

# RIPON HIGH SCHOOL

**OUR MISSION AS RIPON TIGERS IS TO CREATE A RESPONSIBLE  
AND RESPECTFUL LEARNING COMMUNITY THAT MEETS GOALS,  
SEIZES OPPORTUNITIES, AND ESTABLISHES STRONG  
CONNECTIONS WHILE GROWING AND IMPROVING TOGETHER**

BILL KINZIGER, PRINCIPAL  
VINCENT PROPSON, ASSISTANT PRINCIPAL

## STUDENT HANDBOOK

**2024-2025**

850 Tiger Drive

Ripon, Wisconsin 54971

Phone: 1-920-748-4616

Attendance Reporting: 1-920-748-4636

Student Services Phone: 1-920-748-4637

Fax: 1-920-748-4622

Website: [www.ripon.k12.wi.us](http://www.ripon.k12.wi.us)

Property of: \_\_\_\_\_

Address: \_\_\_\_\_

Phone #: \_\_\_\_\_

In case of an emergency, please notify:

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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## NONDISCRIMINATION POLICY 2260

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of the Protected Classes in any of its student programs and activities. To see the complete Policy 2266 Nondiscrimination and Access to Equal Educational Opportunity, visit the District website or request a copy from the District office or any of the school building offices.

Protected Classes include:

- A. Race;
- B. Color;
- C. National origin;
- D. Age;
- E. Sex (including gender status, change of sex, sexual orientation, or gender identity);
- F. Pregnancy;
- G. Creed or religion;
- H. Genetic information;
- I. Handicap or disability (in accordance with Policy 1623, AG 1623A, and AG 1623B);
- J. Marital status;
- K. Citizenship status;
- L. Veteran status;
- M. Military service (as defined in 111.32, Wis. Stats.);
- N. Ancestry;
- O. Arrest record;
- P. Conviction record (In accordance with Policy 4121);
- Q. Use or non-use of lawful products off the District's premises during non-working hours;
- R. Declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters; or
- S. Any other characteristic protected by law in its employment practices.

### Reporting Procedures

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported mis-

conduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

**District Compliance Officers (COs)**

The Board designates the following individuals to serve as the District's CO's:

Jonah Adams	Emmy Jess
Business Manager	Pupil Service Director
1120 Metomen Street	100 Ringstad Drive
Ripon, WI 54971	Ripon, WI 54971
(920) 748-4600	(920) 748-1550
<a href="mailto:adamsj@ripon.k12.wi.us">adamsj@ripon.k12.wi.us</a>	<a href="mailto:jesse@ripon.k12.wi.us">jesse@ripon.k12.wi.us</a>

The names, titles, and contact information of these individuals will be published annually in the staff and student handbooks and on the School District's website. A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

# 2024-2025

## RIPON AREA SCHOOL DISTRICT CALENDAR

August		September		October	
26	RHS Open House - 4:00-6:00pm	2	No School	11	Parent/Teacher Conferences
29	Student Orientation - Freshman Only	3	First Day of School		3:30-6:30pm
30	Student Orientation	20	No School - Teacher In-service	14	No School - Teacher In-service
November		December		January	
4	End of 1st Quarter	23-31	No School Winter Break	2	Classes Resume
8	No School - Teacher In-service			17	End of 2nd Quarter / 1st semester
28/29	No School			20	Parent/Teacher Conferences 3:30-6:30pm
				21	No School - Teacher In-service
February		March		April	
17	No School Teacher In-service	17-21	No School - Spring Break	18	No School
		24	Classes Resume	21	No School - Teacher In-service
		31	End of 3rd Quarter		
May		June		July	
9	No School - Teacher In-service	5	End of 4 <sup>th</sup> Quarter / 2nd Semester /	4	No Summer School
22	Last Day of Classes for Seniors	5	Last Day of School	17	Last day of Summer School
23	Mandatory Graduation Practice 12:30 PM in the gym	6	Teacher In-service		
24	Graduation 11:00 am	9	1 <sup>st</sup> day of Summer School		
26	No School				

# CLASS SCHEDULE

7:50-8:39 1st Hour

8:43-9:32 2nd Hour

9:36-10:11 Advisory

10:15-11:04 3rd Hour

11:04-11:39 Lunch A

11:39-12:28 4th Hour

11:08-11:57 4th Hour

11:57-12:32 Lunch B

12:32-1:21 5th Hour

1:25-2:14 6th Hour

2:18-3:07 7th Hour

\*Special schedules will be utilized as needed.

## **CLASS ADVISORS/ADVISORY GROUPS**

### Freshmen – Class of 2028

Mrs. Baldwin	Mrs. Plantz
Mr. Bradley	Mrs. Schubert
Mr. Erickson	Mrs. Truesdale
Mrs. Meincke-Reza	Miss Williamson

### Sophomores – Class of 2027

Mr. Coleman	Mrs. Monet-Bakken
Mrs. Coleman	Mr. Pinchart
Mrs. Esala	Mr. Roost
Mr. Martin	Mrs. Schmidt

### Juniors – Class of 2026

Mr. Baird	Mr. Potratz
Mr. Duffy	Mrs. Thomas
Miss Hoepfner	Mr. Weigel
Miss Lakmann	Mr. Yoder

### Seniors – Class of 2025

Mrs. Brumley	Mrs. Seidler-Halwas
Mr. Cardinal	Mr. Selgrad
Mr. Goeldi	Mrs. Yedinak
Mr. Granados	

## **2024-2025 STUDENT COUNCIL AND CLASS OFFICERS**

President: Kenzie Brunhoefer

Vice-President: Cassidy Sauerbrei

Secretary: Emma Resop

Treasurer: Adalin Nodolf

Student Council Advisor: Ms. Baird

**Student Council represents the total student body. The council serves as a medium between the faculty and all students to promote school activities, to develop student responsibility, initiative, and leadership, and to promote the general welfare of the school.**

The council consists of four elected officers, the four class presidents, foreign exchange students, and representatives elected at large from each class. To run for election either as class representative or as a council officer, a student must complete a nomination paper signed by at least three teachers.

**Election of Class Officers:** Each spring, class officers are elected to serve for the coming year. Students wishing to run for the office of president, vice-president, secretary, or treasurer circulate nomination papers available in the school office. Announcements are made regarding the procedure to follow. Campaigns may be conducted until elections are held during an Advisory period.

Class	President	Vice-President	Secretary	Treasurer
<b>Juniors 2026</b>	Emma Resop	Rayna Trochinski	Reese Brooks	Adeline Baird
<b>Seniors 2025</b>	Kenzie Brunhoefer	Cassidy Sauerbrei	Lizzy Weiske	Adalin Nodolf



## **RIPON HIGH SCHOOL STAFF INFORMATION**

<b>Room #</b>	<b>Department</b>	<b>Name</b>	<b>E-mail address</b>
1710	Social Studies	Baird, Becki	bairdb@ripon.k12.wi.us
1102	Math	Baldwin, Elizabeth	baldwine@ripon.k12.wi.us
1721	Spec. Ed. Support Staff	Boe, Kim	boek@ripon.k12.wi.us
1716	Special Education	Bork, Susan	borks@ripon.k12.wi.us
Gym	Physical Education	Bradley, Mark	bradleym@ripon.k12.wi.us
	Custodian	Breton, Connie	bretonc@ripon.k12.wi.us
Crossroads	Lead Teacher	Brooks, Steve	brookss@ripon.k12.wi.us
1703	English	Brumley, Ann	brumleya@ripon.k12.wi.us
1424	Information Technology	Bush, Dylan	bushd@ripon.k12.wi.us
1712	Social Studies	Cardinal, James	cardinalj@ripon.k12.wi.us
Office	Administrative Assistant	Carlson, Molly	carlsonm@ripon.k12.wi.us
1105	Math	Coleman, Alex	colemana@ripon.k12.wi.us
1109	Math	Coleman, Carissa	colemanc@ripon.k12.wi.us
1709	English	Duffy, Jayson	duffyj@ripon.k12.wi.us
1101	Family & Consumer Ed	Esala, Kelly	esalak@ripon.k12.wi.us
1435	Music/Band	Erickson, Sam	ericksons@ripon.k12.wi.us
1104	Science	Goeldi, Nick	goeldin@ripon.k12.wi.us
1718	World Lang/Spanish	Granados, Adrian	granadosa@ripon.k12.wi.us
1307	Art	Hoeppner, Amanda	hoeppnera@ripon.k12.wi.us
1306	School Counselor	Kandler, Dakota	kandlerd@ripon.k12.wi.us
Office	Health Office Support Staff	Kasuboski, Faith	kasuboskif@ripon.k12.wi.us
Office	Principal	Kinziger, Bill	kinzigerb@ripon.k12.wi.us
1432	Music/Choir	Lakmann, Alexandra	lakmanna@ripon.k12.wi.us

ACP-1304	Student Services Secretary	Leverance, Sherry	leverances@ripon.k12.wi.us
1424	Info. Technology Director	Liptow, Travis	liptowt@ripon.k12.wi.us
1514	Special Education	Lyle, Ben	lyleb@ripon.k12.wi.us
	Custodian	Machmueller, Todd	machmuellert@ripon.k12.wi.us
1426	Technical Education	Martin, William	martinw@ripon.k12.wi.us
1718	ELL	Meincke-Reza, Yolanda	meinckerezay@ripon.k12.wi.us
1108	Science	Monet-Bakken, Tanya	monetbakkent@ripon.k12.wi.us
1424	Information Technology	Oium, Brandon	oiumb@ripon.k12.wi.us
	Head Custodian	Pawlowski, Corey	pawlowskic@ripon.k12.wi.us
1110	Agri-Science	Pinchart, Samuel	pincharts@ripon.k12.wi.us
1704/Gym	Health/Physical Education	Plantz, Megan	jensenm@ripon.k12.wi.us
1422	Technical Education	Potratz, Jon	potratzj@ripon.k12.wi.us
Office	Asst Principal/Athl Director	Propson, Vincent	propsonv@ripon,k12.wi.us
	Custodian	Radant, Jessica	radantj@ripon.k12.wi.us
Office	School Resource Officer	Rasmussen, Brad	rasmussenb@ripon.k12.wi.us
	Custodian	Rasmussen, Emma	rasmussene@ripon.k12.wi.us
Media Ctr	Library Media Support	Rieder, Sarah	reiders@ripon.k12.wi.us
1113	Science	Roost, Brad	roostb@ripon.k12.wi.us
1302	Business Education	Schmidt, Sheri	schmidts@ripon.k12.wi.us
1717	World Lang/German/Span	Seidler-Halwas, Sarah	seidlers@ripon.k12.wi.us
1111	Science	Selgrad, Andrew	selgrada@ripon.k12.wi.us
1722	Spec. Ed. Support Staff	Thielke, Gabrielle	thielkeg@ripon.k12.wi.us
1514	Spec. Ed Support Staff	Thill, Vawnda	thillv@ripon.k12.wi.us
1721	Special Education	Thomas, Jamie	thomasj@ripon.k12.wi.us

Office	Attendance/AD Secretary	Trochinski, Nicole	trochinskin@ripon.k12.wi.us
1103	Math	Truesdale, Hannah	truesdaleh@ripon.k12.wi.us
1722	Special Education	Schubert, Nicole	schubertn@ripon.k12.wi.us
1720	English	Wiegel, Paul	wiegelp@ripon.k12.wi.us
1708	Social Studies	Williamson, Josie	williamsonjosie@ripon.k12.wi.us
1719	World Lang/Spanish	Yedinak, Marta	yedinakm@ripon.k12.wi.us
1722	Special Education	Yoder, Mike	yoderm@ripon.k12.wi.us

## INFORMATION, EXPECTATIONS AND PROCEDURES

**Academic Awards:** A student who maintains a 3.5 GPA for four (4) semesters (not necessarily consecutive) and who is in good standing within the school system will be eligible for an academic letter. A student with a 3.5 GPA for six (6) semesters will be awarded a medallion. A student with a 3.5 GPA for eight (8) semesters will be awarded a white academic stole to be worn at graduation.

**Activity Sponsorship:** A group wishing to sponsor an activity shall make application to building administration for permission at least two (2) weeks in advance of the time of the proposed activity. If the administration approves the application, the advisor of the group making the application will be notified. Groups using school facilities are responsible for supervision and care of facilities, equipment, etc. during any activity and for clean-up after the activity. If custodial staff are needed for additional clean-up, the organization will be assessed the cost of their time.

**Announcements:** Announcements will be made as needed. Announcements are sent to students via school email daily. **Students are reminded to CHECK THEIR EMAIL DAILY.**

**Assemblies:** Throughout the school year, assembly programs may be presented featuring student participation, community provided presentations and lyceum programs. Assembly seating will be by Advisory groups for all assemblies unless otherwise announced by the office. Any speaker or group of entertainers should be treated courteously and respectfully. Students who demonstrate unacceptable behavior in the assemblies will be restricted from attending further assemblies and may be subject to additional penalties at the discretion of administration.

**Attendance Procedures:** (Reference WIS SS 118.5): When a student is absent from school, his/her parent/guardian are asked to call the school before 10:00 a.m. of the day(s) the student is absent (748-4636). Voicemail will take the message. When calling, the parent should please identify him/herself, the name of the student, and the nature of the absence. If no call is made, the absence will be assumed to be unexcused. Parents may also e-mail their child's absence to office staff. Clearing an unexcused absence will require a written excuse, e-mail, or a phone call from the parent/guardian within twenty-four (24) hours. According to Wisconsin law, students are expected to attend school except for **LEGAL EXCUSED ABSENCES** (Reference WIS SS 118.16). (Reference WIS SS 118.5) State Statute refers to mandatory attendance, "A child may not be excused for more than ten (10) days in a school year." This extends to all students enrolled in Ripon High School. Excluded are medical/family emergencies verified by qualified professionals. Pre-excused events such as family trips, college visits and job shadows are excused up to ten (10) days.

All excused absences need to be administratively approved prior to the absence or within 24 hours of the student's return. Unexcused absences will lead to truancy proceedings (if applicable) and school consequences as well. These consequences may include detention, suspension, and denial of participation in school activities including but not limited to graduation.

**College Visitations:** Juniors and seniors are allowed to visit institutions where advanced training may be taken beyond high school. Any pre-approved absences used for this purpose counts toward the ten (10) parental pre-approved absences available under provision of current law.

Generally these visits can, and should, be planned during recess or vacation time. Students should discuss plans to attend advanced training institutions with their guidance counselor. Specific appointments must be made with the institution to be visited. Discretion must be used by students who utilize this privilege.

**Dental and Medical Appointments:** Students may be excused from school for dental and medical appointments. **Whenever possible, appointments should be made outside of the school day or during study hall periods.** The student shall obtain a *Permit to Leave School Building Form* from the office before school begins on the day of the appointment and sign out in the office when leaving. **Students should turn in a document provided by the dental/medical provider with the date and time of the appointment. These are medical excuses and are not counted in the (10) days of excused absences in a school year.**

**Leaving the Building During School Hours:** All students leaving the building during school hours, must sign out in the office prior to their departure. This includes students who are ill. The nurse's office or main office must contact the parent or the individual designated on the emergency card before an ill student may leave school. This procedure for ill students includes the lunch period.

