternate course selections. Student schedules do not become official until classes have been balanced and reviewed by the administration and guidance personnel.

Schedule Changes

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

Independent Study

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

Off-Campus Courses and Correspondence Courses

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

Academic Alliance (RCHS & UW-Richland)

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

Dual Enrollment with UW-Richland

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

Wisconsin Youth Options Program

The new Youth Options program permits Wisconsin students the opportunity to earn university and/or technical college credit while earning high school credit. The new Youth Options program is an extension of the old Post Secondary Enrollment Options Program, which originated in 1992-93. All University of Wisconsin and technical college campuses are participating in the program. By **March 1st** for the fall semester and **October 1st** for the spring semester, students must notify the Richland School Board of their intention to participate in the program. (See your guidance counselor for details.)

Commencement

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

Announcements

School-related announcements will be made every morning during homeroom. All announcements should be turned into Ms. Harris by 3:45 p.m. the previous day and must have a staff member's approval.

Assemblies

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

Attendance

In accordance with state law (s. 118.15), all children between six and eighteen years of age must attend school full-time until the end of the term, quarter, or semester of the school year in which the child becomes 18 years of age. Every pupil shall be given the reasons for which he/she may be absent. A copy of the entire Policy on School Attendance (board policy 514) shall be kept in every school and made available upon request to teachers, parents, and students.

Closed campus

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

Excused Absences

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

* **Illness or injury**

While RCCHS may require a doctor's excuse for other reasons, **we reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.** If an accident caused the illness or injury, administration may require an excuse signed by a physician before reentry into school will be allowed.

* **Emergencies at home**

(Accident, illness in the immediate family, death in the family, etc.)

* **Medical/dental appointments** approved in advance

* **Court appearances**

* **Religious holiday**

* **Trips with parents** when requested and approved in advance

(See personal days below.)

* **Approved school activities** during class time

* **Extenuating circumstances** approved by an administrator

* **Planned Absences:**

- If a parent knows that his/her child will be gone ahead of time, s/he can arrange for him/her to make up the work before s/he leave. Send a note with him/her or call the High School and request a pre-make up slip. Specify the dates s/he will be gone. It is the student's responsibility to take the slip around to his/her teachers and have them sign the slip. When s/he has all their teacher's signatures, s/he needs to turn in the slip into the office. If the office does not have a completed slip on file before the date of the absence, this will not be considered a planned or pre-arranged absence.
- 10 planned absence days are allowed each school year. In accordance with the state statutes, the office should receive **written notice a day prior to the absence**. Planned absence days cannot be claimed after an absence has occurred. **Trips with parents that are requested and approved in advance are counted as planned absence days.** Planned absence days cannot be divided. Missing any part of a school day counts as one used planned absence day. The Richland School District interprets part of a day as 20 minutes or more.

Unexcused Absences

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

* **Missing the school bus** * **Shopping** * **Oversleeping** * **Errands** * **Babysitting** * **Car trouble** * **Riding with a friend**

* **Haircut appointment** * **Family trips not approved in advance** * **Tardies**

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

Planned absences not approved in advance are unexcused absences, even though the absence if requested in advance, may have qualified as an unexcused absence (board policy 515-03).

Tardiness

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

* **Excessive tardiness may also lead to other consequences besides detention.**

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

Excusing Students (phone call and/or written note)

If a student is going to be absent from school, a parent/guardian should contact the office A.S.A.P. **In most cases a message should be left on extension #1.** The brief message should include **parent/guardian's name, student's name,** and the **reason for absence.** If a parent/guardian needs to contact the receptionist (after 7:30 a.m.), he/she should call the school's direct line.

