

# Rice Lake Area School District

## Elementary

### Parent/Student Handbook



#### [Non-Discrimination Policy](#)

*It is the policy of the Rice Lake Area School District, pursuant to s. 118.13 of Wisconsin Statutes, and PI9, that no person on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning disability may be denied admission to any school in this District or be denied participation in, denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.*

*In addition, it is the policy of the Rice Lake Area School District that no person on the basis of gender identity or gender expression, be denied admission to any school in this District or be denied participation in, denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program.*

*This policy is in accordance with Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Age Discrimination in Employment Act of 1967, Section 503 and Section 504 of the Rehabilitation Act of 1973, Fair Labor Standards Amendments of 1974, Immigration Reform and Control Act of 1986, The Americans with Disabilities Act of 1990, Civil Rights Act of 1991, Section 118.13 of Wisconsin Statutes. (See District Policy [511: Equal Opportunity Employment and Nondiscrimination](#); [512: Harassment Based on a Legally-Protected Status](#); and [113: Nondiscrimination in District Programs, Activities, and Operations](#) )*

## Table of Contents

| <b>INTRODUCTION</b>                                   |   |
|---|---|
| Purpose of Handbook                                   | 2 |
| Rice Lake Area School District Mission Statement      | 2 |
| 2021-22 School Calendar                               | 2 |
| Elementary School Information                         | 3 |
| District Administration                               | 3 |
| Board of Education                                    | 3 |
| District Policies                                     | 3 |
| Enrollment  | 3 |
| <b>ACADEMICS</b>                                      |   |
| Report Cards  | 3 |
| Skyward Family Access                                 | 4 |
| Parent / Teacher Conferences                          | 4 |
| Homework / Makeup work                                | 4 |
| Grade Retention, Promotion & Acceleration of Students | 4 |
| Intervention (RtI Framework)                          | 4 |
| Title I: Parent's Rights To Know                      | 4 |
| Positive Behavior Interventions and Supports (PBIS)   | 5 |
| Testing   | 5 |
| Student Discrimination Complaint Procedures           | 5 |
| Physical Education                                    | 5 |
| Field Trips   | 5 |
| Special Education Referral                            | 6 |
| <b>STUDENT ATTENDANCE</b>                             |   |
| Absence Procedure                                     | 6 |
| Absence / Truancy                                     | 7 |
| Withdrawing Students                                  | 7 |
| <b>TRANSPORTATION</b>                                 |   |
| School Bus Change                                     | 7 |
| Bus Expectations                                      | 7 |
| Bus Misconduct  | 7 |
| Walking to School                                     | 7 |
| <b>FAMILY SUPPORT</b>                                 |   |
| Communicating Concerns                                | 8 |
| Counseling Services                                   | 8 |
| Psychological Services                                | 8 |
| <b>FOOD SERVICES</b>                                  |   |
| Waiver for 2021-22                                    | 8 |
| Menus for Breakfast and Lunch                         | 8 |
| Dietary Accommodations                                | 8 |

| <b>HEALTH / WELLNESS</b>   |    |
|--|----|
| Administration of Medication   | 8  |
| Health   | 9  |
| Defibrillator  | 9  |
| Wellness   | 9  |
| Immunizations  | 9  |
| Hearing and Vision Screening Program                                 | 9  |
| <b>SAFETY / SECURITY</b>   |    |
| Building Doors   | 9  |
| Dropping Off / Picking Up Students                                   | 9  |
| Snow Days/Inclement Weather  | 9  |
| Volunteers   | 10 |
| Visitors   | 10 |
| Recess / Playground Supervision                                      | 10 |
| Winter Weather Clothing & Expectations                               | 10 |
| Accidents  | 10 |
| Safety Drill Practice (Fire / Lockdown / Tornado and Severe Weather) | 10 |
| Animals in School  | 11 |
| Professional Therapy Dogs  | 11 |
| Weapons  | 11 |
| Locker Search  | 11 |
| Student Abuse and Neglect  | 11 |
| Theft  | 11 |
| Items from Home- Toys / Electronics                                  | 11 |
| Lost and Found Articles  | 12 |
| Elementary School Expectations / Care of School Property             | 12 |
| Cell Phones  | 12 |
| Dress Code   | 12 |
| Student Harassment, Intimidation and Bullying Complaints             | 12 |
| Student Code of Classroom Conduct                                    | 12 |
| Student Network and Internet Acceptable Use and Safety               | 12 |
| Title IX   | 13 |
| <b>OFFICE MANAGEMENT</b>   |    |
| Contact Address of Students / Parents / Guardians                    | 13 |
| Custody  | 13 |
| Student Records  | 13 |
| School Fines   | 13 |
| School Pictures  | 13 |

# INTRODUCTION

## Purpose of Handbook

This handbook contains important information about all of the elementary schools in the Rice Lake Area School District. It is intended to help answer your questions about school policies and procedures. Please keep it handy and refer to it when questions arise.

## Rice Lake Area School District Mission Statement

We will partner with students, families and community members to provide a safe learning environment to ensure our students achieve academic and personal success as they become lifelong learners.