**Pre-excused Absences:** A student who intends to be absent from school for a minimum of one full day to participate in a family trip (examples: family weddings, funeral, vacations, hunting, etc.) must bring a note (3-4 days prior) to the attendance clerk and receive a pre-excused form. This form must be completed and signed by all of the student's teachers, the student, and parent/guardian. It must then be submitted to the assistant principal for approval before the day of absence.

**Tardiness:** Tardiness is a classroom situation, but it can lead to problems at the building level. A student is considered "tardy" if he/she is not in the classroom when the bell rings. On a student's third tardy to a given class for that semester, the teacher will notify him/her that they need to serve a ten (10) minute detention with that teacher. This detention should be served either that day or the following school day as specified by that teacher. Failure to serve the detention at the classroom level will lead to a referral to the office. The administration will then issue a 15-minute detention (additional detentions will be assigned for "chronic" tardiness).

**Truancy:** (Reference WI SS 118.16): State statute defines habitual truant to mean a pupil who is absent without an acceptable excuse for part or all of five days during a semester from a class, study hall, or an assembly. Parents are notified of truancy by a phone call and by mail each truancy cycle. This letter includes notification of disciplinary action taken. Chronic truancy requires referral to court authorities. Students who are absent from school without an acceptable excuse may be taken into custody by the Ripon Police Department (WI SS 48.19, 48.20, 118.16(2m)). If this occurs, parents will be notified and the student will be returned to school or detained at the police station. At this time the school administration will contact parents and determine the best placement for this student. Students who are open enrolled may lose their open enrollment seat as a result of habitual truancy. Reference the truancy plan on the district website at: [ripon.k12.wi.us/district/student\\_servics.cfm](http://ripon.k12.wi.us/district/student_servics.cfm)

## TRUANCY PROCESS:

1st Truancy	Student could be assigned a 15 minute detention.
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2nd Truancy	Student could be assigned a 15 minute detention.
3rd Truancy	Student could be assigned a 15 minute detention. Parents might be contacted in regards to consequences for continued truan- cies.
4th Truancy	Student might not be allowed to attend any extra-curricular events (athletic contests, musi- cals, plays, dances, etc.), and could have his or her parking pass revoked for 10 school days. Parents might be contacted in regards to consequences for continued truan- cies.
5th Truancy	Student might be referred for a habitual truancy ticket to the Ripon Police Department and he or she could continue to have the aforementioned privileges revoked for an- other 10 school days.
6th Truancy	Student might be referred for habitual truancy tickets for every 5 truan- cies (with only a total of 3 habitual truancy tickets possible in one school year). The student also could continue to have privileges revoked for another 10 school days.

**Backpacks:** Backpacks, gym bags, drawstring backpacks and hand bags are to carry items to and from school or from a locker to and from gym class. **No backpacks, gym bags, drawstring backpacks or hand bags are permitted in any classroom, the commons or media center; except for chromebook bags.** Backpacks, gym bags, drawstring backpacks and hand bags are to be kept in student lockers.

**Behavioral Contracts:** Behavioral contracts are written agreements signed by the individual teacher, student, principal/assistant principal and, perhaps, parent(s)/ guardian(s). They are issued when unacceptable behaviors are not corrected through regular disciplinary measures. Once a contract is signed provisions contained therein may supersede regular disciplinary expectations and/or penalties.

**Bomb Scares**(SS 947.015): Whoever intentionally conveys or causes to be conveyed any threat or false information, knowing such to be false, concerning an attempt or alleged attempt being made or to be made to destroy any property by the means of explosives is guilty of a Class E felony. Bomb scares constitute a serious potential danger to students and staff. All school time lost will be made up. A bomb scare is subject to school discipline, police referral, and the RHS administration will request **EXPULSION** from the superintendent and Board of Education.

**Bus Disciplinary Regulations:** All school rules apply when students use transportation arranged or provided by the Ripon Area School District or its agent(s). Transportation related violations will be referred to high school administration.

**Bus: Spectator Buses:** The school may organize spectator buses to out of town sport events if a sufficient number of students (26) purchase bus tickets. Bus/game tickets may be sold until noon on the day of the scheduled trip. If, at that time less than 26 tickets have been sold, a bus will not be ordered and students may pick up their ticket money after school.

**Class Rank:** Class rank is determined by a student's cumulative **Grade Point Average (GPA)**. With rare exceptions class rank is the overall average of semester grades, with special consideration given to honors or "weighted" classes. All graded courses are used to compute GPA's.

**Code of Classroom Conduct** (Board Policy 5500): The Ripon Area School District is committed to providing and maintaining a productive learning environment based on mutual respect among students, teachers, administrators, staff and visitors to the school site. Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Every member of the school community is expected to cooperate in this central purpose. Students are expected to come to

school, and to every class, ready and willing to learn. Long-term removal of a student will be possible if the building administrator upholds a teacher's recommendation that a student be removed from the class for a longer period of time. Removal from class under this Code does not prohibit the District from pursuing or implementing other disciplinary measures, including but not limited to detentions, suspensions or expulsion. State Law (SS 118.164) now provides for the permanent removal of a student from a class for certain types of disruptive and unacceptable behavior. This Code of Classroom Conduct applies to all students in grades Pre-K through 12.

**Commons Behavior:** Students are expected to throw trash in the garbage and return trays. Students who refuse to comply with these expectations will be restricted from purchasing school lunch and will be removed from the commons.

**Communication Rules:** When action, not conversation, is desired, parents/students/citizens are asked to respectfully communicate first and directly with any school staff involved in a concern. These communication rules are set to assure that:

- Any problem/concern is first addressed at its level of origin.
- Unresolved problems/concerns move upward through each supervisory level until, as a last resort, the Board of Education is involved.

**Complaint Resolution:** Any student and/or parent/guardian have the right to resolve any complaint they may have about any aspect of the program at the high school. Please follow the procedures outlined on the following chart. (Starting at the bottom and working your way up.)

Community
↑
Board of Education
↑
Superintendent
↑
Principals
↑
Involved District Employee
↑
Students/Parents

**Cumulative Files:** In response to federal and state legislation, the Ripon Area School District has adopted an Administrative Code that affects all students both currently enrolled and those who will be leaving the District. It is important that students and parents be made aware of the written policy governing the content, maintenance, and confidentiality of student records. The right to privacy and the protection of confidential information is the concern of the Ripon Area School District. Anyone wishing more information on the Administrative Code or necessary permission forms should contact the building principal or a counselor.

Progress records may include identification information, a statement of courses taken by the student, the

student's extracurricular activities, and the student's attendance record. Progress records will be kept indefinitely.

Behavioral records include all school records other than progress records. They may include standardized achievement test scores, psychological test scores, physical health records, and teacher evaluations other than grades. Behavior records will be destroyed one year after the student graduates or was last enrolled in the Ripon Area School District unless the adult student or parent/guardian of a minor student gives written permission that the record be maintained for a longer period of time.

All records are confidential except to an adult student, a parent of a minor student, or a legal guardian of a minor student. These persons, upon written request, will be shown the behavior records. A qualified school district person must be present to explain and interpret the record. Written request for copies of progress or behavioral records will be honored within a reasonable length of time, not to exceed 45 days.

Transfer of student records will be made upon written notification by the adult student or the parent/guardian of a minor student to enroll in another school district or upon the request of the district where the student has enrolled. Students may request transcripts to be sent to post high school institutions, to prospective employers or to other institutions.

**Dance Guidelines:** Organizations requesting a dance must arrange a date with the assistant principal at the start of the school year. The sponsoring organization must abide by the following rules.

- A. Dances end at 11:00 P.M. unless a special time is approved by the principal/designee. **Students must present their student ID to enter the dance.** Doors will generally be locked one hour after the dance begins. Late arrivals for work or extracurricular reasons should be pre-approved by the administration before the day of the dance. Students will not be allowed to enter the building after this time (except those directly returning from school sponsored events). **Once a student leaves the dance, he/she may not return.**
- B. Dances are provided for the student body only. Students may be granted permission to bring one guest of high school age who is not enrolled in RHS. Students bringing a guest should obtain permission from administration two (2) days prior to the day of the dance. **Guests need to bring their school ID if enrolled in school.** Any guest shall be introduced to the advisor at the dance. No person over 19 will be able to attend dances.
- C. Prom dance hours may be extended to midnight.
- D. Dress will be determined by the sponsoring group and approved by the principal/designee. For example, jeans are not appropriate apparel to a formal event like prom.
- E. The sponsoring organization must make arrangements for the music, set up and take down of the cafeteria and establish the admission fee.
- F. Sponsoring organization sets and communicates parameters for conduct. Dance chaperones and the administration may address any situation.

**Directory Information:** School records are maintained in compliance with Wisconsin Statute 118.125 and Federal Law (Family Educational Rights and Privacy Act, Title V, Section 438, 439, 440, 513, 514, and 515). Student records are classified into the following three categories: a) Directory Data, b) Progress Records, and c) Behavior Records. Generally, student records remain confidential and are not subject to release without the written permission of an adult student or parents or guardian of a minor student. One notable exception relates to certain types of information included in the directory category. It is the intent of the Ripon Area School District to make available and release the following personally identifiable information contained in a student's education record without prior written consent unless the adult student or parent has objected to such release.

- a) Name
- b) Photograph

- c) Major field of study
- d) Participation in officially recognized activities and sports
- e) Weight and height if a member of an athletic team
- f) Date of enrollment and withdrawal
- g) Degrees and awards
- h) Name of the school most recently attended by the student

Parents, guardians, or adult students have two weeks to advise the building principal in writing of any or all of the above items which they refuse to permit the district to release.

The right to privacy and the protection of confidential information is a concern of the Ripon Area School District. Anyone wishing more information on the student records policy, or wishing to file a complaint should contact the principal.

## **DISCIPLINE AND CONDUCT**

**Discipline - Philosophy:** School is a place that should be positive and should focus on student learning. Inappropriate actions, distractions, and misbehavior are disruptive to the educational process and are not acceptable. It is important that parents, students, and school staff members work together to communicate, prevent problems, and deal with problems if and when they occur. When a student chooses to infringe upon the rights of others, break a rule, and/or break the law at school, then disciplinary action will be taken. High school administration believes discipline should be immediate and progressive in nature.

**Discipline - Student Expectations:** Students should respect themselves, their classmates, and school staff members at all times. Prohibited offenses, will lead to disciplinary action, as listed under disciplinary action. These offenses are listed to provide clear expectations and form the foundation for behavioral expectations at school.

### **Discipline - Student Discipline and Conduct System Overview**

- Detentions(s) will be assigned to students by the administration for inappropriate actions, misbehavior, disrespect, and other actions disruptive to the educational process.
- Failure to serve detention(s) for behavioral infractions by the established deadline will lead to additional detention(s) as issued by the administration.
- Failure to serve detentions by the established deadline after being notified of additional detention(s) will result in an in-school suspension. The detentions will still need to be served following the suspension. Failure to serve detentions at this point will result in another in-school suspension. Again, the detentions still need to be served to avoid further suspension.
- Behavioral problems during in-school suspension will result in an out-of-school suspension; the existing in-school suspension will have to be served upon the student's return to school. A parent conference will be required for the student to re-enter school. Upon successful completion of the entire suspension, students will return to their classes. (Note: The principal or designee has the discretion to utilize out-of-school suspension at any time in the process when he or she feels it is in the best interest of the student body and school.)
- Detentions issued by the administration must be served. Students should have something to read or work on. A student who misbehaves and is asked to leave detention will receive no detention credit. The administration will review detention procedure annually.
- Expulsion explanation for chronic violation of school rules: Repeated refusal to obey school rules and/or chronic violation of school rules causes a disruption to the educational process and may lead not only to disciplinary action, but also a pre-expulsion conference with the superintendent of schools. At this point in the process, the determination is made whether an expulsion hearing with the Board of Education will take place.

### **Discipline - Offenses and Disciplinary Actions**

The following offenses and disciplinary actions are established to communicate up front what can and will



happen when students misbehave. Again, detentions will be issued as the most common disciplinary consequence. All detentions must be served within 24 hours from when it was assigned, unless otherwise cleared by high school administration. However, both in-school suspensions and out-of-school suspensions will be issued as needed, and as communicated below. A student may be suspended by the superintendent, principal, assistant principal or a designee if it is determined that the student is guilty of items listed but not limited to:

Offenses	Disciplinary Action
1. Use or possession of alcohol or other drugs, appearing to be under the influence of alcohol or other drugs, possessing the paraphernalia associated with drug use, or selling alcohol or other drugs at school or at a school-sponsored or related activity (SS 125.07 and 125.09) (SS 161)	1. Action taken ranges from suspension to recommendation for expulsion. Notification will be made to police for a written citation if circumstances warrant. The student will be suspended for up to 5 days and a recommendation for expulsion will be made for any student found to be exchanging, distributing, selling, giving away or in possession of mood altering drugs (not prescribed by a physician) or drug related paraphernalia with the intention of exchanging, selling or giving away Parent conference
2. Unprovoked attack (SS 940.19)	2. Suspension between 1 to 5 days/Parent conference/Possible recommendation for expulsion/Notification to police
3. Bullying/Cyberbullying (Ripon School Board Policy 5517.01 - available online at <a href="http://www.ripon.k12.wi.us/district/student_services.cfm">http://www.ripon.k12.wi.us/district/student_services.cfm</a> ), harassment, intimidation, and/or threats (SS 947.01) ( <u>Sexual harassment of any kind</u> ; Ripon School Board Policy 5517).	3. Suspension between 1 to 5 days Parent conference Possible notification to police
4. False fire alarm	4. Suspension between 1 to 5 days/Parent conference/Proper authorities will be informed
5. Setting a fire	5. Suspension between 1 to 5 days and/or recommendation for expulsion/Parent conference/Proper authorities will be notified
6. Fighting	6. 1st Offense- Suspension for 1 to 5 days/Parent conference/Police will be notified 2nd Offense- progressive consequences
7. Vandalism/Disrespect to school property or personal property (SS 943.01)	7. Suspension for 1 to 5 days/Proper authorities may be informed/Payment of damage is required/Parent conference

Offenses	Disciplinary Action
8. Theft (SS 943.20)	8. Suspension for 1 to 5 days/Restitution is required/Proper authorities may be informed/ Parent conference
9. Disrespect to students or staff members/Insubordination/Disobedience (Abusive and/or derogatory behavior and language; Ripon School Board Policy 5517 and 5517.01)	9. Detention(s) and/or Suspension for 1 to 5 days/Parent conference
10. Possession or use of tobacco products, vapor products or e-cigarettes in school buildings, on school grounds at school-related events, and on school buses (SS 120.12) (SS 48.983)	10. 1st Offense- Suspension for 1 day 2nd Offense- Suspension for 2 days and a parent conference 3rd Offense- Suspension for up to 5 days and parent conference Police may be notified at any point
11. Use of obscene or abusive language (SS 947.01) (Abusive and/or derogatory behavior and language; Ripon School Board Policy 5517 and 5517.01)	11. Detention(s) and/or Suspension 1st Offense- Suspension for 1 day 2nd Offense- Suspension for 2 to 5 days with a parent conference
12. Truancy	12. Please see the Truancy Process section under Attendance Procedures.
13. Tardiness	13. Please see the Tardiness section under Attendance Procedures.
14. Misuse of cell phones and electronic communication device (Ripon School Board Policy 5136).	14. Please see the Cell Phone Violation Process under Electronic Communication Devices in this handbook.
15. Classroom problems	15. Classroom problems are handled initially by the classroom teacher. However, when a teacher deems it necessary to refer the student to the Alternative Learning Center, the administration will be officially involved and the problem will be resolved on an individual basis. Detention(s) and/or suspension will be considered. Students may be removed from a class at the discretion of the administration. A suspension up to 5 days and pre-expulsion conference with the Superintendent of Schools for serious chronic problems or an especially serious situation may occur.
16. Dishonesty/Fraud/Impersonation/Plagiarism/ Cheating	16. 1st Offense during one's high school career- the teacher involved will handle the situation in the classroom and will file a