RGHS Phone #: **647-6131** Attendance / General messages: Extension #: **1**

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

Students leaving school

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

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

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

Release During School Hours

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

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

Signing in and out of school

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

Make-up Work

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

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

Attendance for Adult Students

Adult RGHS students (18 years old and above) **are not exempt** from any of the attendance rules. Although truancy will not be filed against adult students, attendance expectations do not change when a child turns 18. Adult students are responsible for excusing their absences from school, and should follow the same procedures as parents excusing minor aged children. **We reserve the right to require a doctor's excuse if a student is absent 3 or more consecutive days, or when a student has been gone 5 or more partial/full days in a semester.**

Basic Student Expectations

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

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

Classroom Code of Conduct (Board Policy 517)

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

Inappropriate Behaviors

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

1. Possession or use of a weapon or other item that might cause bodily harm to persons in the class or otherwise in violation of Richland School District Policy 268 (Weapons in School).
2. Throwing objects in the classroom.
3. Being under the influence or possession of alcohol or otherwise in violation of Richland School District Policy 523.
4. Being under the influence of or in possession of controlled substances or look-alike products or otherwise in violation of Richland School District Policy 523.
5. Being in possession of tobacco products in violation of Richland School District Policy 523.
6. Behavior that interferes with a person's work or school performance or creates an intimidating, hostile, or offensive class environment, or otherwise is in violation of Richland School District Policy 269 (Harassment).
7. Obstruction of class activities or other intentional action taken to attempt to prevent the teacher from exercising assigned duties.
8. Restricting another person's freedom to properly utilize class facilities or equipment.
9. Repeated disruption or violation of class rules.
10. Excessive or disruptive talking.
11. Interfering with the orderly operation of the class by using, threatening to use, or counseling others to use violence, force, coercion, threats, intimidation, fear, or disruptive means.
12. Repeated class interruptions, confronting staff argumentatively, making loud noises, or refusing to follow directions.
13. Behavior that causes the teacher or other students fear of physical, psychological, or emotional harm.
14. Taunting, baiting, inciting and/or encouraging a fight or disruption.
15. Pushing or striking a student or staff member.

16. Physical confrontations or verbal/physical threats including fighting.
17. Disruptions and intimidation caused by gang or group symbols or gestures, gang or group posturing to provoke altercations or confrontations.
18. Willful damage to school property or property of others.
19. Defiance of authority (willful refusal to follow directions or orders given by the teacher).
20. Repeated reporting to class without bringing necessary materials to participate in class activities.
21. Use of profanity.

Reasons other than behavior for which a student may be removed from class:

22. Dressing or grooming in a manner that presents a danger to health or safety, causes interference with work, or creates a class disorder.
23. Possession of personal property prohibited by school rules or otherwise disruptive to the teaching and learning of others.
24. Violation of any rule listed in the appropriate grade level Richland School District Student Handbook.

Possible Penalties for Misbehavior

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

Parent/Guardian Notification Procedures

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

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

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

Suspension (Board Policy 518)

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

Suspension Procedures

1. The student is advised of the reason for the proposed suspension.
2. The student will be given an opportunity to explain his/her version of the incident.
3. The administrator or designee determines the student's suspension is reasonably justified.

4. The parent or guardian of the suspended minor shall be given prompt notice of the suspension and the reason for the suspension.
5. A letter will be sent to the parent/guardian documenting the suspension.
6. Minor pupils suspended during the school day will be released to their parent(s)/guardian(s).

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

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

Expulsion (Board Policy 519)

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

Bus Regulations

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

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

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

Video Cameras on the Bus

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

Computer Network Use Policy

1. The network and all its components are the owned by the Richland School District and are for educational use only. (Unless permission is sought for other uses.)
2. The use of the Internet to obtain, distribute, and or store inappropriate materials is prohibited.
3. If material gathered from other media (books, magazines, TV, video) is unsuitable for the school environment, the same material brought in through the use of the computer is equally unsuitable. The classroom teacher and/ or administration will make the final decision as to appropriateness.
4. Computers and peripheral equipment as well as other school resources are to be treated with respect.
5. All copyright and fair use laws are to be respected.
6. The use of the network or any school computer for obscene, offensive, disruptive, or threatening messages is prohibited.
7. Only school purchased and licensed software may be installed and used.
8. Students may not attempt to copy (pirate) any software that is the property of the Richland School District.
9. Students must adhere to any and all storage and print quotas as assigned.
10. Any computer activity conducted under a computer account is solely the responsibility of the account holder.
11. The use of another computer account other than the one assigned is strictly prohibited.