## 2021-2022 Rice Lake Area Elementary Schools Calendar

**Just a reminder: the elementary calendar is different than the middle school and high school calendars due to additional days used for elementary in-service. The following days directly apply to elementary students:**

|                |  |
|----------------|--|
| September 1    | Open House by appointment for grades 4K-4th grade 10 am-6 pm                           |
| September 2    | First day of school for students grades 4K-4th grade (Tainter & Hilltop); K-4 (Haugen) |
| September 2    | First day of school for 4K students (Haugen)   |
| September 6    | Labor Day-No School  |
| September 24   | Teacher In-service/Work Day-All Levels-No School                                       |
| October 18     | Teacher In-service/Work Day-Elementary Level Only                                      |
| November 5     | Teacher In-service/Work Day-All Levels-No School                                       |
| November 12    | End of Trimester I   |
| November 16/18 | Parent Teacher Conferences   |
| November 23    | Thanksgiving Vacation Begins at Close of School Day                                    |
| November 29    | School Resumes   |
| December 22    | Winter Vacation Begins at Close of School Day  |
| January 3      | School Resumes   |
| January 24     | Teacher In-service/Work Day-All Levels-No School                                       |
| March 4        | End of Trimester II  |
| March 8/10     | Parent Teacher Conferences   |
| March 11       | Spring Vacation Begins at Close of School Day  |
| March 21       | School Resumes   |
| April 4        | Teacher In-service/Work Day-All Levels-No School                                       |
| April 15       | Vacation Day-No School   |
| May 6          | Teacher In-service/Work Day-Elementary Level Only                                      |
| May 27         | Graduation   |
| May 30         | Memorial Day-No School   |
| June 3         | Last Day for Students; End of Trimester III; Teacher In-service                        |
| June 6 & 7     | Teacher In-service/Work Day-All Levels-No School                                       |

### Elementary Parent/Teacher Conferences are scheduled for:

- November 16 (Tuesday), 2021 from 4:00-7:00 p.m. & November 18 (Thursday), 2021 from 4:00-7:00 p.m.
- March 8 (Tuesday), 2022 from 4:00-7:00 p.m. & March 10 (Thursday), 2022 from 4:00-7:00 p.m.

[Click here for a copy of the Rice Lake Area School District 2021-2022 School Calendar](#)

## Elementary School Information

The Rice Lake Area School District website has a directory of all school staff at Haugen, Hilltop and Tainter Elementary Schools for your accessibility. [Click here to access the staff directory.](#)

### School Phones & Fax Numbers

**Haugen Elementary:** (715) 234-7341 phone (715) 236-7598 fax

- **School Hours:** 7:40 AM-2:40 PM
- **Principal:** Natalie Springer Ext. 5340
- **Secretary:** Peg Beyer Ext. 5023

**Hilltop Elementary:** (715) 234-4998 phone (715) 736-0169 fax

- **School Hours:** 8:15 AM-3:15 PM
- **Principal:** Natalie Springer Ext. 5340
- **Secretary:** Chris Panasuk Ext. 5039

**Tainter Elementary:** (715) 234-8065 phone (715) 234-2081 fax

- **School Hours:** 8:00 AM-3:00 PM
- **Principal:** Joann Walker Ext. 5051
- **Dean of Students:** Matt Ohlfs Ext. 5272
- **Secretary:** Sandy Fisher Ext. 5033

## District Administration

|                    |                                    |
|--------------------|------------------------------------|
| Randy Drost        | Superintendent                     |
| Patrick Blackaller | Business Manager                   |
| Marsha Scherz      | Director of Learning & Instruction |
| Susan Strouf       | Director of Pupil Services         |

## Board of Education

|                |                |
|----------------|----------------|
| Keven Jensen   | President      |
| Steve Bowman   | Vice-President |
| Abbey Fischer  | Clerk          |
| Doug Kucko     | Treasurer      |
| Deanna Aubart  | Member         |
| Joshua Estreen | Member         |
| Sarah Turner   | Member         |
| Bert Richard   | Member         |
| Gary Spear     | Member         |

## District Policies

The Rice Lake Area School District continues to update its policies. The current policies can be found on the district website. [Click here](#) for quick access to the policies page. In addition, paper copies can be obtained from all school offices in the district.

## Enrollment

In order to maintain balanced enrollment numbers at all elementary schools as well as consistent enrollment practices for all students, established school zones, which serve as boundaries for each elementary school, will be used. If a family moves during the course of a student's elementary career, families should be prepared to move to a different elementary school based upon district boundaries. The address used to determine the school zone should be the address in which the student resides. Families are not allowed to use a friend or relative's address in order to be in a certain school zone. Students who are Open Enrolled will be placed at a school that has space available.

## ACADEMICS

### Report Cards

Parent/Teacher conferences are an integral part for reporting student progress during the school year. Parent/Teacher conferences are held in November and March. A report card is sent home during Parent/Teacher conferences as well as posted in Skyward Family Access. The end of the year report card is posted on Skyward Family Access. Parents are encouraged to check with their child's teacher frequently if they have concerns about their child's academic or social progress. It is not necessary to wait until conferences to speak to the teacher about questions and concerns you may have.

## Skyward Family Access

Each parent/guardian has an account in Skyward Family Access (which is the Rice Lake Area School District student information system). Skyward Family Access gives you 24/7 access to attendance, grades, progress reports, lunch payments, and much more. Contact your school secretary if you have questions about accessing Skyward Family Access.

## Parent / Teacher Conferences

Conferences are scheduled three times at the elementary level during the school year:

1. September 1 (Tuesday) - Open House, per appointment
2. November 16 (Tuesday), 2020 from 4:00-7:00 p.m. & November 18 (Thursday), 2020 from 4:00-7:00 p.m.
3. March 8 (Tuesday), 2021 from 4:00-7:00 p.m. & March 10 (Thursday), 2021 from 4:00-7:00 p.m.

## Homework / Make-up Work

Students are responsible for the work they miss when they are absent even if they have a pre-excused absence. They should ask for and turn in completed work before departure. Teachers may assign alternative work, as appropriate. Students who are ill are responsible for asking the teacher for assignments on the day he/she returns to school.

The Board of Education recognizes that a reasonable amount of preparation is necessary for the academic growth of students. Homework is an extension and review of the curriculum taught during the school day. Failure to complete assigned homework or daily assignments may adversely affect a student's mastery of skills.

Parents are urged to schedule a regular time and place at home for their children to complete homework assignments or to review classroom material. Parents are encouraged to provide a certain amount of supervision and interest in their child's work. For elementary students, parents can be instrumental in listening to them read, practicing math facts or helping practice spelling words.

If you have questions regarding homework or daily assignments, please contact your child's classroom teacher.