Offenses	Disciplinary Action
	<p>behavior referral with the assistant principal.</p> <p>2nd Offense during one's high school career and any additional offenses– the student will receive a zero on the assignment, test, etc. and will be referred to the assistant principal/athletic director for an extracurricular violation.</p> <p>Note: The administration will take additional disciplinary action as deemed necessary for any offense found to be especially serious.</p>
<p>17. Possession of a weapon in school buildings, on school grounds at school-related events, and on school buses</p>	<p>17. Action taken ranges from suspension to recommendation for expulsion. Notification will be made to police for a written citation if circumstances warrant. The student will be suspended for up to 5 days and a recommendation for expulsion will be made for any student found to be exchanging, distributing, selling, giving away or in possession of mood altering drugs (not prescribed by a physician) or drug related paraphernalia with the intention of exchanging, selling or giving away Parent conference</p>
<p>18. Unlawful behavior/violation of a state statute or city ordinance on school premises (The behavior may or may not involve the issuance of a citation.)</p>	<p>18. Suspension between 1 to 5 days Parent conference/Possible notification of police/Possible pre-expulsion conference with the superintendent</p>
<p>19. Gross disobedience, continuing disobedience, numerous behavioral referral within a short period of time (example: 3 behavioral referrals within 1 week), continuing and chronic violation of school rules, which in the opinion of the school has either interfered with the rights and safety of the faculty and/or other students or has disrupted the student's educational process (SS 942.01)</p>	<p>19. Suspension between 1 to 5 days Possible pre-expulsion conference with the superintendent</p>
<p>20. A threat is a concerning communication or behavior that suggests a person may intend to harm someone else. The threat may be spoken, written, or gestured and is considered a threat regardless of whether it is observed by or communicated directly to the target(s) of the threat. A threat may be communicated or</p>	<p>20. Suspension between 1 to 5 days and-or recommendation for expulsion/Parent conference/Proper authorities will be notified</p>

Offenses	Disciplinary Action
observed electronically. (8400A)	
21. Violation of School Safety Protocol (propping doors open, opening doors for students or outsiders, not leaving or entering through the main office during the school day, etc.)	21. Detention(s) and/or Suspension 1st Offense- Suspension for 1 day 2nd Offense- Suspension for 2 to 5 days with a parent conference

According to Wisconsin Statutes (120.13) the Board of Education may on referral from a school administrator and after an expulsion hearing, expel any student who is found to be a detriment to the school environment.

**Note:** Conduct in the corridors, study halls, on campus, and at school-sponsored activities is subject to the rules and regulations as stated in number 1 through 20. Also, the listed offenses are not all encompassing in nature. The administration reserves the right to address issues and situations on an individual basis as necessary to facilitate the proper and efficient operation of the school.

**Discipline - Suspension (Out of School/In School):** State statutes permit the out-of-school suspension of students (SS 120.13) for up to five days for misconduct. Suspension from school is a temporary exclusion of a student from class attendance and/or participation in school functions for misconduct or violation of district rules and regulations. If the suspension is ordered and if the student suspended is a minor, the parent or guardian shall be given notice of suspension and the reason. The suspended student or his/her parent or guardian may, within five school days following the commencement of the suspension, have a conference with the superintendent or a person designated by her. The designee shall be someone other than a principal, administrator, or teacher in the suspended student's school.

If, as a result of the conference, it is found that the suspension was unfair, unjust or inappropriate, or that the student suffered undue consequences or penalties as a result of the suspension, reference to the suspension will be expunged from the student's school record and the student is still given the opportunity to make up any missed work. The finding shall be made within 15 days of the conference.

Students suspended will be given the opportunity to make up all work missed. The assignment of in-school suspension will be at the discretion of administration.

**Dishonesty/Fraud/Impersonation/Plagiarism/Cheating:** See Discipline and Conduct section under Disciplinary Action #16. Some examples of dishonest practices:

- Using another person's work or ideas as one's own. This may be the work or ideas of someone at Ripon High School or possibly from another place (like the internet).
- Giving one's assignment to another person to use as that person's own work.
- Looking at another person's work (for example--during a test) and using that person's answers as one's own.
- Sending or receiving information from an electronic device inappropriately.
- Fabricating data, information or citations.

**Dress Code** (Board Policy 5511): The Board of Education recognizes that each student's mode of dress and grooming is a manifestation of personal style and individual preference. The Board will not interfere with the right of students and their parents to make decisions regarding their appearance, except when their choices interfere with the educational program of the schools.

Ripon High School respects students' rights to express themselves in the way they dress.

Ripon High School values:

1. All students should dress comfortably for school without fear of or actual unnecessary

discipline or body shaming.

2. All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self-expression.
3. Teachers can focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
4. Students should not face unnecessary barriers to school attendance.
5. Student attire should facilitate participation in learning and the health and safety of students and the adults that supervise them.

This policy intends to guide students, staff, and parents.

Minimum Requirements:

1. Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs. Tops must have shoulder straps. Rips or tears in clothing should not show underwear. (Shorts and skirts must be of appropriate length and fit according to acceptable standards (typically, an inseam of at least 5 inches constitutes appropriate length).
2. Shoes must be worn at all times and should be safe for the school environment (pajamas, bedroom shoes, or slippers shall not be worn, except for school activities approved by the administration). Activity-specific shoe requirements are permitted (i.e., P.E., tech ed, etc.)
3. See-through or mesh garments must not be worn without appropriate coverage underneath that meets the minimum requirements of the dress code.
4. Headgear, including hats, hoodies, and caps, are not allowed unless permitted for religious, medical, or other reasons by the school administration.
5. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Additional Requirements:

1. Clothing may not depict, imply, advertise, or advocate illegal, violent, or lewd conduct, weapons, or the use of alcohol, tobacco, marijuana, or other controlled substances.
2. Clothing may not depict or imply pornography, nudity, or sexual acts.
3. Clothing may not display or imply vulgar, discriminatory, or obscene language or images.
4. Clothing may not state, imply, or depict hate speech/imagery targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or other protected classification.
5. Sunglasses may not be worn inside the building.
6. Clothing and accessories that endanger student or staff safety may not be worn.
7. Jackets, coats, and hats are not to be worn in the classroom. If weather is inclement students are expected to dress in layers.
8. Apparel, jewelry, accessories, tattoos, or manner of grooming that, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang that advocates illegal or disruptive behavior is prohibited.

**The administration reserves the right to determine what constitutes appropriate dress. Teachers and administration will handle situations of non-compliance according to the Student Handbook.**

**Driver Education Examinations:** Absence from class for this test must be cleared through the office. Students are responsible for making their own appointments with the driver examiner. Students must secure a *Permit to Leave School Building Pass* from the office before school begins on the day of the appointment and sign out when leaving.

**Driving and Parking Lot Regulations**

- A. Parking spaces are available for students. Students are expected to abide by the basic rules of

safe driving when they are operating their vehicles on school property.

- B. Parking permits are needed for students to park on school property during the school day (7:45 AM - 3:30 PM). The cost for each permit is \$5.00 per year.
- C. Any student driving a car, motorcycle or other type of vehicle must have a parking permit on file in the high school office and the permit must be visible hanging on the rear view mirror.
- D. Smoking in cars will be treated as smoking on school property and discipline will be given accordingly.
- E. Bicycles may park in bike racks adjacent to south parking lot.
- F. Vehicles parked on high school property are subject to search by school authorities. Failure to submit to a search will result in loss of parking privileges indefinitely.
- G. Failure to display a parking permit or other parking violation(s) (any combination thereof) will result in the following:
  - First offense:** verbal warning given
  - Second offense:** written notice and consequence given and loss of the privilege of parking on school property for the remainder of the semester and/or school year.
- H. Students violating the regulations regarding driving and parking on school property will have their parking lot privileges revoked for a designated period of time, depending on the situation. Continued violation of regulations will result in termination of parking privileges and/or suspension from school.

\*Citations from the Ripon Police Department will also be issued for violations that are illegal.

**State Law requires all drivers to observe a maximum 15 mph speed limit on school grounds at all times.**

**Early College Credit Program/Start College Now:** Requests from students to take courses at an institution of higher learning as part of the state legislated programs are due in the Academic Career Planning Center by October 1st for the spring semester classes and March 1st for the fall semester classes. Requests must identify the courses to be taken and have the student's and parent's signatures. Legislation does change from time to time. Please visit the Academic Career Planning Center in room 1304 for current district practices.

**Electronic Communication Devices:** Use of electronic devices is prohibited during class time unless for an academic purpose that has been designated by the teacher. Student use or possession of laser beams (SS 941.299) is prohibited in school buildings, on school grounds, at any school sponsored events and in school-owned or leased vehicles.

**Cell Phones** (SS 118.258) (Board Policy 5136): Students are generally prohibited from using or displaying in plain sight electronic communication devices (ECDs) including, but not limited to, cell phones and iPods during the school day, in school buildings and vehicles, and at all school sponsored activities. However, the Board of Education recognizes the value of students maintaining communication with their parents/guardians and other appropriate persons for health, safety and educational purposes. Therefore, possession and use of ECDs may be permitted only if use by the student is determined by the principal to be for a medical, school, educational, vocational, or other legitimate use. Such possession or use of an ECD may not, in any way:

- A. disrupt the educational process in the school district
- B. endanger the health or safety of the student or anyone else
- C. invade the rights of others at school

D. involve illegal or prohibited conduct of any kind

**Possession of a cellular telephone or other ECD by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of this policy, or otherwise engages in misuse of this privilege. Violations of this policy may result in disciplinary action against the student, up to and including expulsion.**

The use of an ECD in a locker room is prohibited. Any student possessing an ECD shall be responsible for its care. At no time shall the District be responsible for preventing theft, loss or damage to any ECD.

**Personal Electronic Devices:** The use of electronic devices and other personal listening devices has grown tremendously. While there is usually not a problem with a student possessing an electronic device at school, there are problems with inappropriate use of electronic devices. These expectations and any corresponding rules may be added, modified, or deleted by the administration as deemed appropriate and will be communicated to the student body and staff as needed. Students will be allowed to possess and use electronic devices and personal listening devices in accordance with the expectations listed in School Board Policy 5136. Such possession or use of electronic devices/listening devices may not, in any way:

- A. disrupt the education process in the school district
- B. endanger the health or safety of the student or anyone else
- C. invade the rights of others at school
- D. involve illegal or prohibited conduct of any kind

Students may possess and use electronic devices before school, after school, during lunch and during passing times. However, misuse of an electronic device due to excessive volume or other misbehavior may lead to the loss of the privilege or the temporary loss of the electronic device itself. Students may not possess and use electronic devices during class time, unless specifically allowed to do so by the teacher or staff member supervising the class or group. The possession and use of electronic devices in study hall and classroom study settings is appropriate when allowed by the teacher or staff member supervising the class or group.

**Field Trips:** Students may participate in field trips requiring absence from class activities during a specified day. Participation in field trips is considered a privilege. Excessive absence or misconduct may make it necessary to restrict participation in field trips. **Parents can give permission for students to attend field trips when registering their child online each year.** Students/parents will be notified of class field trips as planned by the staff.

**Field Trips/Activity/Athletic Buses:** When bus transportation is provided by the school, students are expected to ride the bus to and from scheduled activities. Parents may send a written request to pick up their child at the activity or have him/her dropped off en route if the departure location is immediately adjacent to the normal route of return for the bus. Requests for special arrangements must be made in advance and apply only to a parent's own child. Because of insurance restrictions, please do not request to pick up and/or transport other parent's children. Parents must meet with the school representative in charge at the designated location.

**Fire Alarms:** When a fire alarm sounds, students **MUST** leave the building. Students should check posted fire drill procedures and then proceed to the identified or nearest unobstructed exit. Students should keep close to the corridor wall as they leave the building. All students must exit to the parking lots, at least 300 feet away from the building. A bell will ring when students can re-enter the building.

## Grade Point & Honor Roll

Grade	Regular GPA Value	Honor GPA Value	Grade	Regular GPA Value	Honor GPA Value
A	4.00	4.8	C	2.00	2.4
A-	3.67	4.4	C-	1.67	2.0
B+	3.33	4.0	D+	1.33	1.6
B	3.00	3.6	D	1.00	1.2
B-	2.67	3.2	D-	0.67	0.8
C+	2.33	2.8	F	0.00	0.0

Students who attain at least a 3.7 GPA will be designated for high honors, while those with a 3.2 to 3.6999 GPA will qualify for honors. A list of honor roll students will be published quarterly.

### Grading Scale:

Grade	Minimum %
A	92.5
A-	89.5
B+	86.5
B	82.5
B-	79.5
C+	76.5
C	72.5
C-	69.5
D+	66.5
D	62.5

**Weighted Grades:** All courses taken will be one of two types - regular or weighted. The vast majority of courses are regular. Grade points earned in regular and weighted courses will be multiplied by a factor of 1.0 and 1.2 respectively. The criteria for courses to be weighted can be found in School Board Policy 5421A-Grading, which can be accessed through the district website. AP courses, ECCP courses, and CAPP courses are weighted.

**Class Rank:** Class rank is determined by a student's cumulative **Grade Point Average** (GPA). With rare exceptions class rank is the overall average of semester grades, with special consideration given to honors or "weighted" classes. All graded courses are used to compute GPA's.



## Graduation Requirements

English	4.0
Social Studies	3.0
Math	3.0
Science	3.0
Physical Ed	1.5
Vocational Arts	.5
Financial Literacy	.5
Health	.5
Electives	8
<b>Total Credits</b>	<b>24</b>

**Graduation:** Only those students who have successfully completed all school board approved graduation requirements, have paid all fees and/or fines, have served all detention time, and have met all other expectations will be permitted to participate in the ceremony. **Seniors must also attend graduation practice in order to participate in the graduation ceremony.** The principal must be contacted if an emergency arises and the senior is unable to attend the practice, so proper arrangements can be made. A school-related absence (ex. athletics) would be excused.

**Senior Academic Status:** The school will attempt to update all seniors and their parents of the current academic status of seniors regarding fulfillment of the graduation requirements. A student's school counselor will be the main contact for these credit checks. Students must realize that they are ultimately responsible for knowing their credit and graduation status. RHS staff members are here to help, but students are the ones responsible for earning their diplomas.

**Graduation Requirement Appeal Process:** Requests to deviate from any criteria in School Board Policy 5460-Graduation Requirements or its associated administrative guidelines pertaining to graduation or the graduation ceremony, including but not limited to AG 5460 and AG 5421A, shall follow a three-step appeals process. The decision of the Appeals Board is final.

