



STUDENT HANDBOOK

Todd Hunt
Principal

Tracy Mueller
Assistant Principal

300 Riverside Circle
Plymouth, WI 53073
920-892-4353
Fax 920-892-5072

Riverview Student Handbook – Table of Contents

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I. ACADEMIC PLANNING

Honor Roll

In order to recognize hard working, conscientious, and high achieving students, an Honor Roll will be published each term shortly after the report cards have been issued. All classes will be used to decide honor roll status. Academic classes such as language arts, math, science and social studies will count as .33 and fine arts will be calculated at .17 each trimester.

An average of 3.25 or higher is needed to be on the honor roll.

Progress Reports

Progress reports will be used by teachers to inform students and their parents of school performance. These reports are available on Skyward. Please notify the office if you need a paper copy mailed home.

PARENTS RIGHT TO REQUEST PROGRAM MODIFICATIONS - Board Policy 2240

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If after careful, personal review of the program lessons and/or materials, a parent indicates to the building principal that either content or activities conflict with his/her religious beliefs or value system, the principal will consider a written request for his/her child to be excused for particular classes for specified reasons. If a request is not honored, that decision may be appealed to the District Administrator. The student, however, will not be excused from participating in the course or activities mandated by the State and will be provided alternative learning activities during time of parent requested absences.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY - Board Policy 2260

The Board of Education is committed to providing an equal educational opportunity for all students in the District. The Board of Education does not discriminate on the basis of any characteristic protected under State or Federal law including, but not limited to, sex, race, color, religion, national origin, ancestry, creed, pregnancy, marital status, parental status, sexual orientation, including transgender status, change of sex or gender identity, military status, or physical, mental, emotional, or learning disability in any of its student program and activities in the areas of:

- A. Curriculum Content
- B. Staff Training
- C. Student Access
- D. District Support
- E. Student Evaluation

Dan Mella (920-892-2661, Ext. 1002) and Anne Gamoke (892-2661, Ext. 1002) shall act as the compliance officers whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, and Section 504 of the Rehabilitation Act of 1973, is provided to students, their parents, staff members, and the general public.

The District Administrator shall attempt annually to identify children, ages 3-21, with disabilities who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students with limited English proficiency and to assess their ability to participate in District programs. (Title IX, 34C.F.R. 106.9, Section 504, 34 C.F.R. 104.8, Title II, 28 C.F.R. 35.106)

HIGHLY QUALIFIED TEACHERS – Board Policy 3120

In accordance with the requirement of Section 1111 of Title I, for each school receiving Title I funds, The Plymouth School District is required to make sure that all parents of students are notified that they may request, and the District will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and certificates for any graduate degrees earned.

- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents shall be provided:
 - a. information on the level of achievement of their child(ren) on the required State academic assessments;
 - b. timely notice if the parent's child has been assigned to, or has been taught for four (4) or more consecutive weeks by, a teacher who is not "highly qualified".

If you want to see the state qualification for your child's teacher please contact us or find it on the DPI website at www.dpi.state.wi.us/dpi/dlsis/tel/lisearch.html.

II. ATTENDANCE AND TARDINESS

COMPULSORY STUDENT ATTENDANCE – Board Policy 5200

State law requires the Board of Education to enforce the regular attendance of students. Further, the Board recognizes that the District's educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

All children between six (6) and eighteen (18) years of age shall attend school regularly during the full period and hours, religious holidays excepted, that the school in which the child is enrolled is in session until the end of the term, quarter, or semester of the school year in which the child becomes eighteen (18) years of age, unless they fall under an exception under State law, or this policy. A child who is enrolled in five (5) year-old kindergarten shall attend school regularly, religious holidays, during the full period and hours that kindergarten is in session until the end of the school term. Students may be excused for illness, necessary appointments which cannot be scheduled outside the school day, the funeral of a relative, legal proceedings which require the student's presence, college visits (junior or senior status only), a job interview/fair, or family trip, vacation or observance of a religious holiday consistent with the student's creed or belief.