## Grade Retention, Promotion and Acceleration of Students

Grade retention or acceleration decisions shall be made to serve the best interests of the individual student after a comprehensive assessment or judgement of his/her cognitive abilities and academic progress. Grade retention and acceleration decisions shall be the responsibility of the building assessment team with the final authority residing with the District Administrator or his/her designee. Parents, guardians, teachers, the student involved, school psychologist and other concerned persons shall be included in the discussions leading to a decision. See [District Policy 344.4: Grade Retention, Promotion and Acceleration of Students](#); [District Rule 344.4: Guidelines for Grade Retention, Promotion and Acceleration Of Students](#):

## Intervention (Multi Level System of Supports)

Rice Lake Area School District implements a service delivery framework known as Multi Level System of Supports (MLSS) Multi Level of Supports is the educational practice in which high quality instruction is delivered to all students based on their individual needs and using related data to drive educational decisions. It is a prevention-based framework for all students that applies to academic subjects as well as to behavior support in a concept known as Positive Behavior Intervention and Supports (PBIS). These education "best practices" are nationally accepted standards of service delivery and evidence based, resulting in more efficient and effective education services being delivered to all students.

As part of our service delivery model, educational support specialists may, from time to time, conduct observations within the classroom setting. These people may include resource teachers, Literacy Coach, Math Coach, school psychologists, school social workers, counselors, speech and language pathologists, occupational therapists or physical therapists. These observations are intended to generate intervention ideas for instructional staff to utilize as a part of MLSS. These observations by themselves will not result in any curriculum changes to your child.

On other occasions, these professionals may team with other staff members or may, by themselves, engage in group-based interventions based on data identified student needs. If it is believed that your child would benefit from a group-based intervention, you would be notified prior to the group beginning and given the chance to ask any questions you may have.

## TITLE I – Parents' Right to Know (Teacher Qualifications)

It is the intent of the District to help all students reach their potential and meet the District's educational goals. In an effort to help students who need support in meeting high academic standards, the Board of Education shall participate in the federal Title I program and abide by all legal requirements for participation in such programs. In accordance with federal law requirements, the Rice Lake Area School District is informing you that you may request information regarding the professional qualifications of your child's classroom teachers, including the following:

- Whether the teacher has met state licensing criteria for the grade level(s) and subject area taught,
- Whether the teacher is teaching under emergency or provisional status through which state licensing criteria have been waived, and
- The undergraduate degree major of the teacher, and any other graduate certification or degree held by the teacher, including the field of discipline of the certification or degree.

You may also request information regarding the professional qualifications of any paraprofessional providing services to your child. Requests for teacher and paraprofessional qualification information should be directed to the building principal of your child's school. The requested information will be provided to you in a timely manner.

[See District Policy Rule 342.3 \(Rule \): Title I Parent Involvement Guidelines](#), [Title I Programs](#), and [Notification Regarding Right to Request Teacher and ParaProfessional Qualifications](#)

## Positive Behavior Interventions and Supports (PBIS)

The foundation of the elementary school discipline process will focus on teaching and modeling correct and appropriate behaviors, in accordance with the PBIS (Positive Behavior Interventions and Supports) model.

PBIS is a proactive approach to establishing the behavioral supports and social culture needed for all students in a school to achieve social, emotional and academic success. All Rice Lake Area School District elementary schools follow the same expectations with the same purpose in mind. Students and staff have a kick-off event each Fall to review expectations in all areas of our school buildings from the classroom to the playground.

The "Warrior Way" encompasses common language and common expectations to promote positive interactions and behaviors for students and staff. PBIS matrices will be used to help students discuss and understand appropriate behavior. Teachers and students will be responsible for identifying and developing strategies that will correct or help students learn from the behavior.

When a student's behavior becomes continuously disruptive or dangerous enough that it significantly interferes with the student's own learning or the learning of others he/she will be referred to the principal's office or pupil services. Upon processing the referral, the goal will always be to have the student return to class as soon as possible.

Our goal is to help students learn appropriate behavior and accept responsibility for their choices. PBIS is a tool to help students learn to accept and respect one another as equal members of our school and community. Communication with parents is essential to helping students learn these skills.

***The Warrior Way***  
***Be Safe Be Respectful Be Responsible***

## Testing

Elementary school students are given achievement and readiness tests. The tests vary from year to year and are used by school personnel to help determine the student's basic ability, his/her achievement level in school subjects, and his/her readiness to learn new skills.

## Student Discrimination Complaint Procedures

It is the policy of the Rice Lake Area School District that no person on the basis of sex, race, religion, age, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, physical, mental, emotional or learning may be denied admission to any school in this District or be denied participation in, denied the benefits of, or be discriminated against in any curricular, extracurricular, pupil services, recreational, or other program. In addition, it is the policy of the Rice Lake Area School District that no person on the basis of gender identity or gender expression, be denied admission to any school in this District or be denied participation in, denied the benefits of, or be discriminated in any curricular, extracurricular, pupil services, recreational, or other program.

The District encourages informal resolution of complaints under this policy. If any person believes that Rice Lake Area School District or any part of the school organization has failed to follow the state and federal laws, or in some way discriminates against students on the basis listed above, he/she may bring or send a complaint to the administration office at the following address: Rice Lake Area School District, 700 Augusta Street, Rice Lake, WI 54868. [See District Policy 411: Equal Educational Opportunities](#) and/or [Rule 411: Student Discrimination Complaint Procedure](#)

## Physical Education

All children in grades K - 4 participate in the district's physical education program. Running in regular shoes or stocking feet on the slippery gymnasium floors can be dangerous and going barefoot is not permissible. To maximize your child's safety, you are asked to provide a separate pair of tennis shoes for use only in the gym. [See District Policy 341.21 \(Rule 2\): Physical Activity](#)

## Field Trips

Throughout the school year, teachers schedule educational field trips. All field trips are considered school activities. Thus, all school rules and district policies regarding student behavior will apply. Should a student's attitude or behavior not meet building-wide classroom expectations, he/she may be denied the privilege of going on a scheduled field trip. In the event this is decided the student will remain behind, then time will be spent within an alternative activity while the class is on the field trip.