- A. Step One: The student and/or parent will participate in a conference with the high school principal, and any other participants approved by the principal, to seek a resolution of the issue. The issue may be resolved at this step.
- B. Step Two: If the issue is not resolved through the conference, then the student and/or parent may submit a written request to the principal along with a rationale for the request to deviate from the stated criteria. The principal will respond within ten (10) school days from receipt of the written request. The issue may be resolved at this step.
- C. Step Three: If the issue is not resolved at Step Two, then the student and/or parent may submit a written appeal to the Superintendent within five (5) school days from receipt of the principal's written response. The appeal must state the requested course of action along with a rationale. Within thirty (30) school days from receipt of the written appeal, an Appeals Board will be brought together to confer with the student and/or parent. The Appeals Board will consist of the Board president or designee, a Board member appointed by the president, and the principal. The procedural rules of the Appeals Board conference will be determined by the Appeals Board. The Appeals Board will provide a written response within five (5) school days of the conference or final meeting of the Appeals Board on the matter.

**High School Classes Taken in 8th Grade:** Students who have taken Algebra or a foreign language, for example, while in eighth grade receive high school credit. Note: These courses taken during middle school do not count toward the high school GPA and does not fulfill the graduation requirements for math.

**Homework:** Per Board Policy, "Homework" shall refer to those assignments to be completed outside of the school by the student or independently while in attendance at school.

- Students are encouraged to record homework in their planner.
- Students are responsible for obtaining homework assignments missed due to any absences.

Homework (Board Policy 2230): Please refer to the district website at: [ripon.k12.wi.us](http://ripon.k12.wi.us) for the complete Homework Bylaws & Administrative Guidelines.

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

**Injuries/Insurance:** All accidents must be reported to the office immediately. Private student insurance is available for purchase to all students. Information is available in the office, giving specific details about optional insurance plans for purchase.

**Lockers:** Student lockers are school property and remain at all times under the control of the school. However, students are expected to assume full responsibility for the security of their lockers. Inspections may be conducted by school authorities at any time, for any reason, without notice, without student consent, and without search warrant. Any unauthorized item found may be removed and held by the school, without safekeeping liability, until such time as a proper determination for dispensing of the article is made. Illegal or contraband articles will be turned over to the legal authorities who will assign appropriate consequences in addition to school disciplinary consequences. The student assigned to the locker is responsible for the contents of the locker.

Guidelines for locker use:

- A. Lockers are to be kept neat and clean.
- B. Ads for alcoholic beverages or pictures or items of questionable taste are prohibited in lockers.
- C. Do not give your locker combination to anyone. The office does not give combinations out to anyone other than the student.
- D. Do not share your locker with other students.
- E. The cost of physical education and team room locks is \$5.00.
- F. No personal items should ever be left in an unsecured spot.
- G. The high school is not responsible for articles lost or stolen from lockers.

**Lost and Found:** Students who find articles should bring them to the office. A student who has lost something of value should report that to the office; however, the school is not responsible for lost articles.

**Mandated Reporter** (SS 48.981 and Ripon Board Policy 5140): Staff members at Ripon High School, including school counselors and teachers, are mandated reporters. To ensure the safety and welfare of students, mandated reporters are required by law to report incidents of child abuse or neglect.

**Media Center Policy:** The high school media center is organized and equipped to provide informational literacy and various types of technology.

- A. The media center opens daily from 7:30 AM - 3:15 PM. Visit the Ripon High School Media Center page at: <https://libguides.ripon.k12.wi.us/mc> for more information.
- B. Any student who wishes to use the media center during study hall is required to obtain a pass from the media center staff PRIOR to coming to the media center.
- C. **Most** media center materials are due three weeks from the date they are checked out. The materials may be renewed if another student has not requested them.
- D. Hot Spots are available for checkout on a daily basis. Checkout is during 7th hour and return by 7:45 AM the following morning.
- E. There are no fines charged for overdue materials. Fines may be charged for damaged materials or materials not returned.

- F. The media center can obtain materials located at other Wisconsin interlibrary loan. There is NO cost for this service.
- G. Because each student has the right to work in a quiet atmosphere, and many classes use the media center, loud talking is inappropriate and will not be permitted. This policy will be in effect during all class hours and the lunch hour.
- H. Media center materials taken from the media center without properly checking them out is stealing.

Students using the Internet are expected to do so in a responsible manner. All email messages and visits to web sites are monitored and archived. Students who do not do so will lose the privilege of internet access.

**Nondiscrimination Policy 2260**

The Board is committed to providing an equal educational opportunity for all students in the District. The Board does not discriminate on the basis of the Protected Classes in any of its student programs and activities. To see the complete Policy 2266 Nondiscrimination and Access to Equal Educational Opportunity, visit the District website or request a copy from the District office or any of the school building offices.

Protected Classes include:

- A. Race;
- B. Color;
- C. National origin;
- D. Age;
- E. Sex (including gender status, change of sex, sexual orientation, or gender identity);
- F. Pregnancy;
- G. Creed or religion;
- H. Genetic information;
- I. Handicap or disability (in accordance with Policy 1623, AG 1623A, and AG 1623B);
- J. Marital status;
- K. Citizenship status;
- L. Veteran status;
- M. Military service (as defined in 111.32, Wis. Stats.);
- N. Ancestry;
- O. Arrest record;
- P. Conviction record (In accordance with Policy 4121);
- Q. Use or non-use of lawful products off the District's premises during non-working hours;
- R. Declining to attend an employer-sponsored meeting or to participate in any communication with the employer about religious matters or political matters; or
- S. Any other characteristic protected by law in its employment practices.

**Reporting Procedures**

Students and District employees are required, and all other members of the District community and Third Parties are encouraged to promptly report suspected violations of this policy to an administrator, supervisor, or other District official so that the Board may address the conduct. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Compliance Officer within two (2) days.

Members of the District community, which includes students or Third Parties, who believe they have been discriminated/retaliated against are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the Complainant's employment or participation in educational or extra-curricular programs. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 - Bullying, the Principal believes that the reported misconduct may constitute discrimination based on a Protected Class, the Principal shall report the act to one of the COs, who shall investigate the allegation in accordance with this policy. While the CO investigates the allegation, the Principal shall suspend the Policy 5517.01 investigation to await the CO's written report. The CO shall keep the principal informed of the status of the Policy 2260 investigation and provide the Principal with a copy of the resulting written report.

The COs will be available during regular school/work hours to discuss concerns related to discrimination/retaliation. COs shall accept reports of discrimination/retaliation directly from any member of the District community or a Third Party and reports that initially are made to another District employee. Upon receipt of a report of alleged discrimination/retaliation, the CO will contact the Complainant and begin either an informal or formal complaint process (depending on the Complainant's request and the nature of the alleged discrimination/retaliation) or designate a specific individual to conduct such a process.

The CO will provide a copy of this policy to the Complainant and the Respondent. In the case of a formal complaint, the CO will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of the District community must report incidents of discrimination/retaliation that are reported to them to the CO within two (2) days of learning of the incident/conduct.

Any District employee who directly observes discrimination/retaliation of a student is obligated, in accordance with this policy, to report such observations to one of the COs within two (2) days. Additionally, any District employee who observes an act of discrimination/retaliation is expected to intervene to stop the misconduct unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other District employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the CO/designee must contact the Complainant if age eighteen (18) or older or the Complainant's parents/guardians if the student is under the age of eighteen (18) within two (2) days to advise of the Board's intent to investigate the alleged wrongdoing.

### **District Compliance Officers (COs)**

The Board designates the following individuals to serve as the District's CO's:

Jonah Adams  
Business Manager  
1120 Metomen Street  
Ripon, WI 54971  
(920) 748-4600  
[adamsj@ripon.k12.wi.us](mailto:adamsj@ripon.k12.wi.us)

Emmy Jess  
Pupil Service Director  
100 Ringstad Drive  
Ripon, WI 54971  
(920) 748-1550  
[jesse@ripon.k12.wi.us](mailto:jesse@ripon.k12.wi.us)

The names, titles, and contact information of these individuals will be published annually in the staff and student handbooks and on the School District's website. A CO will be available during regular school/work hours to discuss concerns related to student discrimination in educational opportunities under this policy.

### **Investigation and Complaint Procedure**

The CO shall investigate any complaints brought under this policy. Throughout the course of the process as described herein, the CO should keep the parties reasonably informed of the status of the investigation and the decision-making process.

All complaints must include the following information to the extent known: a description of the alleged violation, the identity of the Respondent; a detailed description of the facts upon which the complaint is based (i.e., when, where, and what occurred); a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the CO shall ask for such details in an oral interview. Thereafter the CO will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported charge by signing the document.

Upon receiving a complaint, the CO will consider whether any action should be taken during the investigatory phase to protect the Complainant from further loss of educational opportunity, including but not limited to a change of work assignment or class schedule for the Complainant, tentative enrollment in a program, or other appropriate action. In making such a determination, the CO should consult the Complainant to assess whether the individual agrees with the proposed action. If the Complainant is unwilling to consent to the proposed change, the CO still may take whatever actions are deemed appropriate in consultation with the Superintendent.

As soon as appropriate in the investigation process, the CO will inform the Respondent that a complaint has been received. The person(s) must also be provided an opportunity to respond to the complaint.

All investigations shall be commenced as soon as practicable upon receipt of a complaint and concluded as expeditiously as feasible, in consideration of the circumstances, while taking measures to complete a thorough investigation. The complaining party shall be notified in writing of receipt of the complaint within forty-five (45) days of the complaint and shall reach a determination concerning the complaint within ninety (90) days of receipt unless additional time is agreed to by the complaining party.

The investigation will include:

- A. interviews with the Complainant;
- B. interviews with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations, as determined by the CO;
- D. consideration of any documentation or other evidence presented by the Complainant, Respondent, or any other witness which is reasonably believed to be relevant to the allegations, as determined by the CO.

At the conclusion of the investigation, the CO or designee shall prepare and deliver a written report to the Superintendent which summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definitions in this Policy, as well as in State and Federal law as to whether the Complainant has been denied access to educational opportunities on the basis of one of the protected classifications, based on a preponderance of evidence standard. The CO's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. The CO may consult with the Board's attorney during the course of the investigatory process and/or before finalizing the report to the Superintendent.

In cases where no District CO is able to investigate a complaint due to concerns regarding conflicts, bias or partiality, or for other reasons that impair the CO's ability to conduct an investigation, the CO may in consultation with the Superintendent or Board President, if the matter involves the

Superintendent, engage outside legal counsel to conduct the investigation consistent with this policy.

Absent extenuating circumstances, within five (5) days of receiving the report of the CO or designee, the Superintendent either must issue a written decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's final decision will be delivered to both the Complainant and Respondent. The Superintendent may redact information from the decision in the event the release of information raises concerns regarding the integrity of the complaint or investigation process. The Board authorizes the Superintendent to consult with legal counsel to determine the extent to which information in an investigation report must be provided to either the Complainant or Respondent.

If the Superintendent requests additional investigation, the Superintendent must specify the additional information that is to be gathered, and such additional investigation must be completed within five (5) days. At the conclusion of the additional investigation, the Superintendent must issue a final written decision as described above. The decision of the Superintendent will be reviewed by the Board upon request.

If the Complainant feels that the decision does not adequately address the complaint s/he may appeal the decision to the State Superintendent of Public Instruction by submitting a written request to the Wisconsin Department of Public Instruction, Pupil Nondiscrimination Program, or by contacting the DPI Pupil Nondiscrimination Program at (608) 267-9157. Any person, including the Respondent in a complaint, who is subject to disciplinary action up to and including termination as a result of a complaint may choose to file a grievance utilizing the District's grievance procedure as outlined in Policy 3340 or Policy 4340.

The Board reserves the right to investigate and resolve a complaint or report regardless of whether the member of the School District community or third party chooses to pursue the complaint. The Board also reserves the right to have the complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board. The parties may be represented, at their own cost, at any of the above-described meetings/hearings. The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies such as the filing of a complaint with the Office for Civil Rights, the filing of charges with local law enforcement, or the filing of a civil action in court. Use of this internal complaint process is not a prerequisite to the pursuit of other remedies.

### **Sexual Harassment Policy and Procedures**

The Board does not discriminate on the basis of sex (including sexual orientation or gender identity), in its education programs or activities, and is required by Title IX of the Education Amendments Act of 1972, and its implementing regulations, not to discriminate in such a manner. The requirement not to discriminate in its education program or activity extends to admission and employment. The Board is committed to maintaining an education and work environment that is free from discrimination based on sex, including sexual harassment. To see the complete Policy 5517.01 Bullying, visit the District website or request a copy from the District office or any of the school building offices.

The Board prohibits sexual harassment that occurs within its education programs and activities. When the District has actual knowledge of sexual harassment in its education program or activity against a person in the United States, it shall promptly respond in a manner that is not deliberately indifferent.

Pursuant to its Title IX obligations, the Board is committed to eliminating sexual harassment and will take appropriate action when an individual is determined responsible for violating this policy. Members of the School District community who commit Sexual Harassment are subject to the full range of disciplinary sanctions set forth in this policy. Third Parties who engage in sexual

harassment are also subject to the disciplinary sanctions listed in this policy. The Board will provide persons who have experienced Sexual Harassment ongoing supportive measures as reasonably necessary to restore or preserve access to the District's education programs and activities.

The Board designates and authorizes the following individual(s) to oversee and coordinate its efforts to comply with Title IX and its implementing regulations:

Jonah Adams  
Business Manager  
1120 Metomen Street  
Ripon, WI 54971  
(920) 748-4600  
adamsj@ripon.k12.wi.us

Emmy Jess  
Pupil Services Director  
100 Ringstad Drive  
Ripon, WI 54971  
(920) 748-1550  
jesse@ripon.k12.wi.us

The Title IX Coordinator shall report directly to the Superintendent except when the Superintendent is a Respondent. In such matters, the Title IX Coordinator shall report directly to the Board President. Questions about this policy should be directed to the Title IX Coordinator.

## **BULLYING Policy 5517.01**

The Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. To see the complete Policy 5517.01 Bullying, visit the District website or request a copy from the District office or any of the school building offices.

### **Definition of Bullying:**

Bullying is defined as deliberate or intentional behavior using words or actions, intended to cause fear, intimidation, or harm. Bullying may be a repeated behavior and involves an imbalance of power. Furthermore, it may be serious enough to negatively impact a student's educational, physical, or emotional well-being. The behavior may be motivated by an actual or perceived distinguishing characteristic, such as, but not limited to: age; national origin; race; ethnicity; religion; gender; gender identity; sexual orientation; physical attributes; physical or mental ability or disability; and social, economic, or family status; however, this type of bullying behavior need not be based on any of those particular or other particular characteristics. It includes, but is not necessarily limited to such behaviors as stalking, cyberbullying, intimidating, menacing, coercing, name-calling, taunting, making threats, and hazing.

Student(s) who believe they have been or are the victim(s) of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. Student(s) may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. Every student is encouraged to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

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

building. All new hires will be required to review and sign off on this policy and the related complaint procedure.

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

### **Cyberbullying**

Cyber bullying is defined as the use of information and communication technologies including, but not limited to email, social networking sites, cell phone and paper text messages, instant messaging, defamatory online personal polling websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others.

### **Student Hazing Policy 5516**

The Board believes that hazing activities of any type are inconsistent with the educational process and may in some circumstances be a violation of State law. It prohibits all such activities at any time in school facilities, on school property, and at any District-sponsored activity or that event. To see the complete Policy 5516 Student Hazing, visit the District website or request a copy from the District office or any of the school building offices.