Attendance

Absences will be divided into three categories in accordance to Wisconsin State Law. These three categories are: school excused absences, parent excused absences, and unexcused absences.

Procedure for reporting your child's absence

A parent or guardian is required to contact the office the morning of the child's absence. A message can be left on our attendance line at **892-5005**. Any absence not reported by a parent or guardian will be unexcused until the parent/guardian contacts the school office.

A doctor's excuse is requested and may be required after the child misses **5** days in one semester or **10** days in a year.

Pre-excused absence sheets are necessary prior to the student's absence for appointments that take the whole day, funerals and vacations. Students may obtain these from the office.

Types of Absences

Absences Authorized Solely by the Parent/Guardian

A student is excused from school attendance if his/her parent/guardian submits a written excuse to the school prior to the student's absence from school. *A student may be excused under this provision for no more than **10 days in a school year**.* A student so excused is required to complete the course work missed during the absence.

School Excused Absences

Except as noted above, the school, not the parent/guardian excuses student absences from school. The following reasons are classified as excused absences:

- A. Religious holidays/observations
- B. Personal illness
- C. Accidents or illnesses in the student's family for which the student is required at home.
- D. Suspension from school
- E. Other times, where in the judgment of the school attendance officer, it is in the best interest of the student to be absent from school. Such absences will be judged on the merits of each individual case.

Students excused from school by their parent/guardian or the school shall be given the opportunity to make up all class work. They will be given the number of days absent plus one to complete all make up work. Students are responsible for contacting teachers to make arrangements for assignment completion.

Unexcused Absence

These are absences that are not excused by the parent/guardian or the school. A student cannot be denied credit based solely on unexcused absences. A student with an unexcused absence will receive consequences in accordance with school board policies. The student is allowed to make up all missing work during the time of the unexcused absence. Students will be allowed to make up major examinations missed (term or grading period) if course credit is at risk. Examination make up date(s) shall be determined at the discretion of the administrator/teacher. Students in this position should be ready to make up the exam on the day of return. Credit will be officially granted only after the student has fulfilled the consequences administered by the school attendance officer for the unexcused absence.

Habitual Truancy

According to State Statute 118.15 a habitual truant means a pupil who is absent from school without an acceptable excuse for part or all of 10 days on which school is held during a school year. When a child is determined to be a habitual truant, efforts will be made to rectify the situation. If the child continues to be a truant, the child will be referred to social services.

School Attendance Officer

The building principal or designee shall serve as the school attendance officer for each school in the district. The school attendance officer will deal with all matters relating to school attendance and truancy.

The school attendance officer shall determine daily which students enrolled in the school are absent from school and whether the absences are excused.

The school attendance officer will notify the parent/guardian of the student's truancy. The parent/guardian will be directed to return the student to school no later than the next day on which school is in session.

The school attendance officer will furnish student attendance information to designated agencies for the purpose authorized by state law and the boards student record policy/procedure.

Annually, on or before August 1, the building principal will determine how many students enrolled in their school were absent in the previous year and whether the absences were excused. This information will be submitted to the district administrator, who shall notify the State Superintendent of the determination.

Absence as it affects Extra-Curricular Participation

1. Students must be present by 11:00 A.M. in order to participate in extra curricular or co-curricular activities during that day or evening.
2. Students who leave school ill after 11:00 A.M. will not be allowed to participate in extra curricular activities that day.
3. Students who have an unexcused absence during any period of the day will not be allowed to participate in any extra-curricular or co-curricular activities that day or evening.

Tardiness

If the student is late for school, the student must report to the office and sign in. At this time the student will be given a pass.

V. STUDENT BEHAVIOR

Alcohol and Drugs – Board Policy 5530

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and school procedures, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Bomb Scares

No student or staff member will intentionally communicate or cause to be communicated any threat or false information concerning an attempt or alleged attempt being made or to be made to destroy any property by means of explosives. (WI State Statute 947.015).