Students participating in school field trips must use school transportation. Any student riding on a school bus or in a school approved vehicle must leave and return to school in that vehicle unless the student rides with his/her parent/guardian and we have written documentation. In order for a student to leave, the classroom teacher must receive prior written notification from parent/guardian or notification from the principal, if other circumstances arise.

During the course of the school year parents/guardians will be asked to consider chaperoning on student field trips. It is important that parents and guardians know that the School District's liability insurance only covers staff, chaperones, and students on the field trips. It does **NOT** cover younger, non-student brothers and sisters whom parents or guardians might want to take along on the field trip. All chaperones must complete a background check. [See District Policy 351: Field Trips](#)

## Special Education Referral

Any person aware of a child between the ages of three through 21 who may be experiencing physical, mental and emotional or learning problems may contact their child's teacher or the building principal to initiate screening that will determine if a referral for special education is appropriate. Other special education questions or concerns may be directed to Susan Strouf, Director of Pupil Services for the Rice Lake Area School District at 700 Augusta Street, Rice Lake at (715) 234-9007. [See District Policy 342.1: Programs for Students With Disabilities](#)

## STUDENT ATTENDANCE

### Absence Procedure

The Rice Lake Area School District recognizes regular, punctual attendance as essential for satisfactory school progress. To ensure the safety of our students, it is critical that the school office knows where every child is and, if a child is not in school, the reason for his/her absence.

**An excuse is required when your child is absent from school or tardy in arriving.**

**Please call no later than 8:30 a.m. to report an absence or tardy.**

**This is extremely important for attendance and lunch count purposes.**

#### Parents are responsible for calling your child's school office:

|                    |                |                           |
|--------------------|----------------|---------------------------|
| Haugen Elementary  | (715) 234-7341 | Press 2 to report absence |
| Hilltop Elementary | (715) 234-4998 | Press 2 to report absence |
| Tainter Elementary | (715) 234-8065 | Press 2 to report absence |

### End of the Day Pick-Up Changes

All changes to the end of the day student pick-ups must be reported to the school office by 1:00 PM and must be communicated to the school office, not an aide or teacher. Teachers do not often have a chance to look at emails during the day, therefore changes must be communicated to the office to guarantee notification.

If a student is picked up from school before the end of the day, the parent or approved contact must sign the student out of the office.

### Absences

- When a student will be absent from school, a parent/guardian must contact the office of their designated elementary school (not classroom teacher) prior to 8:30 a.m. and state the reason for absence.
- If a telephone call is NOT received by the parent, the pupil who was absent from school, shall present a written note from the parent/guardian stating the reason for the absence upon his/her return to school. It is not the school's responsibility to contact parents to excuse an absence. If an excuse is not received by parent/guardian within 24 hours of the student's return to school the absence will be considered unexcused.
- For all non-emergency medical appointments, the student must also present an appointment card or verification of attendance at the appointment.

### Tardies

- It is important that parents and students assume responsibility for making sure that students arrive at school on time. **Any student who is not in the classroom at the start of the school day is considered tardy.**
- For attendance and lunch count purposes, all students who are tardy must first report to the office for an admit slip.

**Pre-Arranged Absences** - (The following absences will only be excused if prior written notification by a student's parent/guardian has been received):

- Non-emergency medical or dental appointments with a licensed physician, dentist, chiropractor, optometrist, or psychologist. Parents/guardians are encouraged to schedule appointments during the student's free time, before and after school and on non-school days.
- Religious holiday.
- A court appearance or other legal procedure which requires the attendance of the student.
- Other absences approved by the parent, provided written notification has been received by the school prior to the actual planned absence.
- Note: The accumulated absences under any combination of the provisions listed above for pre-arranged absences shall not exceed 10 school days each year.
- To obtain a Pre-Approved Absence Form from the school office or [click here](#).
- If a child is absent due to continual medical excuses, the building principal can require written proof of medical appointments and/or require a letter from the physician stating the cause for excuses.

Note: Rice Lake Area Elementary Schools recognize statutory requirements for school attendance (Wisconsin Statute 118.15 and 118.16). A parent/guardian is required by Wisconsin law to comply with regular school attendance during the full period and hours that school is in session for all children between the ages of 5 and 18 years of age. [See District Policy 430: Student Attendance](#)

## Absence / Truancy

An absence is defined as missing part of, or all of a school day. Students who miss any part of a school day without an acceptable excuse are considered unexcused. Students are to be in their classrooms when school starts or they will be recorded as tardy (unexcused).

Wisconsin State Statutes (State Statute 118.16) defines a student with five or more unexcused absences in a semester as habitually truant. A student may be referred for (truancy) support once they reach a level of three unexcused absences. A meeting will be held with parent(s) and the student after five unexcused absences and/or tardies occur within a given semester. Students who are habitually truant may also be referred to Barron County Juvenile Service for violation of the Wisconsin Compulsory Attendance Law. [See District Policy 430: Student Attendance](#)

## Withdrawing Students

Parents are required to notify the school office when they plan to move from the city or move from one area to another in the city (such information should be sent to the school at least one week prior to the move). At the time of withdrawal, all school materials (e.g. textbooks, library books) must be returned and outstanding fines paid. Student records will be forwarded to the new school upon written request from the school the student will be attending..

# TRANSPORTATION

## School Bus Change

It is required for school staff to know how each child will get home from school. Students must follow the transportation plan that is listed in Skyward Family Access as assigned by the Bus Garage. School staff **WILL NOT** permit a change in a child's usual way of going home unless parents/guardians have communicated the change with school staff.