Hazing shall be defined for purposes of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, faculty members, and other employees of the District shall be alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Principal or Superintendent. Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but not be limited to, suspension and/or expulsion. Disciplinary action for staff members may be subject to any applicable terms of a collective bargaining agreement.

The individual informed of the situation shall immediately do the following:

- A. Write all information concerning the reported activity or planned activity received from the person reporting the incident to create a complete record of the initial contact with administration.
- B. Determine if any potential criminal activity has occurred, and if so contact law enforcement immediately.
- C. Determine whether the information received illustrates hazing behavior that is based on the students or any group of students' Protected Classes. sex (including transgender status, change of sex, or gender identity), 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 ("Protected Classes").
- D. If the conduct reported appears to be based on one (1) or more Protected Class, the Administrator shall inform the District Compliance Officer and refer to Policy 5517 – Student Anti-Harassment and proceed accordingly.
- E. If the hazing or planned hazing does not appear to be based on any Protected Classes, then the Administrator shall proceed to conduct an investigation consistent with the procedures found in Policy 5517.01 - Bullying. If at any point, information surfaces indicating that hazing activity was based on one (1) or more Protected Class, the Administrator or designee conducting the investigation shall contact the Compliance Officer and consult Policy 5517 – Student Anti-harassment.



Students, administrators, faculty members, and other employees who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil or criminal penalties. Disciplinary action for students may include, but is not limited to, suspension and/or expulsion. Disciplinary action for staff members may be issued up to and including termination from employment. (See Policy 3139 – Staff Discipline or Policy 4139 – Staff Discipline).

**Nurses Office/Illness Reporting:** Any student becoming ill or sustaining an injury during the school day is expected to report to the nurse's office or, if it is closed, report to the main office. Injured students not reporting to the nurse may forfeit their insurance rights.

**Medication:** Medication will **NOT** be administered by school personnel without written consent from the parent/guardian (and physician for prescription drugs). A form for this purpose is available at the various clinics in Ripon or in the health office and main office at the high school.

**Reminder: Students going home during the school day, regardless of the reason, must report to the office before leaving. Students may not leave school unless parental permission to leave has been obtained by school personnel.**

**Physical Education Graduation Requirement Substitution Option** (Board Policy AG5460): Students may complete an additional one-half credit in English, social studies, mathematics, or science in lieu of one-half credit of physical education when they participate in a WIAA-sanctioned sport as part of the District's athletic program. A required course or credit may not count for the one-half credit substitution course; the one-half credit substitution course must be in addition to the minimum graduation credit requirement for the English, social studies, mathematics, or science subject areas. Participation in the sport itself does not constitute a course and does not qualify for any high school graduation credit.

Pick up a form in the ACP Center/Room 1304 for complete details. Deadlines are as follows:  
Fall Sports: Dec. 1 / Winter Sports: April 1 / Spring Sports: June 1

**Progress Reports/Parent-Teacher Conferences:** Students and parents may access student's grades online at any time by connecting to Infinite Campus. Progress reports can be an alert to parents that students are not working up to their abilities or to district expectations. Teachers may also use progress reports to note improvement. These reports are done at or near the mid-quarter. Progress reports will be available in the Academic Career Planning Center during Parent/Teacher Conferences on the following dates:

- a) Quarter One: October 11 from 3:30 - 6:30 PM
- b) Quarter Three: January 20 from 3:30 - 6:30 PM

**Publications, Questionnaires, and Solicitation:** Students who have materials they would like to post or to distribute to the student body, or within the school district, must have prior authorization from the high school principal/designee. Students may not solicit funds or pledges or sell items without prior approval from the assistant principal.

**Removal of Student from Class** (Board Policy 5131.2): Students may be removed for inappropriate conduct from any of their classes on a *short-term* basis by any certified teacher and on a *long-term* basis by building administration. A teacher may remove a student from class for the following reason/behavior.

**Behaviors harmful to the educational environment including but not limited to:**

- A. Violating the district's policies justifying suspension and expulsion
- B. Violating the behavioral rules and expectations in the school's student handbook
- C. Behaving in a manner which is disruptive, dangerous or unruly
- D. Interfering with the ability of the teacher to teach effectively

- E. Behaving in a manner inconsistent with class decorum and the ability of others to learn
- F. Repeatedly reporting to class without bringing necessary materials to participate in class activities
- G. Possessing personal property prohibited by school rules and otherwise disruptive to the teaching and learning of others
- H. Acting in a direct violation of federal or state statute or local ordinance regulations
- I. Posing strong likelihood of interference with classroom learning environment due to clear and obvious interpersonal conflicts with other class members or due to problems created by personal hygiene dysfunction

When a teacher removes a student from a classroom, the principal/designee will offer the student an opportunity to explain his/her version of the cause of the situation. However, long-term removal is an administrative decision not subject to a formal right of appeal. The parents of the student, and/or the student, shall have the right to meet with the principal/designee and/or the teacher(s) who made the request for removal. The principal/designee is empowered to implement a removal to another class, placement or setting prior to any meeting, and notwithstanding the objection of the parent(s) or student. (Copies of the entire Code of Conduct are found in the District Policy.)

**Report Cards/Grading:** Report cards are available via Infinite Campus. They will no longer be mailed home, but this option will still be available upon request.

- a) First Quarter ends November 4
- b) Semester One ends January 17
- c) Third Quarter ends March 31
- d) Semester Two ends June 5

*For extracurricular code purposes, an "Incomplete" is considered an "F" because no credit has been earned and/or it is not a "passing" grade.*

**School Lunch Accounts:** Payments to individual/family accounts should be made at the office, paid online via Infinite Campus with a credit card, or mailed to Ripon Area School District, P O Box 991, Ripon, WI 54971, Attn: LUNCH. Please be sure to note that this is a lunch payment in the memo area of the check. Payments received at the high school will be credited to the appropriate balance by the district office. Students are expected to have a positive balance in their lunch account at all times. Those with negative balances will be asked to pay cash for meals.

**School Lunch Policy:** When a student wishes to purchase a school meal that meets the guidelines of the Federal government nutritional policies, but does not have sufficient money to pay for the items at the time of service, the student will be allowed to charge their account for that meal.

A negative balance in a student food service account is a debt that is owed by the student's parent or guardian (or, if applicable, by an adult student). If a negative balance still has not been paid within two weeks after notification or a payment plan has not been set up the district will follow the steps below:

- 1. Debt in a student food service account is not automatically discharged, forgiven, or reduced at the end of the school year or due to a change in a student's enrollment status (e.g., graduates, transfers, drop-outs, etc.).
- 2. At its discretion, the District may continue collection efforts. However, as long as the total amount owed by any household (for all children in the household) does not exceed \$100, the District normally will not refer the debt to a third-party collection agency or pursue collection in small claims court.
- 3. Debts owed to the District's food service program may result in the denial of certain school-related privileges in the same manner that applies to other past due school fees and charges.

**School Visitors:** Permission to bring a guest to school must be obtained from the assistant principal or designee at least one day prior to the visit. There will be no visitors allowed during the first 2 weeks of school, during first semester exams, or during the last 2 weeks of the school year.

**Severe Weather Drills:** Alerts and directions for severe weather drills will be announced over the P.A. system. When the school receives a tornado warning, students will be instructed to move from their classrooms into the designated safety areas or stay in inside corridor classrooms. Students will not be permitted to leave school during a severe weather condition unless a parent comes to school, signs a release form and accompanies the student from school. An “all clear” announcement will be made over the P.A. system when the danger has passed. A severe weather drill will occur every year during severe weather awareness week, usually in April.

**Sexual Harassment** (Board Policy 5517): Sexual harassment is defined as: “behavior which is not welcome, which is personally offensive, which debilitates morale, and which therefore interferes with the school site work effectiveness of its victims and others.” It is prohibited personnel practice. Sexual harassment may be verbal or physical and may occur between peers, between teacher/student or between employees/students.

If you believe you are being sexually harassed, contact the assistant principal. Facts will be verified. Disciplinary action for any type of harassment includes, but is not limited to suspension and/or expulsion.

### **Student Academic Fees**

The following fees will be collected during registration:

Book fee	\$35.00 annually
Art class fee	\$4.00 per semester course
Science class fee	\$4.00 per semester course
Tech Ed class fee	\$4.00 per semester course
Foods class fee	\$4.00 per semester course
Accounting class fee	\$4.00 per semester course
Band instrument rental fee	\$40.00 annually
Music class fee - one activity	\$20.00
Music class fee - two activities or more	\$40.00
Solo & Ensemble entry fee	\$15.00
Activity fee (Athletics, Drama, Forensics)	\$30.00/activity-max \$60.00

**Note:** Full payment of book fee is required of all students who enroll up to three weeks before the end of the first semester. Students enrolling after that date and up to three weeks before the end of the school year are required to pay ½ of the book fee. Students who withdraw during the first three weeks of school will receive a full refund. Students who withdraw after the first three weeks and before the beginning of the second semester will receive a refund of ½ of the book fee. No refunds will be issued for students withdrawing during the second semester.

### **Optional Fees**

Parking Permit	\$5.00	Yearbook	\$55.00
Family Athletic Pass	\$100.00	Ear Buds in Media Center	\$1.50
Chromebook Insurance	\$20.00	Power cord replacement	\$25.00

**Student Purchases:** All students who purchase items paid for from student funds must be authorized by the appropriate advisor before the purchase is made. Itemized receipts must be submitted to the principal’s secretary for payment. Unauthorized purchases will not be reimbursed.

**Student Rights of Expression:** In accordance with Board of Education Policy 5722 and Policy 9700, students have the right, protected by the First Amendment of the U.S. Constitution, to exercise freedom of speech. This includes the right to distribute or display, at reasonable times and

places, written material, petitions, buttons, badges, or other insignia, except expression which:

- A. is obscene to minors
- B. is libelous
- C. is pervasively indecent or vulgar
- D. advertises any product or service not permitted to minors by law
- E. constitutes insulting or fighting words, the very expression of which injures or harasses other people (e.g. threats of violence, defamation of character or of a person's race, religion, or ethnic origin)
- F. presents a clear and present likelihood that, either because of its content or the manner of distribution or display, it will cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act

Distribution or display of material in any of the above categories is prohibited on school premises or at any school related event. Any student wishing to distribute or display non-school material must first submit for approval a copy of the material to the principal in advance of desired distribution/display time, together with the following information:

- A. name of the student or organization
- B. date(s) and time(s) of day of intended display or distribution
- C. location where material will be displayed or distributed

**Student Schedule:** All students at the high school are required to have a full class schedule consisting of seven (7) class periods. One class period may be used as a study hall. In rare occasions there may be extenuating circumstances where the principal grants a second study period. Exceptions to the above include:

- A. A modified schedule approved by the Board of Education.
- B. Students taking class(es) through approved state programs where scheduled class times conflict with high school scheduled classes.

**Schedule Change/Modification:** Students should carefully consider their choices when the next year's scheduling is done in order to avoid the need for schedule changes. However, it is understood that in some cases it is necessary to change a schedule once it has been finalized. In order to change a finalized schedule, one of the following conditions must exist:

- A. The student needs to reschedule a required class in which a semester grade of "F" was received.
- B. The student convinces guidance or administration that there is a valid reason to make a schedule change.
- C. A teacher requests a schedule change and convinces guidance or administration that there is a valid reason to make a schedule change.

It is preferable that schedule changes be made before the scheduled semester begins. During the first five (5) school days of the semester, students may be allowed to drop and/or add a class for an approved reason. Following this, students will have five (5) additional school days in which they may drop and/or add a class only with the permission of all teachers and a parent involved. An add/drop form must be completed and signed by the involved parties. After the first ten (10) school days of a semester, students will not be allowed to add a class, and dropping a class will normally result in the student receiving an "F" on their permanent record for that class.

If a student or parent feels that there are extraordinary circumstances that would justify a schedule modification after the first ten (10) school days of a semester, that individual should contact a school counselor or administration. Such requests are decided on a case by case basis.

**Student Services Department:** The major purposes of the student services department are to give students assistance in dealing with their vocational, educational, social or personal problems; to help students understand their own abilities, aptitudes, interests, strengths, and limitations; and

to help students make use of their potential. School counselors, along with teachers, assist students in planning school programs to fit their needs and in making choices regarding future vocational pursuits and colleges. They also interpret information about students to colleges and prospective employers. In addition, the counselors provide information about various colleges and applications forms; materials regarding vocational opportunities and scholarship availabilities; information dealing with military service and its advantages as a career; and material regarding pre-college testing.

**Study Halls and Pass Information:** A student is assigned to a study hall during the period he or she is not required to be in class. By Board Policy, students take six academic periods and may have one study period. (Students who want to take seven academic periods are able to do so.) In a study hall, supervisors certainly may help students, but their primary role is that of a supervisor.

The following expectations have been established:

- A. Students should report to their assigned seats for attendance before the bell rings.
- B. One student at a time may use a study hall pass, which is their student planner, if given permission to do so by the supervisor. (In very large study halls, the supervisor may allow two students at a time to use a study hall pass.) Students must sign out before leaving the study hall.
- C. Students who have a pass from a staff member other than the study hall supervisor to leave study hall must also sign out prior to leaving. The pass must be obtained from the staff member prior to the period the student is in study hall. Only one name may be listed on the pass. Students are expected to remain at their destination until the end of the period.
- D. Incentives may be earned as designated and approved by the administration and the supervisor. Earned privileges that have been discussed deal primarily with food and drink; however, there has also been discussion regarding allowing the appropriate use of iPods and personal listening devices. If allowed, volume must not become an issue or distraction to others. Cell phones are **NOT** to be used during study hall.
- E. Students should obtain supervisor permission in order to work together. Students who are allowed to work together must do so in the area designated by the supervisor.

**Telephone Calls:** Students finding it necessary to use a phone can use a phone in the office. Personal phone calls must be made **between** classes.

**Weapons, Dangerous Weapons and Firearms:** Weapons, dangerous weapons, firearms, ammunition and “facsimiles” of any of these things are prohibited on school grounds or at any school activity/event supervised by staff employed by the Ripon Area School District. (**This includes any kind of weapon on school grounds or at any school-sponsored activity.** School Board Policy 5772) Exceptions may be granted for educational purposes **only if approved in advance by the building principal or designee.** This prohibition includes pepper spray or similar “defensive” items considered legal for purchase/possession by eligible citizens age 18 or older. Remember that Wisconsin Statute 48.605 calls for automatic EXPULSION from school when student possession of a firearm violates this statute. Applicable State of Wisconsin and Federal laws include: Wis. Stat. 120.13(1)(bm); 120.13(2)(cm); 120.13(2)(g); 167.31(1)(c); 939.22(10); 941.24; 941.235; 941.295(4); 941.2965; 948.60; 948.605; 948.61; 18 U.S. C. 921(a)(3) and 930(g)(2); 20 U.S.C.A. 8921; 34 C.F.R. 300.520(d)(3); and Title 18, 921- or any applicable successor legislation.

**Weather Conditions:** In the event of heavy snow storms or extremely inclement weather, **information regarding school closing will be sent through Infinite Campus, posted on our district website,** broadcast by the following radio stations: WRPN (1600 AM) and WPKR (99.5 FM), and posted on TV stations: Green Bay channels WBAY(2), WFRV (5), WLUK Fox (11) and WGBA (26).