Damage to Property

No student will intentionally cause damage to any school property or another student's property without the property owner's consent.

Disorderly Conduct

No student will engage in violent, abusive, indecent, profane, boisterous, unreasonably loud or otherwise disorderly conduct under circumstances in which the conduct tends to cause or provoke a disturbance. No student will physically, in writing, or orally participate in, encourage, or instigate any physical aggression at school or at any school function. Also, no student will be involved in threatening, harassing or intimidating another student or staff member (WI State Statute 947.01).

Weapons – Policy 3217, 4217, 5772, 7217

No student shall have any form of explosives or dangerous instrument while at school, attending school functions or on school grounds. State statute prohibits anyone from bringing a weapon, including toys, lasers, or dismantled firearms onto school property for any purpose. Misuse of any item that may be used as a weapon will be considered under this policy. In the event that a student violates this policy, police and parents will be notified immediately, the student will be out of school suspended and the board of education may meet to determine what action to take.

Dress And Grooming

Neatness is encouraged within the bounds of current fashion. Shirts which advertise alcohol, drugs and/or tobacco products, head coverings (hats, scarves, bandanas etc.), and all other clothing deemed offensive; are a distraction to the educational process; or deemed to be unacceptable by the principal or designee are not appropriate as school clothing.

Public Displays of Affection

Students are not allowed to physically show their affection for other students while at school. This rule includes, but is not limited to holding hands, kissing, hugging or other types of affection deemed inappropriate by the principal or designee.

Personal Communication Devices – Board Policy 5136

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption or otherwise interfere with the educational environment, during after school activities (e.g., extra-curricular activities), or at school-related functions. Use of PCDs, except those approved by a teacher or administrator, at any other time is prohibited.

For purposes of this policy, "personal communication device" includes computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), and/or other web-enabled devices of any type. Students may not use PCDs on school property or at a school-sponsored activity to access and/or view Internet web sites that are otherwise blocked to students at school. Students may use PCDs while riding to and from school on a school bus or other Board-provided vehicles or on a school bus or Board-provided vehicle during school-sponsored activities, at the discretion of the bus driver, classroom teacher, or sponsor/advisor/coach. Distracting behavior that creates an unsafe environment will not be tolerated.

Except as authorized by a teacher, administrator or IEP team, students are prohibited from using PCDs during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person. Using a PCD to capture, record and/or transmit audio and/or pictures/video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, or a parent picks it up if so directed by the principal, and may be directed to delete the audio and/or picture/video file while the parent is present. If the violation involves potentially illegal activity the confiscated-PCD may be turned-over to law enforcement.

PCDs, with cameras or any other recording capabilities, may not be activated or utilized at any time in any school situation where a reasonable expectation of personal privacy exists. These locations and circumstances include, but are not limited to, classrooms, gymnasiums, locker rooms, shower facilities, rest/bathrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. The District Administrator and building principals are authorized to determine other specific locations and situations where use of a PCD is absolutely prohibited.

Students shall have no expectation of confidentiality with respect to their use of PCDs on school premises/property.

Students may not use a PCD in any way that might reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated. See Policy 5517.01 – Bullying. In particular, students are prohibited from using PCDs to: (1) transmit material that is threatening, obscene, disruptive, or sexually explicit or that can be construed as harassment or disparagement of others based upon their race, color, national origin, sex, sexual orientation, disability, age, religion, ancestry, or political beliefs; and (2) engage in "sexting" - i.e., sending, receiving, sharing, viewing, or possessing pictures, text messages, e-mails or other materials of a sexual nature in electronic or any other form. Violation of these prohibitions shall result in disciplinary action. Furthermore, such actions will be reported to local law enforcement and child services as required by law.

Students are also prohibited from using a PCD to capture, record, and/or transmit test information or any other information in a manner constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCDs to receive such information.

Possession of a PCD by a student at school during school hours and/or during extra-curricular activities is a privilege that may be forfeited by any student who fails to abide by the terms of this policy, or otherwise abuses this privilege.