12. Students may not alter computer equipment or system configurations without the permission of the Network Administrator.
13. Students may not attempt to compromise or bypass any security systems, including Internet filtering on any computer.
14. When directed, students may only use assigned workstations.
15. Individuals may access only those files and programs for which they have been granted specific authorization.
16. It is forbidden to disconnect and/or connect any device to the Richland School District's network.
17. Students may not remove computers or computer peripherals from their designated location without prior permission.

Any violation of this policy may result in punishment that may include and not limited to, suspension of network privileges, expulsion or legal prosecution.

Dress Code

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

1. Should not promote alcohol, drugs, sex, tobacco, gangs, or contain other undesirable ads/slogans. Big Johnson, COED Naked, Hooters, and other inappropriate clothing will not be permissible at RCHS.
2. Should not display obscene, lewd, or vulgar comments.
3. Should not intend to harass, threaten, or demean an individual or group.
4. Should not promote actions that are illegal or in violation of school policies.
5. Should not be immodest or suggestive and show cleavage or other inappropriate areas. Clothing should cover the student's body and undergarments. Clothing such as, (not all-inclusive) 1/2 shirts, baggy pants that expose underwear (low-wearing pants), clothing with holes in dubious locations, lace up pants (laces above the knee) are not to be worn in school.

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

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

Backpacks, Book Bags, & Duffel Bags

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

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

Illegal Substances/Items

Alcohol, Illegal Drugs, & Improperly Dispersed Medications

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

Weapons (policy 268)

Dangerous weapons are prohibited on school property, within school buildings, in school vehicles, or at school-sponsored activities. A dangerous weapon is defined as a firearm (loaded or unloaded), knife, razor, or chemical spray, karate stick, metal knuckles, or any other object that, by the manner it is used or intended to be used, or by its appearance, is capable

of inflicting bodily harm and or if being used to threaten, frighten, or intimidate. No student shall possess, sell, distribute, fire, threaten to use or explode any firearm, bomb, smoke bomb, firecracker or other explosive or incendiary device on school premises, buses, or school sponsored events.

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

Exceptions:

Weapons that are registered and handled in a legal manner for the purpose of education, or weapons handled during community use of school facilities. Authorization of weapon use must be received by the building principal.

Weapons that are under the control of law enforcement personnel are allowed.

Care of Personal Property

The school is not responsible for personal property. Large sums of money, expensive watches, jewelry, mp3 players, ipods, cell phones, etc. should be left at home should be left at home. If an article is lost, check to see if it has been turned into the office.

Discrimination, Harassment, & Threats

Pupil Non Discrimination Policy (Policy 525)

The Board of Education believes that all students should be afforded equitable participation in any curricular or co-curricular program, pupil services, recreational, and other programs and shall not be discriminated against based on the student's sex, race, religion, natural origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability.

Discrimination: The Richland School District prohibits discrimination on the basis of a person's sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, physical disability, mental disability or learning disability (board policy 274). Any person that has been discriminated against, based on these protected classes, may file a complaint with the building or level administrator or the District Equity Coordinator, Rachel Schultz, at 647-6106.

Harassment: Harassment of a student(s) by other students or a member of the staff is contrary to the Richland School District Policy to provide a physically and psychologically safe environment in which to learn. Persons that discriminate against or harass students are subject to school disciplinary procedures and/or referral to law enforcement for violation of federal or state law.