**Withdrawal from School:** A student considering withdrawing from school must discuss this with the school counselor and, if needed, complete withdrawal procedures under his/her direction. All fines, fees, and obligations must be taken care of before the withdrawal from school is completed.

**Work Permits:** All individuals who have not reached the age of sixteen (16) are required by law to have a work permit prior to their employment. This can be done online by visiting [dwd.wisconsin.gov](http://dwd.wisconsin.gov)

## EXTRACURRICULAR INFORMATION

The high school athletic program offers the opportunity for both young men and women to participate at an interscholastic level. An athlete may participate in one sport per season. The following sports are offered with coaches names in parentheses; please contact them for information.

Baseball

Basketball - Girls ( Mr. Nodolf)

Boys (Mr. Schnell-Harrison)

Cross Country (Mr. Gatzke)

Football (Mr. Selgrad)

Golf

Soccer - Girls

Boys (Mr. Nankervis)

Softball

Tennis - Girls (Mr. Brooks)

Boys (Mr. Granados)

Track (Mr. Gatzke)

Volleyball (Mr. Lyle)

Wrestling (Mr. Mlodzik)

The extracurricular program also offers the opportunity to participate in the following activities.

Please contact the staff member in parentheses to learn more about or to join the activity.

Academic Bowl

ACTIVO (Ms. Baird)

Competition Cheer (Mrs. Conlon)

Equestrian Club (Mrs. Silloway)

Football Cheer (Mrs. Conlon)

Forensics (Mr. Wiegel)

Future Business Leaders of America (Mrs. Schmidt)

Future Farmers of America (Mr. Pinchart)

German Club (Mrs. Seidler-Halwas)

Homecoming Court (Student Council)

Junior Prom Court (Junior Class)

Key Club (Mr. Wiegel)

Math Team (Mrs. Coleman)

Musical (Mr. Dodson)

Multicultural Art Club (Miss Hoepfner)

National Honor Society (Mr. Roost)

One or Three Act Plays (Mr. Dodson)

Outdoors Club (Mr. Butters)

Pit Band (Mr. Erickson)

Science Club (Mrs. Monet-Bakken)

Social Justice Alliance (Mr. Roost)

Sources of Strength (Mr. Kandler)

Student Council (Ms. Baird)

Swim Club

**Extracurricular Participation:** To participate in an after-school or evening activity, the student is required to attend school the entire day of the activity (unless officially excused). To participate in a weekend school activity, the student is required to attend school the entire day of the last school day before the activity is held unless the absence is officially approved by the school administration.

**Conduct at Extracurricular Events:** Students are expected to exhibit good sportsmanship at both home and away events. Good sportsmanship means finding ways to support and encourage your team in positive ways, while treating other observers, the officials and opposing team/coaches with respect. Therefore, things like fighting, booing, heckling, derogatory signs/symbols/chants and cheering/etc., throwing or dropping items (or refuse), or possession/use of tobacco products, controlled substances and/or alcoholic beverages (regardless of the site) are unacceptable. Noncompliance with the letter or spirit of this provision may be grounds for ejection from that and other events. Noncompliance may also lead to disciplinary action under the RHS Discipline and Conduct guidelines and/or the Extracurricular Code.

**Attending sporting events:** All K-12 students may attend sporting events. Any student not in high school must be supervised by an adult (not in high school).

**Extracurricular Code:** The Board of Education has approved an extracurricular code which covers students participating in all extracurricular activities. Each coach/advisor will review the code with students before the start of their activity. Before participation can begin **an extracurricular code agreement must be acknowledged by parent/guardian through online registration and signed by students.**

Please refer to the extracurricular code on page 28.

## **RIPON HIGH SCHOOL EXTRACURRICULAR CODE**

### **INTRODUCTION**

Welcome to Ripon High School extracurricular activities. Participation in extracurricular activities is a privilege, not a right, and as such carries certain responsibilities, which may exceed the responsibilities of students who do not participate. Among these responsibilities are adherence to academic and conduct standards, and in athletics, WIAA minimum standards. Parental involvement and accountability is essential for students to be successful. The signatures of students and their parent(s)/guardian(s) on the extracurricular code Agreement Form (last page) indicate willingness to honor and abide by the code. By doing this, students can take pride in themselves **and** be examples of leadership, self-discipline and teamwork. Thank you in advance for your cooperation and support.

### **ELIGIBILITY**

The following rules apply to all extracurricular activities and are in force all day, every day of the calendar year throughout the time a student is enrolled in RHS. Every school year the extracurricular code must be signed by student and parent/guardian. Violations and penalties carry over from year to year except as otherwise specifically provided herein. Coaches must explain any changes to the extracurricular code annually at their pre-activity meetings.

Any student wishing to participate in the Ripon High School extracurricular program must meet all requirements listed below.

For all extracurricular activities (including athletics), a student must:

- Attend a pre-activity meeting for any extracurricular program. Parental attendance is recommended.
- Provide signed statement by both parent and student indicating that the extracurricular code has been read and understood by each of them. The statement must be on file as designated by the high school office before a student may participate.
- Maintain a minimum of a 1.5 GPA quarters 1 and 3 and semesters 1 and 2.
- Be enrolled as a full-time student.
- Attend classes the full school day of any event unless officially excused in writing by the high school principal/designee. A copy of the official approval of such an absence will be made available to that student upon his/her request or by request of his/her parent/guardian. (Doctor's appointments, college visits, funerals, are all excused absences.) **Students may not participate in any competition/performance if they are out ill for any or all of the school day without permission from the school administration. Coaches will work with office staff to monitor attendance.**
- Serve any and all detentions by the time designated by the assistant principal/principal.
- Display behavior/conduct consistent with the ideals, principles, and standards of the activity and Ripon High School.

Expulsion renders the student ineligible to participate in any extracurricular activity during the term of the expulsion and upon return from expulsion unless otherwise agreed to in writing by the student, parents and district administrator at the time of the student's return. Convicted felons are

ineligible for any extracurricular participation. The grouping described as “convicted felons” is considered to include juveniles convicted of an offense that – if committed by an adult – would be a felony.

**For athletic participation, a student must have completed the following items and have them on file with the high school office before a student may participate:**

- Meet all WIAA eligibility standards (SEE APPENDIX)
- Complete an athletic physical card or alternate year card
- Complete an insurance waiver form
- Complete an emergency form
- Complete a concussion agreement
- Pay all extracurricular fees
- Student and parent/guardian sign extracurricular code annually

## **VIOLATIONS AND PENALTIES**

### **A. ACADEMIC VIOLATIONS AND PENALTIES**

In quarters 1 and 3 and semesters 1 and 2

- Earning less than a 1.5 GPA or two or more “F’s” results in loss of extracurricular eligibility for the next, consecutive quarter, beginning the day report cards are posted.

Reinstatement of Eligibility:

A student who has been declared ineligible will become eligible again if he/she meets the eligibility requirements for a subsequent quarter/semester of the school year. A student who has been declared ineligible may appeal their ineligible status after waiting a minimum of 15 school days after the date that they have been declared ineligible. If the student’s current quarter/semester grades meet the eligibility requirements on the date of the appeal, the student’s eligibility will be reinstated. Students wishing to appeal their eligibility must contact the Athletic Director to make the appeal.

#### **NOTES:**

- #1 Incompletes count as an “F” in this provision until completed. High school administration may waive this provision under extraordinary circumstances.
- #2 Students may restore academic eligibility status by making up failures in specific failed classes during the summer months, if appropriate courses are offered and approved by RHS administration.
- #3 During a student’s ineligibility period, the student may practice with his/her extra-curricular group(s), but may not participate in any events, contests, games, or performances.

### **B. CONDUCT**

#### **REPORTING CONDUCT VIOLATIONS**

All reports of violations must be submitted in writing and signed by the person making the report.

The below listed conduct violations will result in the penalties as listed following this section.

#### **CONDUCT VIOLATIONS**

- Conduct unbecoming a participant.
- Severe behavior which results in suspension from or in school, or other examples of misbehavior which may be found in current student handbook treatments of cheating, removal from class, weapons, truancy, unexcused absences, sexual harassment, other student conduct, and conduct at extracurricular events.
- Chronic misbehavior and/or suspension for misbehavior will result in a conduct violation.
- Use/possession/buying or selling of alcohol, tobacco in any form, any other controlled



substance, or prescription medication used by a person or in a manner other than that for which it was prescribed. (Religious use is excluded in this provision.)

- Evidence of participation in conduct that violates state, federal or local law (not traffic violations) will result in a conduct violation. In this instance participation in extracurricular activities will be suspended pending high school administration determination that said conduct merits long-term loss of extracurricular participation privileges. Legal system procedures including offense down-grades of plea bargaining or “first offender” treatments do not preclude high school administration (with district administrator concurrence) from implementing said long-term extracurricular activity suspensions per the full range of options listed in the code - including expulsion related situations.
- The assistant principal/athletic director shall keep a record of any violations and/or penalties assessed until the participant has finished high school. Penalties will be negated after two full years from the date of last conduct violation provided no other conduct violations have occurred.

## CONDUCT PENALTIES

### INTRODUCTION

This section applies only to penalties assigned by the high school administration. There may be other penalties assigned by extracurricular organizations a student is a member of.

Extracurricular activities are divided into two categories, Category A and Category B. Football cheer and competition cheer and activities that are run by high school organizations under the sponsorship of the WIAA belong to Category A and may be referred to as WIAA Sponsored; all other activities belong to Category B (Non-WIAA Sponsored).

Once a violation of this code has been alleged, school administration (generally the assistant principal/athletic director) will investigate the allegation. That person will determine if a violation occurred, assign an appropriate penalty, involve law enforcement and legal personnel if necessary, communicate with appropriate people, and file a written report with the high school principal. **In all cases the high school administration will contact the student and parent/guardian.**

For logistical reasons including Wisconsin Interscholastic Athletic Association (WIAA) regulations the district has found it preferable to apply penalties, to Category A activities before Category B activities. If a student can be expected to participate in a Category A activity or is participating in a Category A activity, any penalty will be applied to the first Category A activity the student participates in after the penalty is assigned, even if violation occurs in the summer and the activity will not occur until following spring. The high school administration will never assign penalties to multiple activities for the same infraction except # 6 under first conduct violation and #5 under second conduct violation. **Students are reminded, however, that other organizations may assign their own penalties based on their codes of conduct, standards, and expectations.**

#### ***First Conduct Violation:***

1. The Category A penalty is forfeiture of competition for approximately twenty percent (20%) of the events (see chart). The Category B penalty is forfeiture of one (1) performance or event. (See **CONDUCT PENALTIES - INTRODUCTION**). The high school administration will inform the student and parent/guardian of the start date for the penalty, which cannot be prior to the date of this communication.
2. The student is expected to be present at all practice sessions during this period other than for excused absences from school.
3. The student is ineligible for any personal awards given by school organizations for the activity the penalty has been assigned to. This includes such honors as officer, captain, MVP, Player of the Year, Most Improved, Most Promising, Spirit Award, Hustle Award, etc. The ineligibility does not carry over to a second season.
4. In the case of a Category A activity, the student must finish the season in good standing for the penalty to count.

5. For first conduct violations the Category A penalty is cut in half (rounded down) for a student who self-reports a violation under the following conditions. Self reporting does not apply to category B.
  - a) The student must report within 72 hours of the violation to **any** RASD administrator.
  - b) The student must report before **any** school administrator attempts to speak with **any** student about the alleged incident/violation.
6. If the student doesn't meet the penalty during the current season/activity period the remainder of the penalty carries over to the next season/activity period the student participates in.

***Self-Reporting Conduct Violation;***

- Student must report within 72 hours of the violation.
- Student may self-report to any school district of Ripon administrator.
- The self-report must take place prior to a school official calling for or speaking with **any** student about the alleged incident/violation or before a school administrator has knowledge of the incident/violation.
- Reduced penalty for self-reports are applicable to a "first violation" only. The "one time" self-reporting option applies only when a violation results from the self-report. The penalty will be reduced to approximately ten percent **for Category A- WIAA sponsored events only. The benefit of self reporting will not apply to Category B activities.**

***Second Conduct Violation:***

1. Category A (WIAA Sponsored) the student will forfeit fifty percent of the events. Category B (Non-WIAA Sponsored) the student will forfeit fifty percent of the scheduled events or performances. A penalty begins at the point school administration determines that a violation has occurred and has communicated that decision to the student and/or parent/guardian.
2. Student will be ineligible for a school letter and any awards indicated in #3 of the *First Conduct Violation* provisions. This provision will apply to the next season /activity if a student violates in the off-season. Awards earned by the team or by an individual in conference or WIAA tournament competition may be kept if the student has returned to good standing by the end of that team's competitive season.
3. The high school administration will contact parent/guardian/student.
4. Student must finish the season in good standing for the penalty to count.
5. If the student doesn't meet the penalty during the current season, the remainder of the penalty carries over to the next season the student participates in.

***Third Conduct Violation:***

1. Category A (WIAA Sponsored) and Category B (Non-WIAA Sponsored) the student will forfeit any and all extracurricular involvement including practice for one calendar year. A penalty begins at the point school administration determines that a violation has occurred and has communicated that decision to the student and/or parent/guardian.
2. Student will be subject to award provisions identified in *First Conduct Violation* (#3) and *Second Conduct Violation* (#2).
3. The high school administration will contact parent/guardian/student.

***Fourth Conduct Violation:***

1. Category A (WIAA Sponsored) and Category B (Non-WIAA Sponsored) the student loses the privilege to participate in all extracurricular activities during the remainder of his/her academic career.

**Category A (WIAA Sponsored)**

A contest shall be defined as the following:

	<u># of Contests</u>			1st Violation		2nd Violation
	<u>Max</u>	<u>Current</u>		<u>20%</u>	<u>Self-Report</u>	<u>50%</u>
Baseball	26	(20)	GAME	4	2	10
Basketball	22		GAME	4	2	11
Cross Country	11		MEET	2	1	5
Football	9		GAME	2	1	4
Golf	14		MATCH	3	1	7
Soccer	24	(20)	MATCH	4	2	10
Softball	26	(20)	GAME	4	2	10
Tennis	14		MATCH	3	2	7
Track	20	(11)	MEET	2	1	5
Volleyball	15		MATCH	3	2	7
Wrestling	14		MATCH	3	1	7
Football Cheer	9		GAME	2	1	4
Competition cheer	7		CONTEST	2	1	4

- For example, Baseball and Softball double headers will count as individual contests. If a student athlete got a 1st violation and had to miss 4 contests, a double-header would count as 2 of the 4 contests missed.
- When figuring out the percentages of contests lost, .5 or less was rounded down and any number above .5 was rounded up.
- Number of WIAA maximum contests or Ripon scheduled games will be adjusted accordingly year to year.
- Percentages are based on our scheduled games not the WIAA maximum contests.

**Category B (Non-WIAA Sponsored)** Activities include: FFA, Musical, One/Three Act Plays, Student Council, ACTIVO, Outdoors Club, Homecoming Court, Junior Prom Court, Academic Bowl, Science Club, Forensics, NHS, Pit Band, Key Club, German Club, Math Team, Equestrian Club, FBLA, Swim Club, Multicultural Art Club, GSA, and Sources of Strength. Additional activities might be added throughout the year.

These are activities that have scheduled events, meetings, and/or performances. However, they do not have a schedule comparable to the athletic schedules or WIAA maximums in event numbers as listed in Category A.