## Bus Expectations

The Rice Lake Area School District has been working with the bus drivers and the bus company to develop plans to make sure students are safe on the bus ride to and from school. The team is focusing on three behavioral expectations on the bus ride. Those expectations are;

- **Students stay seated while the bus is moving**
- **Students follow the driver's directions**
- **Students will not eat or drink on the bus**

## Bus Misconduct

There will be consequences for students who do not follow these expectations. Students will be given a verbal prompt when their behavior does not meet expectations. If the student does not comply, he/she will receive a written bus referral. The written bus referrals will be forwarded to the building principal. The written bus referrals will be handled in the following manner:

- The first written referral will mean the principal meets with the student to discuss the expectations. The parents will receive a phone call.
- The second written referral will mean the principal meets with the student and calls the parent. This time the student will receive a two-day suspension from the bus.
- The third written referral will mean the principal meets with the student and calls the parent. This time the student will receive a four-day suspension from the bus. Any subsequent written referrals will result in four-day suspensions from the bus. If you have bus-related concerns, please call the bus company at (715) 234-2038. [District Policy 442.2- Student Conduct on School Buses](#)

Note: Depending on the severity of the bus misconduct, consequences will be determined by the building administrator.

## Walking to School

Children who walk to school are to cross with the adult crossing guard at each school. Students are to conduct themselves in an appropriate and safe manner at all times, and are expected to follow the directions of the crossing guard.

Crossing guards are located at:

- Carson Street and Wisconsin Avenue
- Augusta Street and Wisconsin Avenue
- Carson Street and Cameron Road
- Cameron Road and Pokegama Road



## FAMILY SUPPORT

### Communicating Concerns

Communication is very important to us. We strive to find ways to keep parents informed and be a part of our educational partnership. Likewise, we ask parents to keep us informed of changes that may affect children's performance at school, as well as address/phone/email changes during the year.

If your child has a problem at school, or if you, as parent or guardian, feel there is something you should discuss or have clarified, be assured there is someone at school to help you. Do not hesitate to call the school. Problems cannot be solved nor rumors dispelled unless the school staff knows about them.

You are asked to take your concern, first of all, to the person nearest the problem. This means that if you have a concern that involves a classroom teacher you need to address the concern first with the teacher before taking it elsewhere. The concern you face may be the result of an oversight or misunderstanding that can be quickly and easily corrected if brought to the attention of the adult most directly involved.

If you feel the adult closest to the situation has not satisfactorily addressed your concern, please make an appointment to see the building principal.

### Counseling Services

Each school has a licensed school counselor on staff. The Rice Lake Area School District developmental school counseling program teaches children the importance of developing a positive attitude toward themselves, others, home and school. Counseling services include classroom sessions, small-group sessions, individual counseling for students and parent education opportunities.

### Psychological Services

Rice Lake Area School District employs school psychologists who are responsible for individual testing and evaluation of students for possible learning disabilities. A child may be referred for testing by teachers, the school principal, or parent/guardian. The parent/guardian will be contacted before these services are provided. Referrals are handled by a team of specialists and other persons, all of whom will be reviewed with you, and are involved with the child who is being evaluated.

## FOOD SERVICE

### Waiver for 2021-2022

Pursuant to the Families First Coronavirus Response Act (the FFCRA), as extended by the Continuing Appropriations Act, 2021 and Other Extensions Act, and based on the exceptional circumstances of this public health emergency, the Food and Nutrition Service (FNS) is establishing a nationwide waiver to support access to nutritious meals while minimizing potential exposure to the novel coronavirus (COVID-19) in school year 2021-2022. This waiver applies to the National School Lunch Program and School Breakfast Program...

Source: USDA <https://www.fns.usda.gov/cn/child-nutrition-response-87>

### Menus for Breakfast and Lunch

Menus can be found on the district website or [click here](#).

### Dietary Accommodations and Food Service Questions:

Dietary accommodations can be made for students with a food-related allergy/disability. If you have any questions about our District Food Service Program, please contact Callie Hackel at (715) 234-9007, ext. 5184 or [hackelc@ricelake.k12.wi.us](mailto:hackelc@ricelake.k12.wi.us). [See District Policy 341.21: School Wellness, 341.21 Rule \(1\): School Nutrition Standards](#)

## HEALTH / WELLNESS

### Administration of Medication

Parents are encouraged to give medicine before or after school hours, if at all possible. All medications administered at school must be handled through the school office. Any medication given during the school day must be in accordance with the Rice Lake Area School District Policy for Administration of Medication.

- Written instructions from the prescribing physician for the administration of the prescribed medication must be provided and the medication form needs to be signed by the prescribing physician. **The physician's office may fax the medication order to school.**
- The medication prescribed by the physician must be brought to school BY A PARENT/ GUARDIAN in the container appropriately labeled by the pharmacy and must indicate the student's name, name of the medication, dosage, route and time of medication administration.
- Students may carry inhalers as long as a parent/guardian and doctor have signed a medication form and circled (YES), that the student may carry the inhaler.

A request from a parent/guardian for permission for their child to receive other non-prescription medications must be accompanied with a medication form signed by the parent/guardian. Non-prescription drugs must be in the original container. [See District Policy 455: Administering Medications to Students](#)

## Health

Good nutrition, proper clothing, plenty of rest and personal hygiene are factors that influence a child's physical and mental attitude towards learning. When a student's appearance or performance reveals a possible health problem, his/her parents will be contacted to discuss steps to correct the problem.

## Defibrillator

A HEARTSTART defibrillator is located in every elementary school and there is a trained First Responder Team in each building.