Violations of this policy may result in disciplinary action and/or confiscation of the PCD. The building principal will also refer the matter to law enforcement or child services if the violation involves an illegal activity (e.g., child pornography, sexting). Discipline will be imposed on an escalating scale ranging from a warning to an expulsion based on the number of previous violations and/or the nature of or circumstances surrounding a particular violation. If the PCD is confiscated, it will be released/returned to the student's parent after the student complies with any other disciplinary consequences that are imposed, unless the violation involves potentially illegal activity in which case the PCD may be turned-over to law enforcement. A confiscated device will be marked in a removable manner with the student's name and held in a secure location in the building's central office until it is retrieved by the parent or turned-over to law enforcement. School officials will not search or otherwise tamper with PCDs in District custody unless they reasonably suspect that the search is required to discover evidence of a violation of the law or other school rules. Any search will be conducted in accordance with Policy [5771](#) – Search and Seizure. If multiple offenses occur, a student may lose his/her privilege to bring a PCD to school for a designated length of time or on a permanent basis.

Students are personally and solely responsible for the care and security of their PCDs. The Board assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, PCDs brought onto its property.

Graffiti

No student will intentionally mark, draw, or write with any substance on or intentionally etch into the physical property of the school or another person's property without their consent (WI State Statue 947.0137).

Harassment – Board Policy 5517

The Plymouth School District does not tolerate harassment of any kind between and among students or staff members. It is the policy of the District (5517) to provide an equal education opportunity for all students. The right of a student to be admitted to school and to participate fully in curricular, extra-curricular, student services, recreational or other programs or activities shall not be abridged or impaired based on the traits of sex, race, color, national origin, religion, creed, ancestry, marital or parental status, sexual orientation or physical, mental, emotional or learning disability, or any other characteristic protected by Federal or state civil rights laws (hereinafter referred to as "Protected Characteristics") or other protected characteristics as well as place of residence within District boundaries, or social or economic background.

Students who believe they are victims and/or parents/guardians, who believe there is sexual harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, teacher, or police liaison officer. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation.

Sexual Harassment

It is the policy of Plymouth School District to provide a learning environment free from incidents of sexual harassment. No student or staff shall be subjected to unsolicited and unwelcomed sexual advances, requests for sexual favors, or other sexual

conduct, either verbal or physical. Any student or staff violating this policy is subject to disciplinary action. Examples of conduct, which may constitute sexual harassment, are but are not limited to:

unwelcomed leering, staring, sexual flirtations, spreading rumors, sexual slurs, threats, verbal abuse, derogatory comments or sexually degrading descriptions, touching of an individual's body or clothes in a sexual way, sexual jokes, stories, drawings, pictures or gestures.

Students who believe they are victims and/or parents/guardians, who believe there is sexual harassment, should immediately report their concerns to the principal, assistant principal, guidance counselor, teacher, or police liaison officer. Formal complaints will be taken seriously and will be subject to a thorough review and prompt investigation.

General Discipline

The staff and administration at Riverview Middle School work very hard to provide students with a positive learning experience, during school hours or at any school related function. One avenue of discipline is to send the student with a "**Student Office Referral**" to the office. A student whose behavior is deemed disruptive or inappropriate by any teacher, staff member or volunteer will receive a "Student Office Referral". The referral is a record of misbehavior by the student, as well as a means of communication between the student, parent, and school. The consequences of the action are written on the referral and are discussed with the student by an administrator.