## **DUE PROCESS/APPEAL**

All students have the rights given by due process. If, after an investigation by a designated individual and the school administration of an alleged extracurricular violation, the participant is found guilty and still denies this guilt, an appeal is possible. A ruling of ineligibility will result in implementation of the appropriate penalty. Appeals will only be heard based upon a student's guilt or innocence, not on the severity of the penalty.

Within five (5) calendar days of the student or parent's initial receipt of the determination that a violation has occurred, the appeal process form must be submitted in writing, signed by the student and at least one parent or guardian, to the administrator who initially issued that determination. The appeal will then be given to the high school principal. The high school principal will have 72 hours to acknowledge the appeal and respond to appellants with a plan and timetable to address the appeal.

A participant and/or his/her parents may formally appeal the high school principal's decision in writing to the district administrator, provided an appeal is received by the district administrator within seven days from the first day of such ineligibility. After an appeal has been received, the district administrator will review the matter and will render a decision within five school days.

If the participant's appeal to the superintendent is denied, the student may make a final appeal to the Board of Education. The appeal to the board must be made in writing, within seven days of the Superintendent's decision, to the Clerk of the Board of Education.

The Ripon Area School District does not discriminate on the basis of sex, race, national origin, ancestry, creed, pregnancy, marital or parental status, sexual orientation, or physical, mental, emotional, or learning disability or handicap.

# **APPENDIX**

## **WISCONSIN INTERSCHOLASTIC ATHLETIC ASSOCIATION**

### **2024-2025 HIGH SCHOOL ATHLETIC ELIGIBILITY INFORMATION BULLETIN**

To: Student-Athletes and Their Parents

From: Wisconsin Interscholastic Athletic Association and **Ripon High School**

Your high school is a member of the Wisconsin Interscholastic Athletic Association. The following rules and regulations are developed by the member schools of the WIAA and govern the participation by boys and girls in school athletics and in some instances, impact upon sports activities outside the school.

This information bulletin is a summary of the WIAA OFFICIAL HANDBOOK as it pertains to those rules and regulations. Both student-athletes and their parents should have an understanding of these requirements. Equally important is that student-athletes and/or parents talk to their principal or athletic director if they have any question about these regulations. For additional information on Rules of Eligibility see the WIAA Handbook, or visit the WIAA website at [www.wiaawi.org](http://www.wiaawi.org).

This bulletin does not discuss specific penalties for all violations. The reason is that penalties vary depending upon the nature of the violation. In addition, schools often have established penalties or periods of ineligibility, which are greater than the minimum prescribed by WIAA rules.

There also are exceptions and other permissive provisions in some rules. Student-athletes and their parents should discuss all athletic eligibility related situations with the school principal or athletic director who, if necessary, will get a decision, interpretation, or opinion from the WIAA office.

Student-athletes, as well as parents are asked to read this bulletin, and then sign it and have their signature statement (attached) on file at their school prior to practicing and competing. Reading and signing this form is a condition of participating in interscholastic athletics at WIAA member

**schools. It does not guarantee a student-athlete's athletic eligibility nor does it give rise to any contractual rights, direct or indirect, to student-athletes or their parents.**

These are WIAA eligibility rules, which are current for the 2024-2025 school year:

### **AGE**

A student shall be ineligible for interscholastic competition if they reach their 19th birthday before August 1 of any given school year.

### **ACADEMICS**

A student-athlete must meet school and DPI requirements defining a full-time student and have received no more than one failing grade (including incompletes) in the most recent school issued grade reporting period. Note: Some member schools adopt code and academic policies and other participation requirements which are more stringent than WIAA minimum requirements. In those instances, the school's requirements prevail and must be applied as written.

### **ATTENDANCE**

A student-athlete is eligible for interscholastic competition at a member school if they are carried on the attendance rolls as a duly enrolled full\_time Grade 9, 10, 11 or 12 student in that member school. (Subject to satisfying all other eligibility requirements.) Note: A full-time student is further defined as one where the member school is responsible for programming 100% of the student's school day. The student is eligible for like or similar awards, privileges and services as all the other students and meets all obligations and responsibilities as other students, without exception.

A. A student must complete eligibility in the four consecutive years starting with Grade 9, unless there are documented extenuating circumstances and a waiver has been provided.

B. A student is ineligible if they have graduated from a school offering studies through Grade 12 or its equivalent.

C. A student who graduated in May or June retains eligibility for any portion of a spring athletic schedule not completed by the end of the academic year. Mid-year graduation ends athletic eligibility on the last day of attendance.

D. A student is ineligible if they have not been enrolled in some school by the 17th day of a semester or trimester, except upon request of a school in special cases involving sickness, accident, military service, social services assignment, e.g.

E. A student-athlete may not participate in school sports in more than four different years, and a student-athlete may not participate in the same sport more than one season each school year.

### **DETERMINING RESIDENCE FOR PUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only at the school within whose attendance boundaries their parents reside, within a given school district, with these additional provisions:

A. Board of Education approved full-time student(s), paying their own tuition and residing full time with parents in their primary residence shall be afforded eligibility. Transfer students are subject to provisions outlined in the transfers section of this document and in the Senior High Handbook.

B. The residence of a student's guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility, except in situations involving transfer after the fourth consecutive semester following entry into grade 9. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the transfer and/or waiver provisions as described in the WIAA HS Handbook.

D. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state and is enrolled in a district approved program may be eligible at either school (first priority to school of residence) but (a) may not participate at both schools in the same year and (b) academic ineligibility accompanies student upon transfer. Transfer restrictions may also apply.

E. A student whose tuition is paid by the school within whose attendance boundaries parents reside or by the state or who is participating full time in a legislated open enrollment option must meet all statutory timeline requirements. This provision extends the opportunity to decline attendance at the new school and continue at their school of residence. If the student begins the school year at the new school and then transfers back to school of residence after attending one or more days of school or one or more athletic practices, they shall be subject to transfer provisions as outlined in the transfer Section of this document.

F. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's attendance boundaries, provided enrollment is continuous (unbroken in that school).

G. After a student-athlete has not participated and/or has had their eligibility restricted for one calendar year due to reasons relating to residence and/or transfer, they become eligible.

H. A student-athlete will not be eligible if their attendance at a particular school resulted from undue influence (special consideration because of athletic ability) on the part of any person.

I. A student-athlete who has been declared ineligible at a school for disciplinary reasons, academic reasons or due to another State Association's provision retains that ineligibility status if they transfer to another school.

J. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student whose residence in a given district and attendance at a member school does not conform with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers. Transfer students are subject to transfer provisions as outlined in the transfer section of this document and in the Senior High Handbook.

### **DETERMINING RESIDENCE FOR NONPUBLIC SCHOOL STUDENTS**

A full-time student, whether an adult or not, is eligible for varsity interscholastic competition only if the student is residing full time with parents in their primary residence with these additional provisions:

A. In the event of a divorce or legal separation, whether pending or final, a student's residence at the beginning of the school year shall determine eligibility except in situations involving transfer after a student's fourth consecutive semester. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year'. Under this rule, a student who transfers after the beginning of the school year shall be ineligible at the new school unless approval is granted by the Board of Control in accordance with the waiver provisions as described in the WIAA HS Handbook under Waivers. Transfer restrictions may also apply.

B. Residing full time with guardians shall determine eligibility in cases where both parents of a student are deceased. The execution of guardianship papers in situations where one or both parents are living does not by itself make a student eligible.

C. A student may continue being eligible in the same school even though parent(s) and/or student move from within that school's traditional attendance area, provided enrollment is continuous (unbroken in that school).

D. A student who has been in attendance in a nonpublic, self-contained school (i.e. grades K-12 or 7-12) for at least one complete school year prior to reaching Grade 9 and has not broken enrollment during that time is eligible in that nonpublic school upon entering Grade 9.

E. Except in situations involving mid-year transfer and/or transfer after the fourth consecutive se-

mester students attending member residential schools shall be eligible at the member school provided they reside at the school or reside full time with parents in their primary residence.

F. Except in situations involving transfer after a student's sixth consecutive semester, a full-time student attending a nonpublic school but not residing in accordance with any of the provisions outlined above shall be eligible for nonvarsity competition only, for one calendar year, unless a waiver is provided as outlined in the WIAA HS Handbook under Waivers.

### **TRANSFERS**

A full-time student may be afforded up to eight consecutive semesters of interscholastic eligibility upon entry into Grade 9. Transferring schools at any time may result in restrictions being imposed on eligibility, or in some cases a denial of eligibility. For the purpose of this rule, attendance at one day of school and/or attendance at one athletic practice shall determine 'beginning of school year.' These additional provisions relate to transfer cases:

A. A student who transfers from any school into a member school will be subject to the transfer rules for one calendar year, unless the transfer is made necessary by a total and complete change in residence by parent(s). [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.] Unrestricted eligibility may be afforded at a new school at the time of a complete family move. Any student who delays enrollment after a family move is subject to the transfer rule.

B. Students entering 9th and/or 10th grade at the beginning of the school year and who are within the first four consecutive semesters of high school will be afforded unrestricted eligibility provided all other rules governing student eligibility are met.

C. Students entering 11th and 12th grade are restricted to nonvarsity opportunities for one calendar year. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

D. 9th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for the remainder of the school year. Restrictions are removed upon entering 10th grade.

E. 10th, 11th or 12th grade students who transfer after the beginning of the school year and with written consent from both schools directly involved shall be restricted to nonvarsity opportunities for one calendar year (365 days beginning with first day of attendance at the new school).

F. In the event of divorce or legal separation, whether pending or final, residence at the beginning of the school year shall determine eligibility for students entering 9th and/or 10th grade.

G. District policies with respect to intra-district transfer do not supersede WIAA transfer rules.

H. Unless transfer, including an accompanying total and complete change of parents' residence, is effective at the outset of a semester, a student cannot establish eligibility at their new school until the fifth calendar day of such transfer.

I. A student who transfers more than once in any given school year shall be ineligible for all interscholastic competition for the remainder of that current school year and will be eligible for nonvarsity opportunities only for the balance of the calendar year. [The calendar year (365 days) will be determined from a student's first day of attendance at the new school.]

J. A student may not have eligibility in more than one member school at the same time. A parent or parents who move from a primary residence within one school's attendance boundaries, to a secondary residence within another school's attendance boundaries, may be required by the Board of Control to provide evidence of a total and complete move.

K. A student who transfers from any school, whether or not a member school, with a status of ineligibility for disciplinary reasons, academic reasons and/or as a result of another State Association's regulation or sanction, retains such status at their new school for the same period as decreed by the former school. A student who transfers due to expulsion or removal for disciplinary reason from the previous school is ineligible for the length of the expulsion as determined by the previous school's Board of Education. Note: A student who does not serve a penalty for violation by leaving

the state and competing in another state, will be ineligible for the balance of the suspension upon return to the state.

L. No eligibility will be granted for a student whose residence within a school's attendance boundaries, with or without parents, or whose attendance at a school has been the result of undue influence (special consideration due to athletic ability or potential) on the part of any person, whether or not connected with the school.

### **PHYSICAL EXAMINATION and PARENT'S PERMISSION**

A student-athlete whether an adult or not, must have written permission of parents to participate in school athletics, an emergency information form, and they must have a physical examination (signed by a licensed physician, physician's assistant or advanced practice nurse prescriber) every other school year.

**A physical examination taken April 1 and thereafter is valid for the following two school years. Physical examination taken before April 1 is valid only for remainder of that school year and the following school year.**

### **TRAINING and CONDUCT**

A student-athlete must follow their school's code of conduct (training rules) on a year-round basis.

A. A student-athlete who violates their school's code of conduct during the season of a sport (start of practice to final game) must be suspended from competition for a period of time specified in the code (minimum of one meet) if the violation involves (a) possession and/or use of alcohol, (b) possession and/or use of tobacco, including chewing tobacco and (c) use, possession, buying or selling of controlled substances, street drugs and performance enhancing substances (PES).

B. The member school will determine minimum penalties for violation of any other provisions of its code of conduct, including out of season offenses and for any other unacceptable conduct contrary to the ideals, principals and standards of the school and this Association including but not limited to criminal behavior.

C. Any student charged and/or convicted of a felony shall, upon the filing of felony charges, become ineligible for all further participation until the student has paid their debt to society and the courts consider the sentence served (including probation, community service, etc.).

D. A student-athlete who violates their school's code of conduct at times other than during the actual season of a sport must be disciplined by the school, the nature of such discipline to be determined by the school as indicated in its code of conduct.

E. A student-athlete who violates any part of the school or WIAA's code of conduct resulting in suspension for any portion of WIAA-sponsored tournament competition must be immediately declared ineligible for the remainder of tournament series in that sport. During the WIAA Tournament, an ineligible athlete may not suit up.

F. A student-athlete, disqualified from a contest for flagrant or unsportsmanlike conduct, is also suspended from the next competitive event at the same level of competition as the disqualification.

G. Any player who in the judgment of the official, intentionally spits on, strikes, slaps, kicks, pushes or aggressively physically contacts an official at any time shall be immediately ineligible for competition a minimum of 90 calendar days from the date of the confrontation. In addition, the player is ineligible to compete for the first 25% of the next season in that same sport.

H. A school must provide an opportunity for the student to be heard prior to a penalty being enforced (except for felony charges). If a student appeals a suspension, according to the school's appeal procedure, the student is ineligible during the appeal process.

I. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.



## **AMATEUR STATUS**

A student-athlete must be an amateur in all recognized sports of this association in order to compete in any WIAA sport.

A. A student-athlete may not accept, receive or direct to another, reimbursement in any form of salary, cash (including gift cards) or share of game or season proceeds for athletic accomplishments, such as being on a winning team, being selected for the school varsity team, or being a place winner in an individual tournament, e.g.

B. A student-athlete may receive: a medal, cup, trophy or plaque from the sponsoring organization regardless of cost; school mementos valued not more than \$200; an award valued not more than \$100 retail for participation in an athletic contest in a WIAA recognized sport; and may retain non-school competition apparel worn by the student as part of the team uniform.

C. A student-athlete may not receive compensation or benefit, directly or indirectly, for the use of name, picture, and/or personal appearance, as an athlete because of ability, potential and/or performance as an athlete.

D. A student-athlete may not receive free and/or reduced rates on equipment, apparel, camps/clinics/instruction and competitive opportunities that are not identical for any and all interested students.

E. A student-athlete may not be identified (with or without permission) as an athlete, provide endorsement as an athlete or appear as an athlete in the promotion of a commercial/advertisement and/or profit-making event, item, plan, or service.

F. A student-athlete may not participate in school athletics or in sports activities outside the school under a name other than their own name.

## **SPORTS ACTIVITIES OUTSIDE OF SCHOOL**

Athletes may compete in not more than two non-school competitions with prior school approval during each regular sport season. The contest(s) will not count against the individual maximum for the athlete in that sport. Nonschool competition will not be allowed during the respective WIAA tournament series in a sport. Violation of this rule results in loss of eligibility for the remainder of the season (including the WIAA tournament series) and forfeiture of the two non-school opportunities.

A. WIAA rules do not prevent athletes from practicing with nonschool teams or from receiving private skills instruction during the school season. However, they may not participate officially or unofficially (including "banditing") in more than two nonschool competitions or races, including scrimmages against other teams (with school approval).