## Wellness

The following policies apply to class parties and fundraising efforts:

- Foods/beverages (other than water) provided to students for celebrations, class parties/activities must be a whole fruit or vegetable or be commercially prepared and have a manufacturer's label with a full list of ingredients;
- Homemade foods are no longer allowed due to food safety and allergen concerns. Sweet treats such as cupcakes or cookies can still be brought to school, but they must be purchased from a store with the manufacturer's food label;
- Students may drink water throughout the school day, in areas allowed, from clear or colored water bottles with secure caps;
- When in the presence of students, staff will model healthy behaviors by only consuming foods and beverages that meet Wellness Policy Guidelines (water, low-fat milk or 100% juice). Staff may drink other beverages (coffee, tea, soda, etc.) in the presence of students only if drinking from a container that prevents promotion of beverages not permitted to students during the school day;
- Physical activity will be promoted. Physical activity (recess, phy ed.) will not be withheld or delayed for make-up or completion of homework. In addition, if a student is not able, for various reasons, to participate in physical activity with their peers, an alternate physical activity will be provided for the student during the same school day.

[See District Policy 341.21: School Wellness Policy on Physical Activity and Nutrition](#)

## Immunizations

Wisconsin Statute 140.5 (16) requires children to be immunized prior to being admitted to school. When a parent/guardian registers a child for school, he/she should come prepared to provide evidence of required immunizations. [See District Policy 453: Student Immunizations](#)

## Hearing and Vision Screening Program

Hearing loss and vision deficits can have a negative impact on the social, emotional and educational development and well being of students. In an effort to help detect undiagnosed student hearing and vision problems, the Rice Lake Area School District conducts regular screening of all students in the following grades:

Hearing: Pre-K or K; 1st and 3rd grades

Vision: Pre-K or K; 1st, 3rd and 7th grades

## SAFETY / SECURITY

### Building Doors

All doors will be locked during the school day. During school hours, all school visitors must be identified and enter through the front door. A video intercom system will allow office staff to see and to carry on a two-way conversation with visitors. A form of identification may be required for entry. Parents and guests need to check in at the front office before being permitted to enter the main building.

### Dropping Off / Picking Up Students

Students should be dropped off no earlier than 7:20 a.m. at Haugen and 7:30 a.m. at Hilltop and Tainter before the start of the school day. Parents or guardians picking up or dropping off students before or after school will do so at the predetermined location outside of the school building. There is no supervision of students after the school day has ended unless under the supervision of a coach or an advisor. Students are expected to leave the building at the end of the school day.

### Snow Days / Inclement Weather

In the event of a school closing, the following media outlets are contacted first: [WJMC Radio](#) (96.1 FM/1240 AM); [WAQE Radio](#) (97.7 FM) [WKFX Radio](#) (99.1 FM)

If school is closed for the day or school is closing early, all activities scheduled for that day and evening will be cancelled. For event cancellations, also refer to the [school's home page](#) or the [facilities calendar](#).

### 4K Late Start Guidelines:

- Tainter 4K: On late start days, no morning 4K programming will occur at Tainter Elementary.
- Haugen 4K: Due to the fact that this program is only 2 full days a week, they will continue to hold school on late start days.

## Volunteers

Volunteers play a vital role in the educational process. Please talk to your child's teacher if you would like to volunteer your time. **You must fill out a Volunteer Form prior to volunteering in the classroom. If you plan to chaperone a field trip with your child, you must have a Background Check completed.** Note that a background check will be required for everyone who will be working unsupervised with students in a one-on-one or in small-group settings. These forms can be picked up in the school office.

During school hours, all school visitors must be identified and enter through the front door. A video intercom system will allow office staff to see and to carry on a two-way conversation with visitors. A form of identification may be required for entry.

All visitors must sign-in at the school office and will receive a visitor badge to wear during their visit. Staff members will question any visitor not displaying a visitor badge, or anyone who seems to need assistance.

## Visitors

School doors are locked throughout the day. Visitors who come to the main office will be on camera. Once the visitor has pressed the button to activate the bell in the office and has been recognized, the secretary will electronically unlock the door. All visitors must report directly to the school office and sign-in.

## Recess/Playground Supervision

Playground supervision is provided as of 7:20 a.m. at the beginning of each school day at Haugen Elementary and at 7:30 a.m. at Hilltop Elementary and Tainter Elementary.. **Students should not be arriving prior to that time.**

- Students will need a note from a doctor to remain inside for health reasons during recess.
- Students are required to go outside for all recess periods. During inclement weather, students will have indoor recess.

## Winter Weather Clothing & Expectations

Rice Lake Area School District believes that recess is an important part of the school day. We encourage all children to go outside during recess unless the weather is inclement. Please make sure your child is dressed appropriately for the weather of the day. A reasonable request by a parent to allow a student to remain inside after returning from an illness will be honored, however anything more than a day or two will require a doctor's note exempting them from outside activity. Each building will have designated areas for students who remain indoors.

The school will use website information to determine temperature and wind chill factor. In the winter, if the temperature is above 0° F but no more than -10° F windchill students will be outside. School administrators or their designee will make decisions based on these guidelines.

Winter weather dress guidelines are as follows:

- All students must be dressed appropriately for cold weather. Appropriate dress includes boots, a winter coat, snow pants, mittens/gloves, and a hat.
- **Students are expected to wear boots** as long as the playground conditions necessitate such attire. This determination will be at the discretion of the school staff.
- Students not wearing boots and snow pants will be expected to stay in a designated area of the playground. Parents will be notified if a student does not wear boots over a period of days.
- Students must hang clothing items in their lockers so that the floor space is clear of items that make walking unsafe
- **PLEASE LABEL YOUR CHILD'S CLOTHING.** Each year we donate many unclaimed items to local charities.

## Accidents

Children are asked to report accidents that occur in school, as well as on the way to and from school to their teacher, secretary and/or principal as soon as possible. If a child is injured in an accident while at school, first aid will be administered and parents notified, if necessary. Our health office offers first aid which we define as immediate temporary care given to an injured person. If your child must be taken to the hospital for a matter requiring immediate attention they will be taken to Lakeview Medical Center (hospital emergencies may include a serious head injury, fractures, etc.)