Harassment Defined (According to Policy 269)

Harassment is defined, but not limited to:

- A. **Physical** - Harassment: striking, shoving, kicking, throwing of objects at or otherwise subjecting another per physical contact or attempting or threatening to do the same.
- B. **Mental** Harassment: name calling or engaging in a course of conduct or repeatedly committing acts which intimidate, cause discomfort to or humiliate another person.
- C. **Discrimination** Harassment: comments or other expressions which insult, slur, joke, degrade, or stereotype any person because of sex, race, religion, or physical, mental, emotional or learning disability.
- D. **Verbal** Harassment: any remark which is offensive or objectionable to the recipient or which causes the recipient discomfort, anger, or humiliation.
- E. **Pictorial** Harassment: the displaying of derogatory or offensive posters, cartoons, calendars, photographs, or drawings.
- F. **Sexual** Harassment: any unwelcome sexual advances, requests for sexual favors and other physically expressive behavior of a sexual or gender-directed nature which creates an intimidating, hostile, or demeaning employment or educational environment. Examples of sexual harassment include but are not limited to uninvited letters, telephone calls, looks, gestures, touching, teasing, jokes, remarks, or questions of a sexual nature.
- G. **Cyber bullying is a form of harassment, and means using communication technologies to generate or repeat hostile or damaging content intended to harm others.**
- H. **Other** Harassment: any other action that interferes with the recipient's academic or work performance.

Reporting Harassment (Policy 270)

Any District employee, school board member, volunteer, student, or individual who is aware of harassment, has an obligation to report such harassment to the appropriate individual (teacher, guidance counselor, principal, or District Administrator).

Threats: Please be advised that threats towards school district property, personnel, and/or individuals involved with RCHS will not be taken lightly. We will deal with such acts in an expeditious and appropriate fashion. We will display total intolerance to behavior that in any way threatens other human beings or district property. Such acts will involve law enforcement where and when the school administration deems it appropriate.

Food Service

The Richland School District provides students and staff an exceptional food service program. Besides the traditional school lunch, we offer the "grill line", which is usually some type of sandwich with French fries. In addition to our 3 traditional lunch lines we offer a large variety of snack and lunch items for sale in our ala carte snack bar. If students wish to make a deposit into their family account they may do so between the hours of 7:45 a.m. and 8:05 a.m. at the Financial Office window near the office. All food and beverages are to be consumed in the main Commons area, only. Beverages are not to be stored in lockers.

The Richland School District uses a computerized lunch system. It is a debit account system, where each family has one account, and each student in the family draws funds from it when they eat from the breakfast, lunch, or ala carte line. A deposit must be made into your family account before your children eat any meals. Each student needs to memorize his/her personal lunch number. This is the number s/he will enter on the lunch lines. This is not the same as the family I.D. number. (NOTE: There is one (1) family I.D. number per household, but each student has a personal lunch number.)

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

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

School Counseling

The goal of the Counseling Department is to serve all students as advisors on academic, personal/social, and career concerns. Counselors aide students in transitioning to high school, to college, and to the world of work. Students will have Individual Learning Plans, which review student strengths, extra-curricular, post high school dreams, and interpret career and academic test scores. Individual Parent/Student Conferences are encouraged. Each counselor mentors students for 4 years; Mrs. Knower is responsible for students who graduate in 2012 and the 2014, this year's juniors and freshman. Mrs. Wiinamaki is responsible for students who graduate in 2011 and 2013, this year's seniors and sophomores.

Health Services

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

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

Student Health and Wellness (Policy 547)

The Board of Education believes that good student health helps student academic performance. Hence each student should be provided an education that will promote student health and wellness throughout healthy dietary lifestyles,

regular on-going physical activity and an atmosphere that promotes a lifelong practice of wellness behaviors. The Board directs the District Administrator or Designee to develop administrative regulations for this policy.

School Nurse

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

Emergency Contacts

It is very important that the Emergency Information forms be completed and the emergency contacts listed (grandparents, aunts, uncles, neighbors, etc.) have transportation. These forms must be completed each year as telephone numbers and addresses change. Please make the office aware of any changes throughout the school year. If a parent is unavailable, emergency contact people may be asked to pick up students.