(1) This restriction applies to normal nonschool games as well as "gimmicks," such as reduced numbers competition (3-on-3 basketball, 6 player soccer, e.g.), specific skill contests (punt, pass, and kick, shooting contests, free throws, 3 point, e.g.), fun runs, etc.

(2) During the season, athletes may participate in a skills contest with approval of the school. Specific skill contests (punt, pass, and kick, shooting contests e.g., free throws, 3 point, drive, chip and putt) isolate separate skills outside of the traditional competition setting. The skill contest may not include physical contact or extreme fatigue as the actual sport competition. Fun runs are not considered skills contests. There can be no school coach involvement. All other eligibility rules including amateur status apply.

(3) A student who was a member of a school team during the previous year may not delay reporting for the school team beyond the school's official opening day of practice in order to continue nonschool training and/or competition.

B. During the school year before and/or after the school season of a sport and in the summertime, members of a school's team may voluntarily assemble with their teammates (without school and/or

school coach involvement) at their own discretion.

C. A student-athlete or their parents must pay 100% of the fee for specialized training or instruction such as camps, clinics, and similar programs.

D. A student-athlete may not be instructed except during the school season of a sport and approved summer contact days by the person who will be their coach in that sport in the following school season. All sports except football are exempt from this rule, BUT only (a) during the summer months and (b) if the program involved is not limited to individuals who are likely to be candidates for the school team in that sport in the following season.

E. A student-athlete must not participate in an all-star game or similar contest except for summer-time activities (a) within the same league or program (e.g., softball game between divisions of same league) or (b) in which a team is selected to represent a league in post-season play (e.g., Babe Ruth league team). Some post-season all-star opportunities may be permitted for 12th graders who have completed high school eligibility in a particular sport. Check with your Athletic Director to be certain.

F. Schools/individuals are prohibited during the regular season and the WIAA tournament series from practicing for regional, sectional, and state tournament preparation at sites and facilities hosting WIAA tournaments.

**USE OF STUDENT IMAGE**

The participation of student-athletes in school and WIAA tournaments may result in the use of student-athlete images in promotion of school and WIAA events. In order to facilitate good communication, all questions regarding athletic participation at your school should be addressed to your athletic administrator.

4/2024

(FOR REFERENCE – students get a copy to sign)

**RIPON HIGH SCHOOL  
2023-2024 ACADEMIC YEAR**

Student's Last Name

(PLEASE PRINT)

Student's First Name

**EXTRACURRICULAR CODE AGREEMENT**

I have read and fully understand the rules and regulations stated in the Ripon High School Extracurricular Code. *My participation in extracurricular activities is a privilege and not a right.* I acknowledge that, as a participant representing Ripon High School, I serve as a role model for all students. Having recognized this, I pledge to honor this code during my enrollment at Ripon High School.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Student Signature

I have read and fully understand these rules and regulations and will enforce and uphold them. I understand that failure to do so will result in my son/daughter's ineligibility to participate.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Guardian Signature

Contracts must be signed yearly in acknowledgment and acceptance of code revisions.

The extracurricular code applies to ALL school related organizations/functions.

# STUDENT/PARENT HANDBOOK FOR TECHNOLOGY

## 1. RECEIVING/RETURNING YOUR CHROMEBOOK

### 1a. Chromebooks issued by the Ripon Area School District

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

### 1b. Returning your chromebook

- Students leaving the district must return district owned chromebooks and accessories from the Ripon Area School District to the IT Department prior to withdrawal.
- Chromebooks and accessories will be turned in within the last two weeks of the school year.
- If a chromebook and/or accessory is lost, stolen, or not returned, the student/guardian will be charged the full replacement cost and law enforcement agencies may be notified.
- It is important to use chargers created for the specific device model when one is lost to avoid permanent damage to the device. Additional chargers can be purchased from the IT Department (\$25).

## 2. TAKING CARE OF YOUR CHROMEBOOK

### 2a. General Care

- Students are responsible for the general care of the chromebook they have been issued by the RASD.
- Students are responsible for bringing a fully charged chromebook to school each day.
- All district labels and barcodes must remain on the equipment (\$5 fee if removed).
- Chromebooks must remain free of any personalization, such as: writing, drawing, stickers, etc. (\$5 fee)
- Be mindful of food, drink, etc. that may come in contact with the chromebook.
- Chromebooks should not be left unsupervised; they are in danger of being stolen.
  - Please turn an unsupervised chromebook in to a staff member.
  - If a chromebook has been stolen, report the information to the IT Department immediately.
- Chromebooks should not be stored in a vehicle for security and temperature control reasons.
- Store chromebooks on the top shelf of the locker when not in use in order to avoid any possible pressure from books.
- Chromebook Case Damage will be assessed a charge of \$15 up to replacement cost.
  - Coloring or Stickers
  - Crumbs or food in or on case

### 2b. Carrying chromebooks

- Transport chromebooks with care.
  - Use provided case, zipped, when carrying.
  - No additional accessories should be plugged in (power cord, USB drives, etc) when in the case.

- Chromebook lids should always be closed when moving.

## 2c. Screen Care

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

## 2d. Technical Support

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

## 3. USING YOUR CHROMEBOOK AT SCHOOL

### 3a. Chromebooks Left at Home

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

### 3b. Chromebooks Under Repair

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

### 3c. Charging your chromebook

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

### 3d. Account Security

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

### 3e. Backgrounds

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

## 4. SAVING YOUR DIGITAL WORK WITH A CHROMEBOOK

### 4a. Saving to your Google Apps Account

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

### 4b. Saving to Removable Storage Devices

- Chromebooks are equipped with a USB port so portable hard drives and USB drives can

be used to as an alternative way to transfer and/or save files.

#### **4c. Saving to your chromebook**

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

### **5. OPERATING SYSTEM ON YOUR CHROMEBOOK**

#### **5a. Updating your chromebook**

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

### **6. ACCEPTABLE USE GUIDELINES CHROMEBOOK**

#### **6a. General Guidelines**

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

#### **6b. Privacy, Safety, and Digital Citizenship**

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

#### **6c. GoGuardian Filter Smart Alerts**

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

- **Explicit Content** – Designated school district administrators and personnel will be alerted during the school day if a student visits a website that displays explicit content. The administrator or personnel will determine if additional disciplinary action will be taken.
- **Self-Harm** – Designated school district administrators and school counselors will be alerted during the school day if a student visits a "self-harm" related website. The appropriate steps will be initiated by school personnel to address student safety. Those steps include

best practices for the prevention of “self-harm” and student safety.

- Parents and guardians are responsible for monitoring the use of their student’s electronic devices (chromebooks) outside of the school day and when students are not present at school. GoGuardian will not send notifications to school personnel during non-school instructional hours/outside of the regular school day.

#### **6d. Legal Property**

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

#### **6e. Email Electronic Communication**

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

#### **6f. Consequences**

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

### **7. INSURING AND REPLACING YOUR CHROMEBOOK**

#### **7a. Chromebook Insurance**

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

	<b>Insurance</b>	<b>No Insurance</b>
<b>Costs</b>	\$20 per student per year First accidental breakage: Covered by district insurance Second accidental breakage: \$40 Third accidental breakage: \$60 Fourth accidental breakage: \$80	Actual cost of repair with a maximum of \$200 per year
<b>Damage Covered</b>	Unintentional damage that has resulted in breakage due to a drop or spilled liquid, damaged screen, electrical surges, or keyboard damage. Not covered: Intentional damage Power cord damage or loss Lost device Case damage	None
<b>Example Scenario:</b> A student drops a chromebook and causes damage to the screen. The screen needs to be replaced. This is the student's first reported damage.	Cost with insurance: No cost, covered by insurance	Cost without insurance: Approximately \$40 (actual cost of screen replacement)
<b>Possible Additional Charges - These charges are per incident and do not count toward the tiered insurances costs or the maximum no insurance costs</b>		
<p>Label or sticker removal \$5            Personal stickers on device \$5            Power cord replacement \$25            Chromebook case damage \$15 up to replacement cost            Failure to turn the device in at the scheduled time of device turn-in: \$25 non-refundable late fee            Straps will no longer be given for cases, but straps can be purchased for \$5 from the IT Department</p> <p>***The district reserves the right to charge for the entire replacement cost if negligence is determined. Examples of negligence include, but are not limited to losing or destroying your chromebook.</p>		

**8. BRING YOUR OWN DEVICE (BYOD) FAQs**

The district does not allow students to bring their own device. The district provides each student with a chromebook for school use.

**9. CHROMEBOOK FAQs**

**What is a chromebook?**

Chromebooks are mobile computing devices that run Google's Chrome operating system. Chromebooks have a fully functioning internet browser so students will be able to utilize email, access the internet, and complete work online.

**Do you need Internet access to use a chromebook?**

Chromebooks work best when connected to the internet. District survey results have indicated that the vast majority of students have internet access at home. If a student does not have internet access at home several local businesses provide free wifi such as the public library, or there are a limited number of Kajeet hotspots available for checkout through the Library Media Center.

Some chromebook functions are able to be performed offline (e.g. Gmail, Google Drive, apps). It is important to understand though that after completing work offline on a Chromebook it needs to be connected to wifi to sync the work to the cloud after working offline.

### **Does a chromebook need virus protection?**

Chromebooks are designed so that they do not require virus protection.

### **Can I opt my student out of receiving a chromebook?**

The chromebook is a necessary tool to be used in the instruction process. Students cannot opt out of a district issued chromebook and may be required to use it during the school day.

### **What about insurance?**

Please see section 7 for information about optional insurance available for \$20/year through the RASD.

### **Who else can use my child's device?**

Your child will be held responsible for chromebook usage. We do not authorize others to use a student's chromebook.

### **Is there an option to buy the chromebook?**

No, chromebooks issued by the RASD are not available for purchase.

### **Are there any accessories recommended?**

Students should have inexpensive earbuds available for use in class.

### **What if I don't want my child to bring his or her chromebook home?**

Students are encouraged to bring chromebooks home each night; if nothing else, it must be charged at home, nightly. If parents or legal guardians decide they do not want their children to bring their devices home, the parents or guardians will need to consult with administration and complete the Check-In/Check-Out Parent Request Form.

### **Will students be able to keep their chromebooks over the summer?**

No. Chromebooks will be turned in to the RASD within the last two weeks of the school year.

### **Where can we find additional information on our roles and responsibilities?**

Additional information can be found on the [Stakeholder's Roles, Responsibilities & Guidelines](#) page.



# **RIPON AREA SCHOOL DISTRICT ACCEPTABLE USE POLICY AND ADMIN GUIDELINES**

## **Policies**

### **7540.03 - STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation, and communication skills and tools which will be essential to life and work in the 21st century. The instructional use of the Internet will be guided by the Board's policy on Instructional Materials.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures which block/filter Internet access to visual displays that are obscene, contain child pornography, or are harmful to minors. The Board utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Parents/guardians assume risks by consenting to allow their child to participate in the use of the Internet because it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians of minors are responsible for setting and conveying the standards that their children should follow when using the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

The Superintendent is directed to prepare guidelines which address students' safety and security while using e-mail, chat rooms, and other forms of direct electronic communications, and prohibit disclosure of personal identification information of minors and unauthorized access (e.g., "hacking") and other unlawful activities by minors online.

Staff members will participate in professional development programs, as appropriate, in accordance with the provisions of this policy. Training shall include:

- A. the safety and security of students while using e-mail, chat rooms, social networking sites and other forms of direct electronic communications;
- B. the inherent danger of students disclosing personally identifiable information online; and,
- C. the consequences of unauthorized access (e.g., "hacking"), cyber bullying and other unlawful or inappropriate activities by students or staff online;
- D. unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate technology use and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school. Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions, or use of specific monitoring tools to review browser history and network, server, and computer logs.

The disclosure of personally identifiable information about students online is prohibited.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Board's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school-sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the District's network during the school day, but shall be permitted to access social media for educational use in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and may have disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Director of Technology as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to the use of the Network and the Internet for instructional purposes.

### **Administrative Guidelines**

Students are encouraged to use the Board's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student Handbook, and/or civil or criminal liability (see Sec. 943.70, Wis. Stat. (Computer Crimes) and Sec. 947.0125, Wis. Stat. (Unlawful Use of Computerized Communication Systems)). Prior to accessing the Internet at school, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. A minor student must also have the permission of his/her parent or guardian before accessing the Internet at school.

Smooth operation of the Board's Network relies upon users adhering to the following guidelines. The guidelines outlined below are provided so that users are aware of their responsibilities.

- A. Students are responsible for their behavior and communication on the Internet.
- B. Students may only access the Internet by using their assigned Internet/E-mail account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their passwords.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Students may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Students are expected to abide by the following generally-accepted rules of network etiquette:
  1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Board's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  2. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet.
  3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher and unless expressly authorized by your parent or guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
  4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  5. Diligently delete old mail on a regular basis from the personal mail directory to avoid

excessive use of the electronic mail disk space.

- H. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors is prohibited. For example, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated sexual act or sexual contact, actual or stimulated normal or perverted sexual acts, or a lewd exhibition of the genitals; and material that lacks serious literary, artistic, political or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Board's computers/network (e.g. viruses) are also prohibited.

To ensure that the Board's computer resources are not used for inappropriate purposes and consistent with the Children's Internet Protection Act, the Board has implemented technology protection measures on all computers with access to the Internet and World Wide Web that protect against access to visual depictions that are obscene, child pornography, and/or harmful to minors.

These measures are operating at all times, and enable the Board to monitor and protect against access to the aforementioned visual depictions. We have additional and extensive systems and security mechanisms in place to ensure the security, integrity, and appropriateness of the data on our networks. We also rely on and respect each family's right to decide whether to allow their children access to the Internet and World Wide Web.

- I. Malicious use of the Board's computers/network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Board's computers/network in such a way that would disrupt their use by others. Students must avoid intentionally wasting limited resources.
- J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- K. Downloading of information onto the Board's hard drives is prohibited; all downloads must be to floppy disk. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
- L. Students must secure prior approval from a teacher or Media Specialist before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
- M. Students are prohibited from accessing or participating in on-line "chat rooms" or other forms of direct electronic communication (other than e-mail) without prior approval from a teacher or Media Specialist. All such authorized communications must comply with these guidelines.
- N. The Board has software and systems in place that monitor and record all Internet, World Wide Web, and computer usage. The Board wants users to be aware that security systems are capable of recording, for each and every user, each World Wide Web site visit, the amount of time spent actively using the World Wide Web, each chat, news group access, e-mail message, and every file transfer into and out of our internal networks to the Internet. No District student or employee should have any expectation of privacy as to his/her Internet or World Wide Web usage, or the privacy of any electronic mail message, file, download, note, or other data stored on or transmitted or received through any Board computing facility. The Board reserves the right to review computing activity and analyze usage patterns, and may choose to publicize this data to assure that the Board's computing resources are devoted to maintaining the highest standards of educational benefit and employee productivity. Messages relating to

or in support of illegal activities will be reported to the appropriate authorities. The use of passwords does not guarantee confidentiality, and the Board retains the right to access information in spite of a password.

- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Board is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials.
- P. Disclosure, use, and/or dissemination of personal identification information of minors via the Internet is prohibited, except as expressly authorized by the minor student's parent/guardian on the "Student Network and Internet Acceptable Use and Safety Agreement Form."
- Q. Proprietary rights in the design of web sites hosted on the Board's servers remains at all times with the Board.