The severity of the action will depend on the student's past behavioral history and the severity of the infraction. Some examples of corrective actions that may be taken are:

1. Least corrective action
 - a. letter to parents
 - b. phone call to parents
 - c. home visit
 - d. verbal reprimand
 - e. apology
 - f. hall restrictions
 - g. conference with parents
 - h. community service
2. More corrective action
 - a. written warning
 - b. truancy conference
 - c. confiscation of item
 - d. restitution of item
 - e. detention
 - f. in-school suspension – less than one day
3. Most corrective action
 - a. detention
 - b. in-school suspension (1-3 days)
 - c. out-of-school suspension (1-5 days)
 - d. referral to law enforcement
 - e. referral to social services
 - f. suspension of extra-curricular participation for all or part of the season
 - g. recommendation to school board for expulsion

Suspension

The purposes of suspension are to preserve an effective atmosphere for instruction, rehabilitate pupil attitude, protect other pupils and/or provide a time to consult with parents. It may be imposed when other means of correction have failed or when keeping the student in school would be detrimental to the school and its students.

In-School Suspension

Students will be placed in a supervised restricted area with educational materials (homework, etc.) only. The student will not be allowed to participate in any extra-curricular activity on any day while suspended. It is the student's responsibility to coordinate make-up work with teachers. Parents will be notified by a phone call.

Out-of-School Suspension

Parents will be notified immediately. There will be a meeting between the student, parent and administration. The student will not be allowed to participate in any extra curricular activity on any day while suspended. The Student may not be suspended for

more than five school days except when legal notice for a hearing of expulsion has been sent (according to State Statute 120.13). It is the student's responsibility to coordinate make-up work with teachers.

VI. SCHOOL ACTIVITIES AND ORGANIZATIONS

Extra Curricular Activities offered:

7 & 8 Boys Basketball
7 & 8 Girls Basketball
7 & 8 Girls Volleyball
5-8 Wrestling
7 & 8 Forensics
6-8 Student Council
7 & 8 Boys and Girls Track
5-8 Cross Country

Extracurricular Code

It is a privilege and an honor to be able to participate in school activities and represent the Plymouth School District. **Privileges always carry responsibilities.** In keeping with the philosophy that school is a place for academic learning and social skill development, the following academic and discipline guidelines have been established.

Physicals

All students who choose to participate in interscholastic athletics shall have a physical submitted to the office **BEFORE** they will be allowed to participate in practice or games. Students will get a blue card when all items are turned in and they are cleared for practice.

Academic Standards For Eligibility

Participating students who are receiving below-average grades (D+ or below) in any course will first be given a warning. During this time, they are still eligible to participate in practice and games. If the warned participants receive another below-average report during the second week, they will be ineligible to participate in games for one week but may practice. Any additional below-average reports will result in removal from the program for the remainder of the season. Individual coaches may have additional requirements.

Behavioral Standards For Eligibility

Parents and teachers expect students to earn and keep the privilege of participation in extracurricular activities by demonstrating proper behavior and attitudes. Any unacceptable behavior will put a student's participation in jeopardy. The administration shall determine if the unacceptable behavior should result in suspension from an activity. Administrators and/or coaches have the responsibility of determining if a student should be removed from a contest for inappropriate behavior.

Detention

Any teacher who has issued a detention to a student should expect that student to serve the detention before leaving to participate in an extracurricular activity. A student who willfully skips detention to participate in an extracurricular activity will be ineligible to play for one week following the offense. In the event that a student has skipped detention for the last game of the season, punishment will carry over to that student's next athletic season, activity, or social event.

Suspension

In-school or out-of-school suspension carries with it automatic suspension from any events during that suspension period.

Attendance

Students must be in attendance on the day of an event. When a student goes home ill from school he/she cannot return later to participate in an event. A student must attend school for at least half of the school day to be eligible to participate in a school activity.

Dress and Grooming

The Riverview Middle School Dress Code applies to all students participating in all extra-curricular activities.

Drinking, Smoking, and Drug Use

Use or possession of alcohol, drugs, and/or smoking material in the building, on school grounds, or at any school function is cause for **IMMEDIATE SUSPENSION** from any extracurricular activity and school.

Theft/Destruction of Property

Theft or malicious destruction of any school or individual's equipment or property will not be tolerated. Conferencing with the head coach, a school administrator, and the police liaison will result.