**Please make sure that parent/guardian emergency contact information is always kept up to date with the school office. This can be updated in [Skyward Family Access](#).**

## Safety Drill Practice (Fire/Lockdown/Tornado & Severe Weather)

For the safety of all, please report any suspicious persons or situations to the office immediately when such are present in the area of the school. The staff will prepare students for possible emergency situations in the following ways:

■ **Fire & Tornado Drills:** During fire drills, students will practice exiting the building in a quiet, orderly fashion to the designated area. During tornado/severe weather drills students will move to the designated areas in the building and cover their heads. Fire & tornado drill instructions are posted in each classroom. Teachers will go over the procedures for their particular room during the first week of school. Drills are held at regular intervals throughout the school year.

State Statute 941.13 forbids giving false alarms and tampering with or removing without authorization, any fire extinguisher or other fire fighting

equipment. Persons caught breaking the law will be turned over to the proper authorities and be disciplined by the school.

- **Lockdown Drills:** Students will practice going to a safe spot in the room that is out of the view of a dangerous intruder.  
Preventative Lockdown- Students and staff will remain in the building and normal activities will continue.  
Emergency Lockdown- Requires staff and students to seek safety from a dangerous situation within the building or emergency evacuation depending on the situation.

## **Animals in School**

We understand that many children love animals and that they can be a valuable educational component in support of the curriculum or educational enrichment programs. However, the Board also recognizes that the health, safety and welfare of students and staff are paramount. We have children and staff with significant allergy issues due to pet dander and we also have children with fears of certain animals. From a safety perspective, a pet may behave a certain way at home, but put into a situation that is outside of their normal experiences and surrounded by many children, animals behave very differently. Therefore, no animals shall be brought onto school property without first having obtained permission from the building principal. [See District Policy 459 - Animals On School Premises](#)

## **Professional Therapy Dogs**

Professional therapy dogs certified with their owners/handlers as Certified Assistance Dog Teams provide academic, emotional and physical support in the educational setting. These highly trained dogs model good behavior, tolerance, and acceptance. All Certified Assistance Dog Teams in the Rice Lake Area School District (RLASD) work to support and positively influence student achievement. Professional Therapy Dogs-definition: Professional therapy dogs are dogs trained and tested to provide specific physical or therapeutic functions under the direction and control of a qualified handler who works with the dog as a team, and as a part of the handler's occupation or profession. A professional therapy dog has been temperament tested by a trainer affiliated with an organization recognized as qualified to do temperament testing. Such dogs, with their handlers, perform such functions in institutional settings, community-based group settings, or when providing services to specific persons who have disabilities. Professional therapy dogs in the RLASD are not family pets that have been certified as pet therapy animals. [See District Policy 383.3 Professional Therapy Dogs](#)

## **Weapons**

In effort to provide a safe learning environment, the Rice Lake Area School District does not allow weapons or look-alike weapons on school property. This includes but is not limited to: guns, knives, chains, squirt guns, etc. Students in possession of such articles may face suspension and or expulsion from Rice Lake Area School District. [See District Policy 833 - Weapons on School Premises](#)

## **Locker Search**

Lockers are assigned to students when they are available. The use of a locker is a privilege and it is expected that students will keep it clean and in good condition. The student will be financially responsible for any damage to the locker. [See District Policy 444 - Locker Search](#)

School lockers are the property of the Rice Lake Area School District. At no time does Rice Lake Area School District relinquish its exclusive control of lockers provided for the convenience of students. Periodic general inspections of lockers may be conducted by designated school authorities for any reason, at any time, without notice, without student consent and without a search warrant.

## **Student Abuse and Neglect**

Wisconsin state law requires school employees to report to the local Department of Family and Social Services any suspected cases of child abuse or neglect. Failure to comply with this requirement may result in prosecution of the school employee.

Once a report is made, official representatives of the Department of Family and Social Services have the right to come to the school to interview the child. This department need not obtain parental permission to interview the child if the contact would impede the investigation.. [See District Policy 445 - Student Interviews/Questioning By Outside Agency Personnel](#)

## **Theft**

The school cannot assume responsibility for money and valuable property brought to school by students. Each student must take proper precaution to protect his/her own property. It is strongly recommended that students:

- Leave electronics and valuable objects (cell phones, music players, gaming devices) at home.
- Secure bicycles to the bike rack.
- Do not advertise that they have brought money to school.
- Report possible thefts they have witnessed or any information they might have concerning a theft to the teacher or principal.

## **Items From Home – Toys / Electronics**

Toys from home are discouraged as they tend to cause situations in which students argue, fight and have hurt feelings. If toys are brought to school, they are required to be kept in the student's locker during the day. During recess, students may play with their toys but they must be returned to their locker at the end of recess. The school is not responsible for any lost, stolen or damaged toys. If a student brings any item from home that is not acceptable at school, the item will be taken to the principal's office and kept there until picked up by the parent.

Periodically throughout the year, classrooms may earn rewards that allow students to bring a certain item from home (i.e. stuffed animal, hat,

etc.) The classroom teacher will contact families so you are aware of these special days.

## **Lost and Found Articles**

Please put your child's name on all personal property. Lost articles marked with a name will be returned to the owner. Most other articles will be kept in the "Lost and Found" area near the office. Keys, watches, rings and small items are kept in the office. Any unclaimed lost and found items are donated to local charities at the end of the school year.

## **Elementary School Expectations / Care of School Property**

Any student who needlessly damages school property or equipment shall be held responsible and shall make restitution to the school in the amount determined by the administration. When a student is unable to make restitution, the parent or guardian shall be held liable. [See District Policy 442.5: Care of School Property By Students](#)

## **Cell Phones and Smart Watches**

Cell phone and Smartwatch use during the school day is not allowed. Students who have a cell phone or a Smartwatch at school must turn them off and keep them in their backpack in their locker. Students found using their cell phone or Smartwatch during the school day will have them taken away until the end of the day. Parents will be notified if the items continue to be a problem.