Medications

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

Accidental Benefit Policy

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

Lockers

Hallway & Athletic/Activity Lockers

Although lockers are assigned to all students, the lockers remain the property of the Richland School District. Students will be held responsible for keeping them in good condition. All lockers are subject to search (announced or unannounced) at the discretion of the administration in accordance with Board policy (521).

Students may obtain a combination lock(s) from the office for a cost of \$4.50 per lock. Once purchased, these locks belong to the student. No refunds will be given for any locks previously purchased or purchased in the future. Absolutely no private locks (locks not purchased through the high school) are allowed on school lockers without permission of the high school administration. Any unauthorized locks may be removed by the administration without notification.

Searches (Board Policy 521)

School property as well as backpacks, duffel bags, automobiles, or other non-school property present on school grounds or at school events are subject to search by an administrator (or designee) at the administrator/designee's discretion if the administrator/designee believes there is a security/safety need or concern (Board Policy 521).

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

Surveillance (Policy 287)

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

Parent Organizations

FFA Alumni Association seeks to expand the Alumni Association's role as it pertains to agricultural/biological education and student support). For additional information, contact "Fuzz" McCauley (647-6131 Extension #: 3503).

All-Sports Booster Association seeks to expand the Booster Association's role in promoting all high school athletics and student-athletes). For additional information, contact Booster Club President, Pam Moran. Home email pandm@mwt.net, and home phone- (608)-647-6447.

Posting Notices

All notices/postings must have the approval of the building principal or designee. This information can only be hung in designated areas where cork strips have been provided. Unless pre-approved by the building principal, posters are not to be fastened to the walls in any other fashion.

School Closing Information

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

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

Student Fees

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

RCHS Fees

Sports fee per Sport	\$30.00	Graphic Arts	\$15.00
Phy. Ed. Towel fee	\$ 4.50	Locker lock	\$ 5.00
Independent Living	\$12.00	Phy. Ed. lock	\$ 5.00
Parenting Class Supplies	\$ 2.00	Choices	\$ 5.00
Tech. Ed. Safety Glasses	\$ 4.00	Summer Biology	\$10.00
Assignment Book	\$ 5.50	Geography	\$ 5.00

(w/Student Handbook)

Reimbursement of any unused student fees must be claimed by the end of that academic year. Lunch fees carry over through the end of senior year. Money paid down on music fees is not refundable.

Student Parking

Parking Lots

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

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

Parking Rules

- * The Richland School District reserves the right to search vehicles parked on school property, with or without the reasonable suspicion of a possible violated school policy. A student's privilege of parking on school property is conditional upon the student's consent to a search.
- * For security purposes, all parking lots are off limits to students during school hours.
- * A student may receive permission from administration to go to his/her car.
- * Co-op students or students with a passport to leave school are permitted in the parking lots.
- * Students are expected to maintain a safe speed at all times.
- * The school district does not accept responsibility for any damage incurred to any vehicle.

Student Records

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

Directory Data

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

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

Study Halls

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

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

Commons Privileges

Those students who have fulfilled the following requirements during a grading period (4 1/2 , 9, 13 1/2 week progress report, & semester grades) will be granted Commons privileges during study hall:

- No behavior problems.
- No grades lower than a C- in any given class.

IMC

The IMC provides a multitude of resources, including a computer lab. Students who wish to use the IMC during study hall should report directly there at the beginning of the period.

Telephones & Messages

Telephone Usage

Students may not use the telephone or extensions throughout the building, unless it is for school business or is an emergency and they have obtained permission from a staff member to use the phone. Pay phones are available in the commons for public use. Students should keep some change for phone calls that they may need to make.

Mailboxes

Each RCHS student has a mailbox where items of a non-emergency nature will be placed. Students need to make sure they check their mailbox daily.

Messages

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

Cell Phones, Other Electronic Communication Devices, and Portable Media Players

Students are prohibited from using or displaying in plain sight during the school day, on school premises and property: cell phones, other electronic communication devices, including, but not limited to, personal digital assistants and pagers, portable media players, including but not limited to, iPods, mp3 players, and portable CD players.