VII. GENERAL OPERATIONS

Bus Expectations

1. The driver is in charge of the bus. Cooperate!
2. Riders shall remain seated when the bus is in motion.
3. Keep head, hands, and arms inside the bus at all times.
4. All riders shall remain in the seat assigned to them.
5. Scuffling, fighting, smoking, drinking, and obscene language are forbidden.
6. Bus riders will not litter the bus with food or other debris.
7. The rider will pay for intentional damage to the bus.
8. Be at the loading zone at the scheduled time.
9. Follow the recommended procedure when crossing the roadway.
10. Inform the bus company when the rider is absent at 893-5941
11. Cooperate with the bus driver at all times.

The following actions may result in immediate loss of bus privileges and possible other administrative action:

- a. Deliberate destruction of school bus property or personal property of others.
- b. Striking or hitting students, the bus driver or school officials.
- c. Use of profane language.
- d. Smoking on the bus.
- e. Any act, which in the opinion of the bus company and school officials endangers the safety of others.

Bus Infraction Procedure

Drivers will notify the bus supervisor, in writing, of any bus rider misbehavior. The report will be submitted to the principal for appropriate disciplinary action.

Consequences

Consequences will be determined by the principal or designee. Consequences will range from verbal warning to removal from the bus.

Bus Use for Athletic Events

Students will ride the bus to and from athletic events. If, for some reason, a student needs or wishes to go home with his/her parents, he/she must provide the coach with a written notice of this desire.

Cafeteria

- *Students will spend approximately two-thirds of the lunch period eating and one-third outside.
- *Observe proper dining etiquette.
- *Students may enjoy quiet conversation with other students at their table until dismissed.
- *Anyone desiring to leave the table and/or cafeteria must have the permission of the lunch supervisor.
- *When tables are released, students will properly dispose of their garbage and/or place cleaned trays in the provided receptacles.
- *Proceed directly and quietly through the south doors to the playground area and stay within assigned boundaries.
- *During recess, safe activities are expected of all students. Fighting, snowballing, tackle games, and throwing objects are prohibited.

Failure to follow these guidelines will result in the following consequences:

1. Review the lunch room procedure
2. Discuss how to make appropriate changes
3. Parent contact

If behavior continues:

1. Removal from lunch

2. Parent contact

Further discipline options:

1. In-School Suspension
2. Out-of-School Suspension
3. Removal from lunch for a longer period of time

Closed Campus

Riverview Middle School operates under a closed campus arrangement. All students must be on campus from 7:30 - 2:35 P.M.

Concessions

No school group or individual may put on a sale, drive, or campaign to raise money for a group without first getting the permission of the principal.

Injuries

All injuries must be reported to the office so that a Student Accident/Incident Report form can be filed if needed.

CONTROL OF BLOOD BORNE PATHOGENS – Board Policy 8453.01

The District is subject to regulations from the Occupational Safety and Health Administration (OSHA) to restrict the spread of hepatitis B virus (HBV) and human immune deficiency virus (HIV) in the workplace. These regulations are designed to protect employees of the District who are, or could be, exposed to blood or other contaminated bodily fluids while performing their job duties.

Because of the very serious consequences of contracting HBV or HIV, the District is committed to taking the necessary precautions to protect both students and staff from its spread in the school environment.

Part of the federally-mandated procedures is a requirement that the District request the person who was bleeding to consent to be tested for HBV and HIV. This information would then be provided both to the exposed employee and the treating physician to determine proper medical treatment.

The law does not require parents to grant permission for the examination of their child's blood, but it does require the District to request that consent. Although we expect that incidents of exposure will be few, we wanted to notify parents of these requirements ahead of time. That way, if a situation does develop you will understand the reason for your request and will have had an opportunity to consider it in advance. These are serious diseases, and we sincerely hope that through proper precautions and cooperation we can prevent them from spreading.

If you have any questions or concerns, please contact Sara Stout or Anne Nelson, District Nurses, at 920-892-4353, Ext. 2105

Library

All students should use the library as often as possible. Students are expected to abide by the rules of the library.