## **Dress Code**

The Board of Education believes that student dress is an important part of creating a school environment that is safe, conducive to learning and free from disruption. With that in mind:

- Students shall not wear clothing that causes disruption to the school environment.
- No student shall be permitted to wear clothing that depicts, promotes or advertises, weapons, alcohol, illegal drugs, tobacco products, criminal activity, gang affiliation, profanity, pornography, etc. that would constitute a violation of law or school rules.
- Clothing that causes excessive maintenance problems or injury to anyone or damage to property may not be worn.
- Students should remove their hats once they have entered the building.
- Flip flop sandals are examples of unsafe attire. Injuries have resulted when students run on the blacktop and rocks. Please refrain from sending your child to school in flip flops.
- Students participating in activities or events representing the school before the public shall be expected to dress appropriately so as to not detract from the group or the occasion.

[See District Policy 442.1: Student Dress](#)

## **Student Harassment, Intimidation and Bullying Complaints**

Anyone involved in any aspect of any complaint of harassment, intimidation or bullying shall maintain the highest level of confidentiality in order to protect the parties involved.

Students who believe that they or anyone else are the victims of harassment, intimidation or bullying, or parents/guardians who believe their child is a victim of harassment, intimidation or bullying should immediately report their concerns to the Principal, Dean of Students or other school personnel. Reports received by anyone other than the principal/associate principal should be immediately relayed to the principal/designee. All complaints will be taken seriously and subject to thorough review and investigation by the receiving principal/designee. [See District Policy 411.3: Bullying and Harassment](#)

## **Student Code of Classroom Conduct**

Members of the staff (principals, teachers, secretaries, custodians, support staff, etc.) are in authority during school and at school activities. Staff members have every right to request the name of a student or to ask a student to accompany him/her to the office. Students who are insubordinate to staff in these situations will be disciplined accordingly.

Students shall be expected to abide by the code of conduct adopted by the Board of Education, as well as any other pertinent school expectations and classroom rules established by the building principal and/or classroom teacher for the purpose of maintaining a favorable academic atmosphere. [See District Policy: 442: Student Conduct and Discipline](#)

## **Student Network and Internet Acceptable Use and Safety**

Students in the Rice Lake Area School District will have access to email, the Internet, various electronic devices and many other information technology resources. These resources are provided to support and enhance their education. The use of any type of information technology resource by students is expected to comply with district policy 363: Responsible Use of Information Technology Resources by Students and, more specifically, the associated policy rule 363 RULE: Guidelines for Responsible Use of Information Technology Resources by Students. [See District Policy 363: Responsible Use of Information Technology Resources by Students; 363 Rule: Guidelines for Responsible Use of Information Technology Resources by Students](#)

Please note that at times we will be bringing parts of the school day to our enrolled students who are not able to be present within the classroom for a variety of reasons. Your student may mention to you at some point that a particular class is being transmitted via Google Meet (or a similar

forum) which connects the live audio and video from the classroom to another device and location allowing a student to participate in real-time. When this technology is utilized the camera is focused on the teacher and the SmartBoard, however your student or references to your student may occasionally appear during these sessions.

### Title IX

(See District Policy [114: Title IX Sexual Harassment](#).)

**The staff member holding the following position serves as the District’s designated *Student Nondiscrimination Coordinator*, with a primary focus on student matters and other non-employment-related matters:**

**Susan Strouf**  
Director of Pupil Service  
700 Augusta Street  
Rice Lake, WI 54868  
715-234-9007 Ext. 5013  
[stroufs@ricelake.k12.wi.us](mailto:stroufs@ricelake.k12.wi.us)

**The staff member holding the following position serves as the District’s designated *Equal Employment Opportunities Coordinator*, with a primary focus on employment-related matters:**

**Mark Beise**  
High School Assistant Principal  
30 S. Wisconsin Avenue  
Rice Lake, WI 54868  
715-234-9007 Ext. 5114  
[beisem@ricelake.k12.wi.us](mailto:beisem@ricelake.k12.wi.us)

## OFFICE MANAGEMENT

### Contact Address of Students / Parents / Guardians

The school office **must** have a local emergency telephone number on file for each student.

Parents and/or guardians are asked to promptly enter any address, and any work, cell, home and emergency contact phone number changes in Skyward Family Access. This is extremely important should an emergency arise. Please provide a current email address on your child’s enrollment form and update as necessary.

Should your child incur an emergency situation and a contact cannot be made, the sheriff’s department will be called.

It is important that the school office has on file the names and addresses of those persons to whom your son and/or daughter may be released to during the school day. This information can be updated in Skyward Family Access. Students will not be released to persons other than parents/guardians unless the parents/guardians have given the school written permission.

### Custody

If custody or guardianship changes after a student’s enrollment, legal documents should be provided to the school office as soon as possible. Upon request, the school system will give non-custodial parents all information required under the Family Educational Rights and Privacy Act and laws of the State of Wisconsin, unless there is a valid court order directing the school system not to divulge such information. If such an order exists, a certified copy must be delivered to the principal’s office.

Requests for attendance enrollment documentation for tax purposes should be submitted in writing to the office five (5) business days before it is needed. Attendance and enrollment reports can also be printed from Skyward Family Access.

### Student Records

A parent or guardian may, upon written request, within a reasonable time (no more than 45 days), have full access to, right to inspect, and the right to a hearing to challenge the accuracy or content of their child’s school record. Parents/guardians will have the opportunity to correct or delete inaccurate, misleading, or otherwise inappropriate data contained in the student record.

### School Fines

No rental fees are charged for books or school equipment. However, books, supplies, and equipment are very expensive and loss, damage, or misuse of these materials will result in fines.

### School Pictures

Student pictures will be taken on September 1, 2021 as part of Open House. All children will have their picture taken, as staff wish to include all children in the memory book. Parents are not obligated to purchase any pictures.