Possession and use of cell phones and other ECDs may be approved by the principal only if use by the student is determined to be for a medical, school, educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way; disrupt the educational process in the school district, endanger the health or safety of the student or anyone else, invade the rights of others at school or involve illegal or prohibited conduct of any kind.

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

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

Visitors

Student guests are not encouraged. A student bringing a guest must have administrative approval 24 hours in advance. A student must accompany his or her guest throughout the day and is responsible for that guest's conduct.

Student visitors will not be allowed if the visitor's school is in session on that day. A student from another school wishing to visit RCHS may be asked for a pre-arranged absence slip from his/her home school signed by its principal.

All visitors must register in the office.

Students Turning 18 Years of Age

Students of legal age are subject to the same behavioral, attendance, and other pertinent rules and regulations that apply to minor pupils. Adult students may write their own excuse for absence and make other adult decisions. This fact does not make an unauthorized absence valid nor excuse noncompliance with the established rules and regulations acceptable. (Board Policy 532-02)

Work Permits

Students requesting work permits must submit the following:

1. Written permission from a parent.
2. Written request from your employer.
3. Social Security card.
4. Fee of \$5.00 (established by the State of Wisconsin).
5. Birth certificate, Baptismal certificate, or Drivers License

2010– 2011 RCHS Activity Code

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

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

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

Richland Center High School Co – Curricular Philosophy

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

1. Co – Curriculars are a privilege made available to students who abide by the rules and regulations. Students involved have an obligation to present a positive image to fellow students and the general public; such as abstaining from drug and alcohol use and inappropriate behavior.
2. Co – Curriculars are secondary to academics and are made available only if the student meets the academic eligibility requirements.
3. Co – Curriculars provide an opportunity for students to learn the value of sportsmanship, discipline, responsibility and teamwork.
4. Co – Curriculars provide for physical development, a sense of accomplishment and pride in one's team and school.
5. Co – Curriculars provide an opportunity to sharpen the intellect, improve concentration, decision-making, leadership, perseverance and dedication.
6. The developmental needs of students necessitate different philosophies and practices at each level of participation.

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

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

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

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

Part I. ACTIVITIES COVERED BY THE ACTIVITY CODE

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

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

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

Commencement Exercise

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

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

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

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

C. Activities Not Covered

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

Formal Band/Choir Concerts	Pep Band Performances at Games
Parades (Band)	Large Group Contests (Band & Choir)

Curriculum-Related Field Trips (classroom)

Part II. ACADEMIC REQUIREMENTS

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

A. ACADEMICALLY INELIGIBLE

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

B. 15-DAY ELIGIBILITY

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

C. FALL SPORTS ELIGIBILITY

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

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

D. PRACTICE REQUIREMENTS

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

E. FULL TIME STUDENT

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

Part III. SCHOOL ATTENDANCE REQUIREMENTS

A. TRUANT

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

B. EXCUSABLE ABSENCES

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

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

Extenuating circumstances should be brought to administration for review.

C. DETENTION/DISCIPLINE OBLIGATIONS

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

D. PLANNED ABSENCES

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

Part IV: Doctor Release

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

Part V. VIOLATIONS

A. VIOLATING THE RIGHTS OF OTHERS.

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

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

B. SEXUAL HARASSMENT/SEXUAL VIOLENCE.

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

C. TOBACCO, Illegal Substances/Items

Alcohol, Illegal Drugs, & Improperly Dispersed Medications

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

PENALTIES/CONSEQUENCES

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

1. CATEGORY I: ATHLETICS.

a) First Violation:

- 1) Voluntary admission before questioning will result in suspension from 1 (one) game in sports with twelve or fewer contests and 2 (two) games in those with more than twelve.
- 2) Confirmation of a violation after questioning will result in suspension equivalent to a second violation: shall lose eligibility for the next 4 (four) games in a sport with twelve or fewer contests and 8 (eight) consecutive contests in those with more than twelve.
- 3) Refusal to admit violation upon questioning and later proven guilty, will result in a consequence equivalent to the 3rd violation.

b) **Second Violation:** The student who met D-1-a-1 above (voluntary admission) shall lose eligibility for the next 4 (four) games in a sport with twelve or fewer contests and 8 (eight) consecutive contests in those with more than twelve. A student who met D-1-a-2 will be considered at the third violation level.