1. All books may be checked out for 2 weeks and may be renewed for 2 weeks. Books may not be removed from the library without checking them out.
2. Students with books overdue more than a month may be restricted from checking out additional books.
3. Students will be fined for lost or damaged books.

Plymouth Joint School District Board Policy for Lockers – Board Policy 5771 (Search and Seizure)

A student locker is provided by the school district for the convenience of the student. The Plymouth School District retains ownership and possessory control of all pupil lockers and desks. Pupil lockers and desks are subject to search as determined necessary or appropriate without notice or consent of the pupil assigned the locker or desk, and without obtaining a search warrant. Pupil lockers or desks may be searched by school administrators, teachers, custodial and maintenance employees, and any other authorized school employee. Annually, a copy of this policy will be distributed to all pupils enrolled within the School District, and will be incorporated within all student handbooks. Additional details regarding Search and Seizure authority is available by requesting a complete copy of policy 5771.

Backpacks

Students may bring backpacks, bags, and other organizational carryalls to school. These bags must be left in the locker during the school day. Purses, wallets or other totes arousing reasonable suspicion are subject to searches by administration. Administration reserves the right to determine the appropriateness of design and size of any bag carried by a student.

Lost and Found

Students who find books, pens, clothing, lunch tickets, etc. should bring these items to the Lost and Found. Students may claim lost items by identifying them. Articles not claimed within a reasonable amount of time are discarded or donated to a charity.

Lunch Debit Accounts

The Plymouth School District has computerized its lunch program. This accounting system allows parents to send one check to pay for all of their students' lunches or ala-carte purchases at any Plymouth Joint School District school. Students will use their individualized picture I.D. cards similar to a bank debit card to pay for lunch. Pre-printed payment envelopes are available in the school office. Checks should be made payable to "Plymouth Food Service" and sent to your child's school.

Medication/ Prescription Drugs

If a student needs to take a prescription drug prescribed to them during the school day they must abide by the guidelines set forth by school policy.

Students on prescription medication must have a Medication Procedure Form on file in the school office. This form can be accessed through our website at www.plymouth.k12.wi.us or at the Riverview Office. Students may be allowed to take non-prescription medications if their parents have the Medication Procedure Form signed and on file in the school office. **All medications must be in the original container with the information on.** All medications **must** be stored in the office and are administered by the office staff at the prescribed times. Administering times are recorded and accurate records are maintained. Students are responsible for reporting to the office at required times for receiving medications. No student is allowed to be in possession of a prescription drug that is not prescribed to them (WI State Statute 450.11).

Parent Observation Policy

Parents are welcome to observe classroom activities at any time, either their child's or any classroom of interest. Please call us in advance (at least one day) so that the class is present when you expect it to be.

Posters and Handbills

All posters and handbills must be approved by the administration before being displayed.

School Closing

In winter, when in doubt of whether or not school will be closed, be sure to listen to radio station WXER - FM 104.5; WCNZ - AM95; WJUB - AM 1420; WHBL - AM 1330; or WTMJ - AM 620, or television station WTMJ4; FOX11; TV6; or TV12 between 6:00 - 7:30 A.M. or call Riverview's automated phone system at 892-4353 selecting option#4. If no such announcement is made, classes will be held as usual.

Telephone Calls

Phone calls shall only be made with the permission of office personnel.

Visitors and Volunteers

All visitors and volunteers must check in the office when they enter the building. Each person coming to Riverview will be issued a visitor or volunteer's badge to wear while he/she is visiting.

Student Council School Store

The student council school store sells some school supplies such as paper, pencils, pens, computer disks, etc. before and after school.

Student Records – Board Policy 8330

In order to provide appropriate educational services and programming, the Board of Education must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard students' privacy and restrict access to students' personally identifiable information.

Except for data identified by policy as "directory data," student "personally identifiable information" includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person who the District reasonably believes knows the identity of the student to whom the education record relates. For more information on student records please see Board Policy 8330 on the Plymouth School District Website.