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

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

*Scheduled double-headers/same day tournaments are considered one game/event.

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

2. CATEGORY II: NON-ATHLETIC ACTIVITIES.

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

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

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

E. DEFINITION OF "PERFORMANCE" "ACTIVITY"

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

F. SAME-SEASON ACTIVITIES

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

G. ACCUMULATED PENALTIES

- 1) Violations shall accumulate throughout a student's high school years for a maximum of 3 consecutive semesters starting with the semester in which the violation is discovered. Consequences not satisfied during a school year will be forwarded to the next year until all obligations have been met or three consecutive semesters have elapsed.
- 2) A consequence must be met for both Category I and Category II activities if a student participates in both levels.
- 3) All consequences must be served in consecutive order.
- 4) A student meeting a consequence while enrolled in a particular activity must complete the entire season, be actively involved in the activity, complete all activity obligations, abide by all rules/requirements, and meet the expectations of the coach/director. If the student is unable to meet these requirements, s/he will not have met the consequence requirement.

Part VI. OTHER INFORMATION

A. TRANSPORTATION FOR SCHOOL-RELATED EVENTS

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

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

B. INSURANCE

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

C. COACHES/ACTIVITY DIRECTOR'S RESPONSIBILITY

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

D. STUDENT'S RESPONSIBILITIES

- 1) **PHYSICAL EXAMINATION:** All athletes must have a physical examination by a licensed physician every two years. In the event of a serious injury or illness, another exam may be required. Athletes must have a completed WIAA physical examination card on file in the high school office.
- 2) **INJURY:** Upon the event of an injury the student must:
 - a) report it immediately to his/her coach, or advisor, and
 - b) report the injury within three days to the office, and
 - c) have permission of the administration or a doctor's written note turned into the office before returning to practice.
- 3) **EQUIPMENT:** All equipment checked out to a student by a coach or advisor of RCHS remains the property of the school district and will be worn only at scheduled school events or practices. The student will be held responsible for equipment given to him/her by the coach and will pay for any unnecessary damage or loss of equipment.
- 4) **SPORT FEE:** An annual sport fee of \$30.00 per sport will be collected from each athlete prior to being issued a uniform and playing in the first contest. If you try out for a team and do not make it, your sport fee may be refunded.
- 5) **LOCKERS:** Lockers that are provided remain the property of the school district and only locks provided by the district will be allowed to be used. Any private lock that does not have the approval of the high school administration will be removed to allow for locker searches in accordance with school board policy (521).

E. NON-DISCRIMINATION STATEMENT

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

- 1) Attempt to resolve the complaint by oral discussion with the building principal.
- 2) An official written complaint must be filed on forms provided by the School District. The complaint must be filed within ten (10) school days from the occurrence of the violation. Forms can be acquired from the Director of Pupil Services at the business office at 26221 Starlight Lane, Suite A.
- 3) Appeal to the District Administrator must be within ten (10) school days of receiving written receipt of the principal's determination (Step 2). A meeting with the District Administrator can be scheduled by calling 647-6106.
- 4) You may appeal to the Board of Education's clerk within ten (10) school days of receipt of the Administrator's determination (Step 3). The secretary of the Board of Education shall, within ten (10) school days after the Board Meeting, deliver a written determination to the complainant.

F. RCHS ACTIVITY CREED

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

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

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

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

APPEALS AND REQUESTS

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

student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

G. USE OF TRAVEL AGENCIES/ORGANIZATIONS

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